

# OXFORD CENTRE FOR STAFF & LEARNING DEVELOPMENT (OCSLD)

NEWSLETTER | AUGUST 2020

## WELCOME!

As summer marches ahead, the dates for a return to campuses for some, including our students, approaches. This newsletter provides some information about the plans for learning and development delivery from the OCSLD for the next academic year; a year when we will need to be mindful about whether staff are working from home or on our campuses. The newsletter includes an opportunity for managers to request support with change or team development activities they may be planning and we also review the OCSLD online cafe which has now closed. We're going to replace the cafe with a new series of sessions themed around the guiding principles to create a new space for professional skills development and career enhancement - you can read more about that here.

With all best wishes,  
The OCSLD Team

## CONTINUING TO LEARN ONLINE FOR THE REMAINDER OF 2020

The OCSLD development teams are working this summer to review and prepare their offer for the next academic year. One thing that the teams are sure of already is that **the OCSLD offer for the rest of 2020 will comprise only online learning** - either events where people can come together through Google Meet or Zoom to learn, or courses and resources that we can prepare and make available in Moodle. We're seeing great attendance at our online events and increasing engagement with Moodle courses; it seems that as a staff body we have adapted quickly and with relative ease to online learning.

If you have attended any of the personal effectiveness, leadership and development or talking teaching webinars since lockdown started, you will be receiving an evaluation form - do please fill it in as it will help us plan for next year. We also warmly invite ideas and feedback from any colleague on how we can improve our online offer to you - just email [ocslid@brookes.ac.uk](mailto:ocslid@brookes.ac.uk) at any time.

**THIS MONTH**, we've further increased the number of **optional short courses available as bite-size learning** from the Skills Booster catalogue. Study time ranges in length from 15 minutes to one hour long. Our new titles include:

- **CULTURAL AWARENESS** - This course shows that having a better understanding of other cultural backgrounds can support diversity and inclusion.
- **BUILDING TRUST** - Designed with a particular focus on new leaders but suitable for all staff, this course looks at how trust develops, its importance in working relationships and what we can do to improve our own ability to build and maintain it.
- **CHALLENGING BEHAVIOUR** - With law firm Simmons & Simmons and psychologists Robertson Cooper, this course tackles bullying and harassment.
- **MOTIVATING PEOPLE** - Beyond our basic needs to survive, we are all motivated by different things depending on our personality and life experiences. This course looks at how managers/leaders might tap into people's motivation to maximise engagement at work.



You can **access the Skills Booster staff development courses here**. On your first visit, you may be asked to enrol onto the course and this will trigger auto-enrolment as a staff member.

# SUPPORT WITH CHANGE AND/OR TEAM DEVELOPMENT

Throughout the year, the OCSLD consultants respond to requests from managers and team leaders to provide tailored support to implement or respond to changes and/or to provide team-based development. We'll continue to support managers and teams as and when they need it - contact [ocsld@brookes.ac.uk](mailto:ocsld@brookes.ac.uk) and we'll invite you to talk with us to further explore and address your needs.

During the **summer**, we're inviting all managers to look ahead to the coming academic year and consider how **OCSLD's team facilitation offer** could help tackle change-related challenges. For example, your team might need to introduce new service delivery approaches, quickly learn new skills, design or follow new procedures, or adopt and adapt to patterns at work. We're here to help - just get in touch!

## What kind of team-based challenges and changes have the OCSLD supported?

- Facilitating team discussions on the topic of working smarter not harder.
- Supporting managers prepare and involve their staff in relocating offices.
- Enabling discussion and support for teams as part of restructuring.
- Cross-departmental conversations to initiate process enhancements.
- Problem-solving (using the fishbone technique) to review a departmental conundrum.
- Developing insight into issues and plans for action to tackle them.

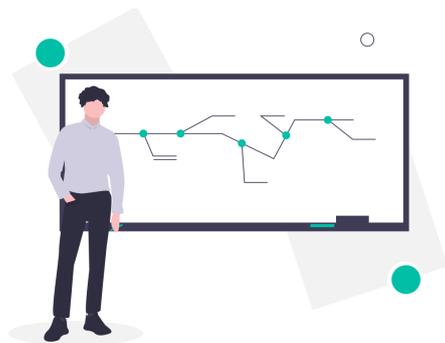
## END OF AN ERA - OCSLD ONLINE CAFE CLOSSES - BUT WHAT NEXT?



The pop-up OCSLD online cafe started in April to bring together people for topical conversations linked to working through the lockdown. It opened for an hour twice a week and invited any colleague to join in and discuss a topical, work-related theme. Themes included technology, time management, PDR and more. We had attendees from across the university and a diversity of roles; we met people that had just joined the institution and had never been to our campuses and also had visits from the Vice-Chancellor. It was a truly **democratic and open space** for dialogue and learning. It served to bring a dispersed workforce together, but, as lockdown lifts, campuses reopen and we prepare for a new normal, it's time to move on - and we've got a new plan for collegial learning and development online for the autumn...

