

Staff Learning and Career Development

NEWSLETTER | April 2024



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Dear colleague,

Thank you for taking the time to read the April newsletter. Featured in this issue are the Wellbeing at Work Strategy and the Mental Health First Aid (MHFA) training course, which helps people identify, understand, and assist colleagues with mental health problems.

The IDEAS Programme Design Sprites are running in April. Join the GenAI Thinkspace which is taking place fortnightly with three sessions available. Talking Teaching across the Globe provides a session with a Student Panel discussing the impact GenAI is having on their student experience and we have a Brookes International Higher Education Reading Group meeting.

Best wishes,

Learning and Organisational Development and OCAED teams

Learning and Organisational Development

Upcoming workshops and events

Please see the following links for:

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



Please also see the [what's new dashboard](#) on Staff learning.

Leadership and Management workshops

- [Contract management training](#), Monday 29 April, 10.00am - 1.00pm
- [Good day at work](#), Friday 17 May, 9.30am - 12.30pm
- [Difficult conversations](#), Monday 3 June, 1.30pm - 4.00pm
- [Managing conflict in a team](#), Thursday 4 July, 1.30pm - 4.00pm
- [Giving and receiving feedback as a manager](#), Thursday 11 July, 10.00am - 11.30am
- [Good day at work](#), Monday 22 July, 9.30am - 12.30pm

Wellbeing and personal resources workshops

Managing Stress

- [Managing stress and overwhelm](#), Thursday 13 June, 1.30pm - 4.00pm

Mental Health

- [Mental health first aid](#), Tuesday 23 April, Wednesday 24 April, Tuesday 30 April and Wednesday 1 May, 10.00am - 2.30pm (**one space remaining**)
- [Mental health aware](#), Thursday 27 June, 9.30am - 2.00pm

Personal resources and self-care

- [Building your confidence and self belief](#), Wednesday 10 April, 1.30pm - 4.00pm
- [Maintaining energy balance](#), Tuesday 16 April, 10.00am - 11.00am
- [Adopting a growth mindset](#), Tuesday 7 May, 10.00am - 11.00am
- [Healthy habits in the hybrid workplace](#), Wednesday 5 June, 11.00am - 12.00pm
- [Goal setting for career development](#), Thursday 20 June, 9.30am - 12.00pm
- [Reframing negative thoughts](#), Thursday 27 June, 2.00pm - 3.00pm
- [Better report writing](#), Tuesday 2 July, 9.30am - 12.30pm
- [Discovering and using your strengths](#), Tuesday 9 July, 10.00am - 12.30pm
- [Communicating assertively](#), Wednesday 17 July, 9.30am - 12.00pm

Financial wellbeing

- [Debt awareness training](#), Wednesday 24 April, 10.00am - 11.00am
- [Budgeting & money management](#), Tuesday 4 June, 10.00am - 12.00pm
- [Credit rating](#), Tuesday 11 June, 2.00pm - 3.00pm
- [Financial products & services](#), Wednesday 26 June, 10.00am - 11.00am

Wellbeing at Work Strategy

The University's new [Wellbeing at Work Strategy](#) has recently been approved by the Vice-Chancellor's Group (VCG). The Wellbeing at Work Strategy is one of a framework of enabling strategies supporting the University's [People and Culture pillar](#). Wellbeing has been identified as a priority for our People and Culture strategy and is a prominent feature of the [employee experience](#) we wish colleagues to have.

We have been developing the strategy for the last year and it has been informed by the Wellbeing Survey that was conducted last summer. The Strategy sets out our ambitions which are:

- To actively reduce or mitigate stressors/ill-health factors that exist in the workplace, replacing them with those that help build and strengthen factors contributing to health and wellbeing so that we can flourish;
- Supporting people to improve their wellbeing and strengthen their personal resources including external factors outside of the workplace; and
- Ensuring effective measures are in place where people are adversely impacted by ill health.

