

Staff Learning and Career Development

NEWSLETTER | December 2023



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Dear colleague,

Here is the last newsletter of 2023 with plenty of events to take you through to the New Year! We are continuing to provide Leadership and Management and Personal Effectiveness workshops with dates in December and January.

The appropriately named ELF (Educational Leaders Forum) will be holding its next session in December when Helen Hall, Director of UK Recruitment and Partnerships and Wendy Fowle, Associate Dean (Student Outcomes) will update us on the Access and Participation plan.

We are pleased to announce that the Oxford Brookes International Teaching and Learning Conference will be taking place on **Wednesday 19 June 2024** online. We are calling for contributions from Brookes staff and the wider international HE community.

We would like to take this opportunity to thank you for reading our newsletter over the past year and wish you a very happy holiday.

Best wishes,

The learning and development and OCAED teams

Learning and Organisational Development

Financial Wellbeing

We have three exciting one-hour interactive workshops that we are running in collaboration with Navigate who are providing Financial Coaching (for financial coaching support please visit our [Financial Coaching webpage](#)).



[Debt awareness training](#), Tuesday 23 January 2024 at 10.00am. How to identify the warning signs of debt. This course is particularly useful for staff who are responsible for or support others.

[Financial products and services](#), Tuesday 20 February 2024 online at 10.00am. Understanding financial jargon, products, and APR. The date is already fully booked but please register your interest and we'll arrange more.

[Maximising income](#), Thursday 28 March 2024 online at 10.00am. How to minimise expenditure and make the most of your income.

Leadership and Management workshops in December

- [Difficult conversations](#), Thursday 7 December, 1.30pm - 4.00pm
 - [Managing conflict in a team](#), Monday 11 December, 1.00pm - 4.00pm
 - [Good Day at Work](#), Thursday 14 December, 9.30am - 12.30pm
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NEW Finance Budget Holder training for budget holders

We will be running a number of [Budget Holder training](#) sessions during December 2023. If you have not attended one of these sessions in the past, we highly encourage you to do so!

The purpose of the workshops are to assist you in understanding:

- The responsibilities of being a Budget Holder
- The University's financial regulations, and how they apply to you
- Who to turn to for guidance and support

We have face-to-face (for new Budget Holders) and online (refresher) sessions running throughout December as follows:

- Tuesday 5 December, 9.00am - 12.30pm - CLC.G.13 (face to face)
 - Wednesday 6 December, 9.00am - 12.30pm - CLC.2.29 (face to face)
 - Wednesday 6 December, 10.00am - 12.00pm - Online (via Zoom)
 - **ALMOST FULL** Monday 11 December, 10.00am - 12.00pm - Online (via Zoom)
 - Thursday 14 December, 2.00pm - 4.00pm - Online (via Zoom)
 - Friday 15 December, 10.00am - 12.00pm - Online (via Zoom)
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Leadership and Management framework update

Thank you to everyone for their input into the L&M framework, we're in the final stages of pulling together the draft framework based on the input from people across the university. We will establish a working group and pilot the framework and then go out to the wider university for more feedback.

Good Day at Work workshop

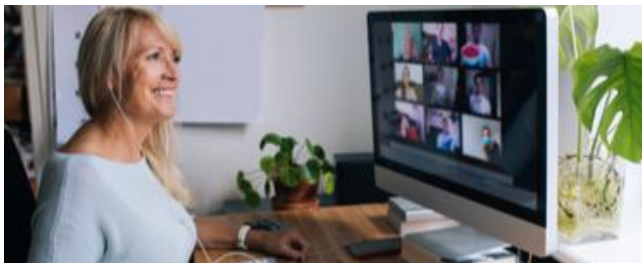


Thursday 14 December 2023, 9.30am - 12.30pm, online.

Have you wondered how you can create Good Days at Work for your team? Based on Robertson Cooper's '6 Essentials for Wellbeing' you will be armed with your own personalised confidential leadership impact

report, you will be provided with insights into your leadership style and how this impacts on work relationships. Book your [Good Day at Work](#) space on the Staff Learning Portal.

Healthy habits in a hybrid workplace



Wednesday 14 February 2024, 10.00am to 11.00am, online

Delivered by Willow and Puddifoot, this webinar focuses on cultivating healthy habits in the hybrid workplace. We know the dynamics of hybrid working comes with some challenges. This one-hour interactive session helps you

identify your own hybrid working habits and make small, impactful changes to build positive habits into your daily life. Book your [healthy habits in a hybrid workplace](#) space on the Staff Learning Portal.

