WORKSHOP DATES JAN - FEB 2019 AT A GLANCE

<table>
<thead>
<tr>
<th>Workshop/programme/course</th>
<th>Date</th>
<th>Book online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Standards Framework (PSF) pathway workshop</td>
<td>8 January 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Enterprise access grant</td>
<td>9 January 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Getting started - academic induction</td>
<td>16 January 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>First aid 3 day course</td>
<td>16 January 2019</td>
<td>Email: <a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Leadership and management: the essentials</td>
<td>17 and 24 January 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Train the trainer programme</td>
<td>Starting 17 January 2019</td>
<td>Booking closed</td>
</tr>
<tr>
<td>First aid annual update</td>
<td>28 January 2019</td>
<td>Email: <a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Writing retreat</td>
<td>7 February 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>An Introduction to Higher Education</td>
<td>12 February 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>ILM Coaching and Mentoring level 5</td>
<td>Starting 13 February 2019</td>
<td>register your interest</td>
</tr>
<tr>
<td>Recruitment and selection</td>
<td>19 February 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Working collaboratively within the University</td>
<td>20 February 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Introduction to project management</td>
<td>26 February 2019</td>
<td>Book here</td>
</tr>
<tr>
<td>Time management</td>
<td>Online, anytime</td>
<td>Book here</td>
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</tbody>
</table>
**INTENSIVE INDUCTION PROGRAMME**

**JANUARY 2019**

The Oxford Centre for Staff and Learning Development (OCSLD) have pleasure in offering an induction programme for new colleagues who have recently joined us or start in January 2019. The programme will take place in the week commencing 14 January so those who teach will have the opportunity to attend before the start of the first semester.

Please note that new colleagues will be invited to attend the Welcome to Brookes, DSE and Health and Safety sessions. Most of the events are being held at the **Headington Campus, Gipsy Lane**

To find out more information and book your place, where applicable, please click on the link below. Alternatively, we would be pleased to hear from you.

E-mail ocsld@brookes.ac.uk or tel: 5910.

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**PROGRAMME**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Jan 2019</td>
<td>10.00 - 12.30</td>
<td>Welcome to Brookes</td>
<td>By invitation</td>
</tr>
<tr>
<td>15 Jan 2019</td>
<td>10.00 - 12.30</td>
<td>Introduction to Health and Safety</td>
<td>By invitation</td>
</tr>
<tr>
<td>16 Jan 2019</td>
<td>10.00 - 11.00</td>
<td>Display Screen Equipment (DSE)</td>
<td>By invitation</td>
</tr>
<tr>
<td>16 Jan 2019</td>
<td>09.30 - 12.30</td>
<td>Getting Started - Academic Induction</td>
<td>Book here</td>
</tr>
<tr>
<td>16 Jan 2019</td>
<td>13.00 - 15.00</td>
<td>Introduction to Google</td>
<td>Book here</td>
</tr>
<tr>
<td>17 Jan 2019</td>
<td>10.00 - 12.30</td>
<td>Introduction to Health and Safety</td>
<td>Book here (please sign in)</td>
</tr>
<tr>
<td>17 Jan 2019</td>
<td>10.00 - 12.00</td>
<td>Introduction to Moodle</td>
<td></td>
</tr>
<tr>
<td>18 Jan 2019</td>
<td>10.00 - 11.00</td>
<td>Using AV in teaching rooms and lecture theatres (in JHB)</td>
<td>Book here</td>
</tr>
<tr>
<td>18 Jan 2019</td>
<td>11.00 - 12.00</td>
<td>Using AV in teaching rooms and lecture theatres (in Clerici)</td>
<td>Book here</td>
</tr>
<tr>
<td>18 Jan 2019</td>
<td>09.30 - 10.30</td>
<td>Performance and Development Review (PDR)</td>
<td>Book here</td>
</tr>
<tr>
<td>18 Jan 2019</td>
<td>10.30 - 11.30</td>
<td>Performance and Development Review (PDR)</td>
<td>Book here</td>
</tr>
<tr>
<td>22 Jan 2019</td>
<td>10.00 - 11.30</td>
<td>Display Screen Equipment (DSE)</td>
<td>By invitation</td>
</tr>
<tr>
<td>22 Jan 2019</td>
<td>13.30 - 16.00</td>
<td>Welcome to Brookes</td>
<td>By invitation</td>
</tr>
</tbody>
</table>
INTENSIVE INDUCTION  
GETTING STARTED: ACADEMIC INDUCTION  
16 JANUARY 2019

Book here

If you are an academic we recommend you attend this workshop. It is supported by an online induction tool which is available on the New Starters webpages on the Brookes website.