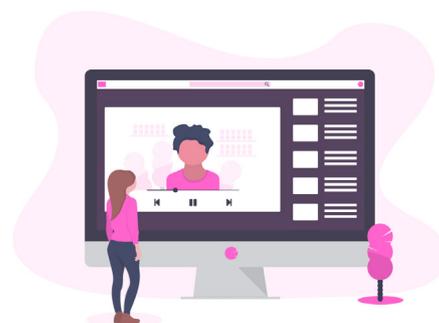
..For the autumn, we're planning a **short series of online learning events** focused on skills development linked to the **Brookes guiding principles**. Each event will focus on one guiding principle - we'll hear from colleagues in the university about how they put that principle into action and there'll be a practical, interactive element to allow attendees to reflect on their practice, learn about themselves, learn from others and create a next steps action plan to develop relevant skills. **Principles into Practice** will explore what it means to put the Brookes guiding principles into practice in our roles. We'll share more, including dates for the events, in our September newsletter!

# SUMMER TEACHING DEVELOPMENT HIGHLIGHTS



Have you looked at the **Inclusive Digital Teacher course**? It is a self-paced Moodle course comprising five learning topics; each one takes approximately one hour to complete. Learn about online assessment, designing online learning tasks, online community building and engagement and lots more. You can complete the topics in any order and at any time. Earn a badge when you complete a topic and complete all five topics to receive the Inclusive Digital Teacher Certificate. You also get to see 'behind the scenes' to learn how the course itself was designed to showcase Moodle features!

OCSLD co-ordinated the **topical Talking Teaching webinars** across June and July. Attended by more than 700 people when broadcast live, the PowerPoint slides and recordings made at each webinar are available to review and revisit. Explore the Framework for ensuring digitally enabled programmes, hear about colleagues' use of Moodle and other online tools to promote engagement and connectedness, examples of online assessment and feedback, how and why to create a tutor presence online and much more. The materials from each webinar are available on the **My Development Options webpage**. The webinars' series will be back next semester with more topical support and advice as we go live teaching in 2020/21.



Readers of the Staff Communications Hub last month will know that the university is starting to roll out a new Moodle plug-in called **Blackboard Ally** that will support us with our ambitions to provide high quality, accessible learning materials on Moodle for all our students and staff. Ally provides learners with optional file formats, such as converting text to audio. For staff, Ally displays a dashboard and score to illustrate how accessible a file or element of the Moodle page is, and provides tips on how to improve the score. You can find out more about the accessibility guidelines and how to create accessible learning materials by using the **Brookes Accessibility Checklist**. The **Digital Accessibility Guidelines (Self-Directed) Moodle Course** provides an opportunity to work with live documents and presentations, check if materials are accessible and give practice in fixing any errors.

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## PREPARING FOR EXPLORE@BROOKES

In October 2020, we're starting a new chapter in our approach at Brookes to support academic development. We'll be launching **EXPLORE@Brookes** - the continuing professional development framework for anyone on an academic or research contract at Brookes. It comprises tailored study routes for those in their First Three Years with time to complete granted in the **annual workload plan**. For others, there is an on-going opportunity across the academic year to access the **EXPLORE@Brookes online resources and sessions**.

The intention of EXPLORE@Brookes is to support all academic and research staff with personalised, relevant and timely **professional development that is career-wide and career-long**. The framework provides online resources and sessions across teaching practice, teaching scholarship, leadership and research, knowledge exchange and innovation. **EXPLORE@Brookes** is accredited by Advance HE. Participants new to Brookes, and new to HE teaching who are in their First Three Years will be supported and expected to seek Associate Fellow or Fellow recognition. You can find out more on the new **EXPLORE@Brookes webpage**.

If you have joined Brookes in the last three years on an academic or research contract, you will be contacted in September and invited to attend a short briefing event. You will be able to choose attendance at sessions scheduled across the 2020/21 academic year before those sessions are advertised more widely to other staff in the university.



## OCSLD TWITTER

We regularly use Twitter to promote our events and latest news from OCSLD. Interact and follow us on Twitter to keep up to date with our news, learning events and resources to support your development.

Follow us @ocslid



## STAFF PROFILE

OCSLD comprises small teams with very diverse talents and roles. In this month's newsletter, we thought we'd introduce the role and work of **Kat Kwok**, the educational researcher in the Centre.

Kat works with the developers on devising research and evaluation approaches, on collaborative, externally funded research projects and most recently has been undertaking the analysis of two surveys of staff and students' experiences of the shift to emergency remote teaching and learning in March.

Her analysis and reports have been used to underpin decision-making that will ensure we deliver a high-quality educational experience next year for our diverse students across our broad range of programmes. Kat has a background in linguistics and is the person in the OCSLD team who most likes cake!



## THE OCSLD TEAM

Jackie Potter - Head of Staff and Educational Development

Luvena Wilson - Administration Manager | Simon Llewellyn - Digital Media and e-Learning Developer

Liz Drewett - Web and Communications Officer | Fiona Smith - Centre Administrator (Educational Development)

Roy Grant - Centre Administrator (Staff & Organisational Development)

### Educational Development Team

Jane Pritchard - TDE Link | George Roberts - HLS Link | Mary Deane - HSS Link | Mary Kitchener - OBBS Link

Catrin Radcliffe - Maths Support | Liz Lovegrove - PCTHE Subject Co-ordinator | Kat Kwok - Educational Researcher

### Staff and Organisational Development Team

Ian Whiting - Consultant | Alison Cumpsty - Consultant | Susie Howes - Developer