Staff Learning drop-in session

Please come along to our online [Staff Learning drop-in session](#) on Thursday 14 December, 2.00pm - 3.00pm to learn more about the Staff Learning portal. Delivered by the Staff Learning Support team, we'll guide you through some of the key features of the platform, and answer any questions you might have. Let us know ahead of the session if you have any specific questions you would like to ask, or features you would like to explore, by filling in the [topic request form](#). Contact us at staff-learning@brookes.ac.uk if you need help booking this session.

Upcoming workshops and events

Please see the following links for all:

- [All upcoming events](#)
- [Academic Enhancement and Development](#)
- [Health and Safety](#)
- [Leadership and Management](#)
- [Personal Effectiveness](#)
- [Skill Booster \(e-learning\)](#)



We are constantly reviewing and updating our offer and invite you to look at and bookmark the "[What's New](#)" section of the staff learning portal.

Teaching, Learning, and Assessment



Oxford Brookes University International Teaching and Learning Conference 2024

Academic Ambition for Social Justice: the challenges and possibilities of leading authentic change in higher education

We are delighted to announce that the Oxford Brookes International Teaching and Learning Conference, which is open to Brookes staff and the wider international HE community, will take place online on **Wednesday 19 June 2024** and the call for contributions is now open. The conference will include a panel discussion between educational leaders, a plenary hosted by Dr Rowena Senior (University of Hertfordshire) and paper presentations.

Proposal submission deadline - 12pm on Thursday 25 January 2024, 12.00pm GMT.

Academic ambition for social justice encompasses our commitment to progress Higher Education's role in creating a fairer, safer and more just society (Lawrence, et al, 2023; Watermeyer et al, 2022). Integral to this ambition is the practice of more inclusive teaching, learning and assessment and the creation of a more democratic and compassionate academy (Buitendijk, 2019).

The conference will celebrate those who have worked to create fairer, safer and more just educational experiences, academy and society, and inspire those who wish to find deeper satisfaction and personal reward in our work.

A half day event, open to colleagues teaching and supporting learning on a Brookes programme of study, for network and knowledge sharing, will also be taking place in June (date and further details to follow).

For more information about the Conference theme and details on submitting a proposal, please visit the [conference website](#).

Academic Advising: new development sessions and a reminder about University required CPD and email templates

Brookes has taken a strategic approach to enhancing [Academic Advising](#), we aim to enhance practice, increase student engagement, and mitigate any risk associated with student wellbeing. OCAED's objective is to work with Academic Advisers in developing the academic practice of Advising.

On 30 January 2024, 9.30am - 11.30am there will be an 'Academic Advising Q & A Forum' where a panel of Faculty and Professional Services staff can answer your questions about Advising. [Book your place here](#).

A new staff development workshop, 'Academic Advising - Supporting Students in Distress / Managing Disclosures', will take place on Tuesday 6 February 2024, 9.30am - 11.30am. Open to all Academic Advisors, it will be co-facilitated by the Wellbeing team and Faculty staff. [Book your place here](#).

For all those with Advising responsibilities, completion of one of the following is a University requirement:

1. **EXPLORE.** New academic colleagues are registered on the EXPLORE scheme. This includes a synchronous workshop in Stage 1 where essential Academic Advising practices are covered. This workshop is also available to any member of staff who might prefer synchronous CPD. The next available workshops are Monday 15 January (online) and Tuesday 17 January (in-person) [Book your place here](#).

2. **Staff Learning.** There is also an online asynchronous [Academic Advising](#) package in Staff Learning.

To help Advisors pre-empt student enquiries, [email templates](#) directing students to appropriate advice and guidance for specific times in the academic year are useful. The next template is relevant to Week 12.

Join the Educational Leaders Forum

The [Educational Leaders Forum \(ELF\)](#) aims to enable and sustain Programme Leaders and Subject-Coordination in their crucial role. The Forum meets online on the first Wednesday of each month from 9.15am - 10.00am. After each ELF session, resources are shared through the ELF Google Space. So, if you cannot attend, you can still catch up with news and access resources.

[Sign up](#) for the Educational Leaders Forum (ELF) and our emerging community of practice.

On **Wednesday 6 December 2023**, our guest speakers will be **Helen Hall, Director of UK Recruitment and Partnerships** and **Wendy Fowle, Associate Dean (Student Outcomes)** will update us on the Access and Participation plan.

We will take a break from ELF for January and will return on **Wednesday 7 February 2024**, our guest will be: **Mary Davis, Principal Lecturer Education and Student Experience** who will give an update on Generative Artificial intelligence.

EXPLORE workshops

Excellence in Promoting Leadership of Research and Education ([EXPLORE](#)) is a portfolio of workshops and activities for all staff involved in teaching, learning and assessment, research and knowledge exchange. You can register on a pathway leading to Fellowship in your first three years or attend an individual workshop.