One of the ways we are looking at supporting these ambitions is through the provision of related learning and development for staff and managers. We will be further developing our [current offer available on Staff Learning](#) over the coming months.

Mental Health First Aider training



Mental Health First Aid (MHFA) is a training course that teaches people how to identify, understand and help someone who may be experiencing a mental health issue.

MHFA won't teach you to be a therapist, but it will teach you to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.

You'll learn to recognise warning signs of mental ill health and develop the skills and confidence to approach and support someone while keeping yourself safe.

You'll also learn how to empower someone to access the support they might need for recovery or the successful management of symptoms. What's more, you'll gain an understanding of how to support positive wellbeing and tackle stigma in the world around you. For more information see the [article on Mental Health First Aiders](#). If you feel you or a team member could benefit from the training, please [join the waiting list for Mental Health First Aider Training on Staff Learning](#).

Brookes Coaching Pool

A reminder that Oxford Brookes University coaching is available for all staff via the [Brookes Coaching Pool](#). It's free and confidential.

Coaching provides a safe listening space to work through challenges and plan next steps with a trusted thinking partner. Coaching can help foster inner resilience to external pressures. It is especially helpful in times of change, when things feel 'stuck' or when difficult relationships or lack of confidence are impacting you. Look at our webpages to learn more and hear how coaching has helped colleagues across Brookes.

“My coach helped to break down situations into smaller chunks and helped me to identify small steps I could take in the short term.”

Staff Learning Portal support

Do you need help navigating the Staff Learning portal? Let us know if you would like assistance by filling in the [help with Staff Learning request form](#), and we'll be happy to schedule an appointment to guide you through some of the key features of the platform and answer any questions you might have.

Teaching, Learning, and Assessment

IDEAS Programme Design Sprites

[Programme Design Sprites](#) are a set of three in-person workshops structured around the elements of [IDEAS](#). We use the Design Thinking methodology to identify rapid, impactful changes that can be made to improve a programme or module. The Sprites are suited for PDTs engaging with a revalidation/Quinquennial review or the Annual Quality and Monitoring Process (AQMR). The Sprites are also suitable for individuals wishing to review their teaching.

The dates are:

- Monday 15 April, 1.30pm - 3.00pm, Headington Campus
- Thursday 18 April, 1.30pm - 3.00pm, Headington Campus
- Tuesday 23 April, 1.30pm - 3.00pm, Headington Campus

[Book via the Staff Learning portal](#)

The GenAI and Assessment Thinkspace

The GenAI and Assessment Thinkspace will meet online to discuss the implications of GenAI and pedagogic principles (e.g. Brookes GenAI guidance and the IDEAS Curriculum Development Model) for your assessments and the development of your students' assessment literacies/GenAI competencies. Led by Martha O'Curry (Deputy Head of the Centre for Academic Development) and Dr Adrian J. Wallbank (Principal Lecturer and SoTL Lead for the Assessment component of the IDEAS model), the thinkspace aims to create an informal, supportive forum for discussing concerns, sharing ideas and practice, and working through the challenges/opportunities GenAI presents for assessments on your modules/programmes.

The sessions will run on:

- Tuesday 16 April, 11.00am - 12 noon
- Tuesday 30 April, 12 noon - 1.00pm
- Thursday 16 May, 1.00pm - 2.00pm

[Book your place](#)

GenAI @ Brookes webpages

A [suite of web pages](#) addressing the use of GenAI in Teaching, Learning and Assessment at Brookes is now available. These pages house information about university-wide practice relating to GenAI, as well as guidance for individuals, module/programme leads and students.

Please note:

Please refer to the [guidance](#) on the Use of AI software/tools at work issued by Gina Dalton, PVC Education and Seamus Shaw, Chief Information Officer.

