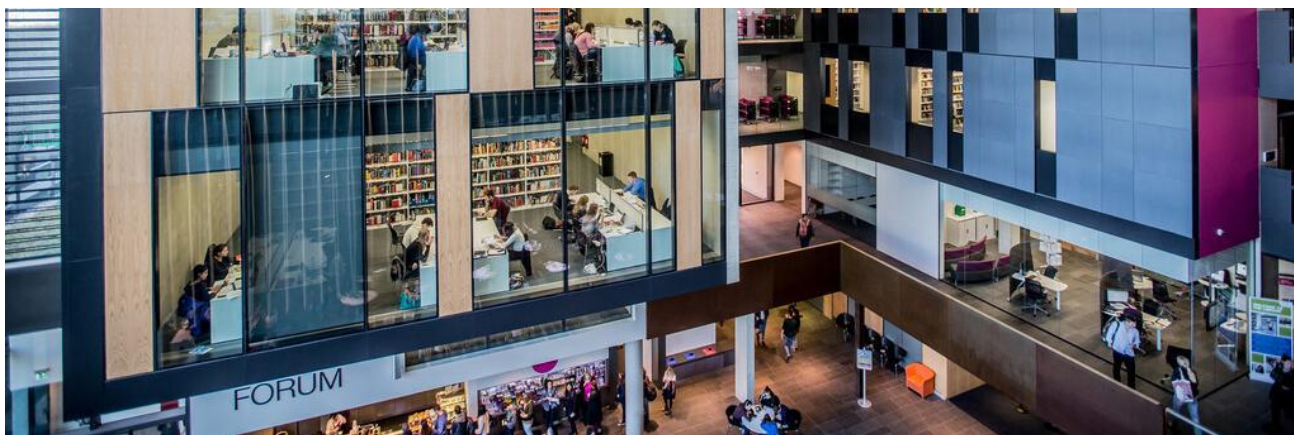


Staff Learning and Career Development NEWSLETTER



August 2025, in this edition

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Dear colleague,

Welcome to this month's edition of our staff newsletter.

We're currently busy planning our provision for the next academic year and look forward to sharing exciting updates with you soon. In the meantime, don't miss the opportunity to apply for the Aurora Leadership Programme – applications are now open! With summer

upon us, it's the perfect time to catch up on your mandatory learning and complete your PDR. And finally, don't miss this month's 5-Minute Focus – a quick read with big impact!

The Organisational Effectiveness and Development Team

Upcoming Workshops and Events

This section provides details of our shorter/bite-size courses, events and one-day workshops:

- [Mental health - one day for line managers](#), Tuesday 5 August, 9.00am - 5.00pm, online
- [Headington Campus tour](#), Tuesday 12 August, 10.00am - 11.00am, in-person
- [Mental Health first aid](#), Monday 10 November, 9.00am - 2.00pm, online

You can also find details via the [list](#) of upcoming workshops and events.

Aurora - Applications now open



The Aurora Programme is an Advance HE initiative designed to encourage more women to move into leadership positions in HE. It is aimed at women up to senior lecturer level or professional equivalent, who are ambitious for a career in the sector and want to explore leadership as one option for progression. More information can be found on the [Advance HE website](#).

The specific cohort details for 2025-26 have now been finalised by Advance HE. To apply, send a completed copy of the Application form to staff-learning@brookes.ac.uk. All applications must be received by 5.00pm on 15 August 2025 or by 5.00pm on 25 July if applying for the early bird discount. Further information about the programme and the application form can be found on our [Aurora web page](#).

Aurora Mentors

Could you be a mentor to our Aurorans? If you are interested in becoming an Aurora mentor please [email staff-learning@brookes.ac.uk](mailto:staff-learning@brookes.ac.uk).

Staff Learning - are you red, amber or green?



As we move through the summer, now is the perfect time to check in on your mandatory learning. Are you up to date – or falling behind?

We're encouraging all staff to complete any outstanding mandatory training during the slightly quieter summer months. Staying compliant isn't just a tick-box exercise – it helps keep our workplace safe, informed, and effective.

Red? You've got some catching up to do – make a plan today.

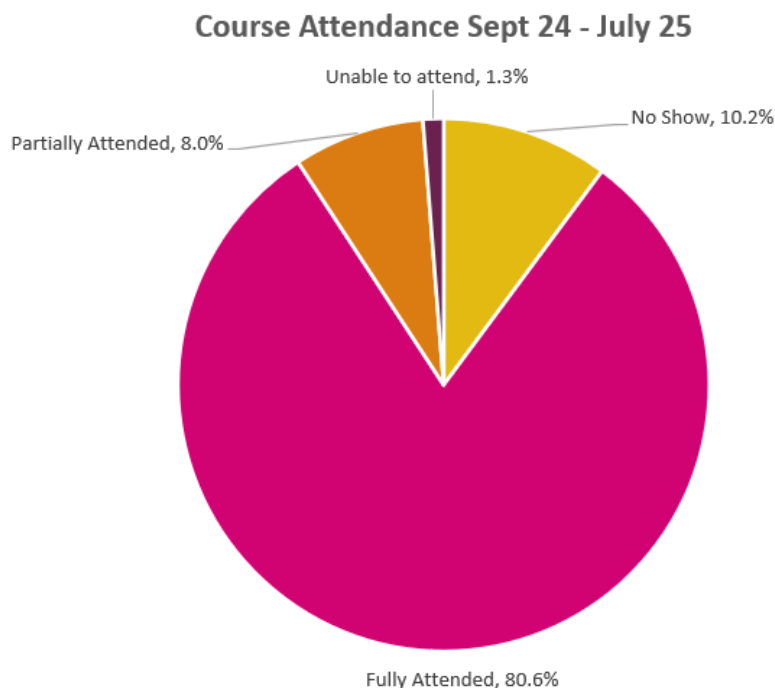
Amber? Nearly there – keep going!