Find the list of [upcoming EXPLORE](#) workshops. Click on the workshop title to be taken to the staff learning portal where you can book a place.

EXPLORE Week Four: 18 December - 22 December

[Assessment 1: marking and giving feedback](#), Tuesday 19 December, 9.30am - 11.30am, online or Thursday 21 December, 9.30am - 11.30am, face-to-face

[Digitally enhanced learning](#), Monday 18 December, 9.30 am - 11.30 am, online or Tuesday 19 December, 2.00pm - 4.00pm, online

[Staff-student partnership](#), Wednesday 20 December, 9.30am - 11.30am, online

[Developing scholarly teaching enquiries](#), Wednesday 20 December, 2.00pm - 4.00pm, online or Thursday 21 December, 2.00pm - 4.00pm, online

BOOK NOW Senior and Principal Fellowship Application workshops and writing retreats, January 2024

Do you have strategic responsibility for teaching and learning? Would you like to have your expertise recognised?

Apply for Senior and Principal Fellowship (SFHEA/PFHEA).

We are running three days of workshops and writing retreats (all online) on 22, 23 and 24 January 2024. The mornings are tailored to developing your application and the afternoons provide protected and supported writing time. You can attend multiple afternoons as desired. Further details can be found on our [Senior Fellowship Support Events webpage](#). [Book your place here](#).

Enhance academic practice across Brookes

Would you like to support colleagues in reflecting on and developing their teaching practice? Do you have Fellowship (of any descriptor)? OCAED is looking for observers to conduct Reviews of Academic Practice with EXPLORE participants in S2. This involves attending a teaching session at a mutually convenient time and providing constructive written and verbal feedback. Would you like to get involved? Full support and guidance will be provided.

Supporting the EXPLORE programme may contribute as evidence towards Senior Fellowship and is a step toward educational leadership.

For additional details, please reach out to us via email at explore@brookes.ac.uk.

Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held online on Wednesday 20 December 2023, 2.00pm - 3.00pm. In this session we consider internationalisation in respect of the challenges presented by the pandemic with a particular emphasis on knowledge mobility. In this paper, Yue, de Souza and Townsin (2023) examine the emergence of 'internationalisation at a distance' in respect of the affordances of information and communication technologies and impact the lack of immersion has had/is having on students' identity construction.

More information can be found on the [Brookes International Higher Education Reading Group webpage](#). To attend, please [complete our registration form](#).

Book a faculty partner drop-in session

Faculty partners inspire and support Brookes' learning community to be ambitious, agile, and authentic leaders of transformational academic practice. They offer equitable and efficient academic enhancement and development across all four Faculties. You can book an informal conversation with your OCAED faculty partner about assessment feedback or pedagogic practice by clicking the links below:

- Oxford Brookes Business School, [Nicola Beer](#)
 - Technology Design and Environment, [Mary Kitchener](#)
 - Humanities and Social Sciences, [Adrian Wallbank](#)
 - Health and Life Sciences, [Sue Morón-García](#)
-

Brookes Briefings: guides to teaching, learning and assessment practice

Brookes Briefings are scholarship-led and evidence-based guides to teaching, learning and assessment. Packed with practical wisdom, they also link to further reading and relevant resources.

The following Brookes Briefings have recently been added:



- [Designing and using assessment rubrics](#)
- [Promoting active learning: designing dynamic teaching](#)

Find the Brookes Briefings on the [OCAED webpage](#).

AdvanceHE

Log-in to [My AdvanceHE](#) to access [Membership](#) benefits and [Development, Training and Events](#). To explore all the projects happening this year, visit the [member projects homepage](#). Take a look at the Member Project 2023-24 on [Generative AI: Beyond Assessment](#). Also applications are open for the [Collaborative Development Fund for 2023-24](#).

Free event to book:

[Advance HE Insight events - Postgraduate Student Voice](#), 7 December 2023 - 10.00am - 11.30am, online

Staff and Educational Development Association (SEDA)

As Institutional members, all Brookes staff have access to [benefits](#) including exclusive discounts on SEDA conferences and workshops and a 20% discount on Routledge higher education texts. [SEDA papers](#) on academic development, research supervision, supporting students, wellbeing and evaluating academic development are also available.

Keeping in touch

Oxford Centre for Academic Enhancement and Development

Email: ocaed@brookes.ac.uk

Twitter: [@oxfordcaed](https://twitter.com/oxfordcaed)

Website: <https://www.brookes.ac.uk/ocaed/>

Staff Learning and Development team, Organisational Effectiveness and Development

Email: staff-learning@brookes.ac.uk

Twitter: [@Staff_Learning](https://twitter.com/Staff_Learning)

Website: <https://www.brookes.ac.uk/organisational-development/>