We will explain all the key areas you need to know about to help you sail through your first few weeks at Brookes.

The programme will be led by Dr George Roberts, OCSLD.

WORKSHOP INCLUDES:

- Being an academic at Brookes
- The Student Charter
- Key policies for academics and supporting administrative processes
- Learning Resources including Tallis Aspire
- AV equipment in teaching rooms and IT Support
- Moodle and the VLE
- Google
- Further training

WORKSHOP OUTLINE:

10.00 Welcome and introductions:  
*Who we are and what we study and teach*

10.15 Learning and Teaching at Oxford Brookes University:  
*How we work together defines who we are*

10.45 Coffee break

11.00 Colleagues from the Library, IT, and other Professional Services will join us to introduce and explore:

- Teaching spaces at Brookes, IT and AV equipment and services
- Learning Resources
- Working with students: policies, systems and processes
- Supporting Students: Your Personal Information Portal (PIP Pages)
- Core HR

12.20 Plenary

13.00 Close
Call for proposals

We are very pleased to open the call for proposals for the 2019 Brookes Learning and Teaching Conference, which will take place on Thursday 13 June 2019.

The call closes on Monday 4 March 2019.

The conference theme is ‘Rising to the Challenge’ reflecting a climate of challenge, change and opportunity within higher education. We have keynotes from Professors Ray Land and Anne-Marie Kilday. The 2019 Brookes Learning and Teaching conference will provide a space for academics, professional services and students to address the theme within the following streams:

- Learning gain and curriculum innovation
- Engagement and satisfaction
- Assessment and feedback
- Beyond the classroom
- Resilience and wellbeing

We invite proposals for longer sessions of up to an hour, shorter session of 30 minutes, pecha kuchas and posters.

For details please see the conference website [www.brookes.ac.uk/bltc19](http://www.brookes.ac.uk/bltc19)

**LEADERSHIP AND MANAGEMENT ILM AWARD LEVELS 3 AND 5**

You can take the workshops below individually or combine them to obtain a level 3 or 5 Award in Leadership and Management. For more information please contact [ocsld@brookes.ac.uk](mailto:ocsld@brookes.ac.uk).

- **Introduction to Project Management, 26 February 2019** [Book here](#)
  
  Do you have responsibility for managing large or small projects? This workshop provides basic guidance for those new to the task and will also refresh the thinking of those already undertaking a project management role.

- **Effective Workplace Presentations, 14 May 2019** [Book here](#)
  
  This is a dynamic workshop focussing on individual needs and confidence for presenting in all types of workplace environments.
FEEL GOOD FESTIVAL 2019

Explore the full programme and book a place on the Feel Good Festival webpages.

Some of the workshops on offer are:

- 3 Tips for staying well at work
- Brookes active classes and health and lifestyle MOT
- Couch to 5k
- Dragon Slaying Stories
- Meet the Brookes Coaching Pool
- Mental Health First Aid course
- Mental Health Awareness Course
- Mindfulness
- Multifaith chaplaincy events
- Tai Chi
- Tech in Mental Health
- The Keys to Resilience
- Working with emotions

We are pleased to announce that Tara Darby has joined the OCSLD Admin Team to provide administrative support for the workshops and courses provided by Occupational Health.

Tara can be contacted at tdarby@brookes.ac.uk

PREVENT DUTY TRAINING

Working with the Academic Registrar and Director of Academic and Student Affairs, OCSLD has created a short online training course (accessible from Moodle) on the Prevent Duty for all Oxford Brookes staff.

Prevent is part of the UK’s Counter Terrorism Strategy known as CONTEST and works to stop individuals from getting involved or supporting terrorism or extremist activity.

The training course should take around 20 minutes to complete and has reminder quizzes at the end of each section. Once you have completed the training and feel you need more detailed training and support, due to your job role, then please contact ocsld@brookes.ac.uk for more information.

FEEDBACK REQUIRED TO IMPROVE PROFESSIONAL STANDARDS FRAMEWORK SCHEME AT BROOKES

Are you an AFHEA, FHEA, SFHEA or PFHEA?

Our current PSF Pathway provision offers Fellowships to demonstrate continued commitment to professionalism in learning, teaching, and assessment in higher education. We administer the scheme on behalf of Advance HE and in March 2019, the scheme at Brookes is due for re-accreditation. This opens up an opportunity for us to refresh and make improvements to the current provision.