Green? Great job – but don't forget to keep an eye on expiry dates.

Log in to your [learning portal](#), review your status, and aim for green. Let's make this a summer of learning success!

Attendance matters: A look back at last year

Last academic year, our attendance figures showed that 80.6% of participants fully attended their booked sessions, with 8% attending partially. Unfortunately, 10.2% did not attend at all without contact, and 1.3% cancelled on the day.



While we're pleased that the majority were able to make full use of their sessions, no-shows and partial attendance continue to have a real impact. Every missed space represents not just a loss of valuable learning time, but also wasted resources—staff, materials, and planning—all of which still go ahead regardless of attendance. Most importantly, these unused spaces could have been offered to others who were keen to attend.

To help reduce this disruption, we will be monitoring repeat non-attendance and partial attendance. Individuals with a pattern of missed sessions may be contacted directly, and their line managers informed. Our aim is to ensure fair access for all and make the most of the opportunities we offer.

Have you had your PDR?

It is PDR season once again. The Performance and Development Review is an opportunity to reflect on progress over the last year, recognise and celebrate successes and provide space to discuss development needs and opportunities.

If you are yet to have your PDR, speak to your line manager about scheduling in time to do so. If you are a line manager, make sure you are making time to have PDR meetings with your team members. Further information about the existing scheme can be found on the [PDR web pages](#), including some updated [PDR training for Reviewers](#) for anyone who might need a refresher.

5-Minute Focus - One subject. Five minutes. More effective you.

Each month, we highlight one practical article, tool, or tip from our [MindTools catalogue](#) - Great if you're curious, short on time, or just want to try something new. Whether you're looking to build confidence, manage time better, or develop your leadership skills, there's always something useful to explore.

You can find previous highlights in the [5-Minute Focus Archive](#)

This month's pick: 8 Ways to Prioritise Your Professional Development

This month, we focus on Professional Development to align with the PDR season. It's easy to put professional development on the back burner when time feels short. But investing even small amounts of time in learning can make a big difference, whether it's building your confidence, preparing for the next step in your career, or simply keeping up with a changing world of work.

This short article from Mind Tools: [8 Ways to Prioritise Your Professional Development](#) offers eight practical strategies to help you prioritise your development, which can be summarised as:

1. Set clear objectives: Define why a skill matters and turn it into short- and long-term goals.
2. Anticipate and plan around barriers: Identify distractions e.g. emails during your commute and commit to manageable strategies.
3. Make it a habit: Block out regular, small time slots explicitly labeled for learning.
4. Protect your time: Politely but firmly set boundaries during designated learning periods.
5. Use bite-sized learning: Even ten focused minutes can be effective—just eliminate distractions and stay deeply engaged.
6. Pick your peak time: Tackle learning when you're most alert—often in the mornings.
7. Match content to your style: Choose formats (reading, videos, practical practice) that work best for you.

8. Learn with others: Team up with peers, share learning, or form study groups to stay motivated.

There are a host of resources available on the [MindTools Platform](#) as well as on the [Staff Learning Portal](#) to support your professional development.

Research Mandatory Training

From September 2025 it will become mandatory for any supervisor that has completed Graduate College Supervisor Training for Research Active Staff Parts 1 & 2 to complete the Experienced Supervisors' Update Training every 3 years. Supervisors will receive an automated reminder email when they are required to sign up and complete this and you will be able to book on to one of the sessions via the [Staff Learning Portal](#).

Headington Campus Tours



Are you new to Oxford Brookes or Headington Campus? Would you like to meet a student ambassador?

Come and join our [campus tour!](#) Our next one is running on 12 August 2025 (10.00am - 11.00am). We look forward to meeting you.

Online resources

Many of our learning and development resources are now online making them easier to access at a time and place that suits you. We have created dedicated areas on the Staff Learning platform to help you find the development that suits your needs:

- [Leadership and management](#)
- [Wellbeing and personal resources](#)
- [Equality, Diversity, and Inclusion](#)
- [Essential skills](#)
- [Risk and Compliance](#)
- [Professional and career development](#) (including [apprenticeships](#))
- [New starters](#)
- [Customer service](#)

Keeping in touch

Learning and Organisational Development

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