We would like to gather feedback on what works well and what could be improved. If you have a fellowship through the scheme, review fellowships, are a panel member or even if you have not yet applied to complete your fellowship, we would like to hear from you.

Please add your views here. It will only take a few minutes of your time to help develop and improve our scheme here at Brookes. For more information on PSF Fellowships Contact: m.kitchener@brookes.ac.uk
WORKSHOPS FOR MANAGERS COMING UP IN 2019

WORKING COLLABORATIVELY WITHIN THE UNIVERSITY

20 February 2019 half-day  Book here

This is a half-day workshop run in an open, informal way with plenty of opportunity to explore and discuss the ideas presented.

Success at work partly depends on working effectively with other people. We will look at ways to enhance personal influence, build networks and work constructively with a diverse range of people.

Participants will have an opportunity to:

- Explore what ‘Influence’ means within the context of collaborative working
- Identify their own personal communication style and explore other styles of behaviour
- Look at networking, its value, opportunities plus ways to build an effective network
- Constructive ways of responding to difference and conflict.

LEADING, MANAGING AND MOTIVATING A TEAM

15 May 2019 half-day  Book here

This half-day workshop is for managers who wish to explore leadership issues including what makes an effective leader, leadership styles and ways to manage and motivate a team.

This workshop explores what leadership means and involves in the day-to-day management of teams and individuals. Participants will look at some interesting leadership models and explore how these ideas relate to their own work as team leaders and managers.

Participants will have an opportunity to:

- Discuss what leadership means in the HE context
- Consider their own leadership style
- Explore ways to motivate individuals and teams
- Think through some practical approaches to develop team performance.

FINANCE FOR NON FINANCIAL MANAGERS

12 February or 7 May 2019 half-day  Book here

Delivered by colleagues from the Directorate of Finance and Legal Services.

This very practical and interactive workshop will address two key aspects of finance for non-financial managers at Brookes:

- How does University finance work and what do you need to know about it?
- How do you manage your budget at Brookes?

Topics covered include:

- Overview of how finance works at Brookes and the financial year
- Financial Regulations and how they impact finance at Brookes
- Constructing, managing a budget and procurement issues

Participants should bring calculators to the course; other materials will be provided.
COACHING

Would you like some coaching to help you with a work-related issue? Coaching can be helpful for people who are dealing with a workplace challenge such as:

- Transition to a new job
- Taking on a management role
- Identifying priorities
- Improving work relationships
- Finding new directions at work

Further information about coaching at Brookes can be found here.

RETIRED PLANNING WORKSHOP

26 and 27 June 2019  Book here

The workshop brings together a number of contributors from inside and outside the University facilitated by OCSLD.

Day 1: the day centres itself around general financial planning aspects of retirement planning.

Day 2: the day examines the specifics of retirement planning at Brookes and its nominated pension schemes.

Also see the OCSLD Retirement webpages for useful information prior to the workshop.

DO YOU NEED SOME INTERVIEW PRACTICE?

We regularly need interviewee volunteers for our Recruitment and Selection course.

The benefits include a ‘practice’ interview, feedback on your performance and a £20 Marks and Spencer token. For more details please contact: ocsld@brookes.ac.uk

EXTERNAL EVENT
THE UKAT RESEARCH COMMITTEE WEBINAR
17 JANUARY 2019

UKAT are excited to announce that its new webinar series, ‘Tutoring Matters’ will be launching on 17 January 2019. The webinars are designed to support all those engaged with personal tutoring and advising, whether that be as a practitioner, leader or related support role.

The webinars will cover important issues for academic advising including:

- Research and scholarship on tutoring and advising
- Key activities of the personal tutor working with students including one to one and group tutorials, setting boundaries and coaching
- The relationship between teaching and tutoring
- Measuring the impact of tutoring
- The professionalisation and accreditation of personal tutoring.

The webinars are also free of charge!

We are also open to suggestions about topics you would like to see covered. To make a suggestion, or for any other queries regarding the webinars, please email:

profdev-committee@ukat.uk or bewalker@lincoln.ac.uk

To book a place on this webinar please use the following Eventbrite link:
www.eventbrite.co.uk/e/ukat-research-committee-webinar-tickets-52962436072

NEWSLETTER FEEDBACK

We are continually seeking ways to improve the latest issue. We would really like to hear from you with your ideas of what you would like to see and engage with. The OCSLD Team

CONNECT WITH OCSLD

Twitter: @ocsld  Email: ocsld@brookes.ac.uk  Tel: 01865 485910

OCSLD Blog: http://ocsld.brookesblogs.net/