Using GenAI ethically in teaching, learning or assessment means we must consider issues of data security and privacy. Therefore any use of GenAI software not supported by the University must be in accordance with the [IT Acceptable Use Policy](#) and sanctioned by the relevant authority in IT Services before being introduced (please contact info.sec@brookes.ac.uk to discuss your requirements).

Talking Teaching across the Globe

The impact GenAI is having on the student experience: hear from a student panel, 19 April 2024, 1.00pm - 1.50pm

In this webinar we will hear from four of the students who work as OCAED Curriculum Consultants about the impact GenAI is having on their student experience. For more information on how to attend, please see the [Talking Teaching across the Globe webpage](#).

The Degree Apprenticeship Programme Leaders and Tutors (DAPL+T) Forum

The Degree Apprenticeship Programme Leaders and Tutors (DAPL+T) Forum will take place on **Wednesday 17 April, 9.00am - 12.15pm, Green Room, Headington Hill Hall**. All those who design, teach, mentor and assess Degree Apprenticeship Programmes have been sent a diary invite, please click on 'Yes' to confirm your attendance. We will celebrate the good feedback from Ofsted, and drawing on some of the 'excellent' feedback we will focus on how we can best develop and roll out teaching observations across our Degree Apprenticeship provision, which was a key part of our narrative to the Inspectors.

This in-person event will be followed with a bi-monthly, 60-minute, online forum so that we can connect, support and discuss contemporary Degree Apprenticeship agendas, and keep up to date with development and enhancement activity.

Degree Apprenticeships Providers: Register your interest to pilot a teaching observation protocol

OCAED and the Apprenticeship team will collaborate on a project piloting a developmental teaching observation protocol. We would like to work with those who teach degree apprenticeships in co-creating a process that nurtures great teaching. The pilot will begin in March, and observations are expected to be conducted after the Easter break. If you would like to be involved please email ocaed@brookes.ac.uk with your name, the degree apprenticeship you teach on, and sessions you might like to have observed (including, when timetables are published, dates, and times). We will also approach programme leaders directly when the pilot begins. Any queries can be directed to Quintijn Vermeulen, Head of UK Partnerships and Apprenticeships, at gvermeulen@brookes.ac.uk

Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held online on **Wednesday 17 April 2024, 2.00pm - 3.00pm**. In this session, we will examine Montgomery and Trahar's (2023) recent examination of the intersection between internationalisation and decolonisation and how, whilst often seen as mutually supportive, internationalisation may perpetuate coloniality. We look forward to seeing you at what promises to be a stimulating discussion. More information can be found on the [Brookes International Higher Education Reading Group webpage](#). To attend, please complete our [registration form](#).

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 8

- [Enterprise Education](#), Tuesday 30 April, 9.30am - 11.30am (online)

- [Inclusive academic practice in all its guises](#), Wednesday 1 May, 2.00pm - 4.00pm (online)
- [Academic integrity at Brookes](#), Wednesday 1 May, 2.00pm - 4.00pm (online)
- [IDEAS refreshing and re-engineering your curriculum](#), Thursday 2 May, 9.30am - 11.30am (online)

Academic Advising: 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 Advisors in developing the academic practice of Advising.

For all those with Advising responsibilities, completion of a course on essential Academic Advising practices is a University requirement. If you have not already done so, please complete the online asynchronous [Academic Advising course](#) on Staff Learning. If you are a Stage 1 EXPLORE participant, you may have attended a taught synchronous "Introduction to Academic Advising" workshop in September 2023 or January 2024. If so, you are exempt from this course.

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 Semester 2**.

Join the Educational Leaders Forum

The [Educational Leaders Forum \(ELF\)](#) aims to enable and sustain Programme Leaders and subject coordinators 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.

We are taking a break in April and our next session will take place on **Wednesday 1 May**. Join Kevin Watson from the Centre for Academic Development to discuss 'the digital hidden curriculum': find out about the digital challenges students report.

PLESE & Professors T&L Forum

The next forum for Professors and Principal Lecturers Education and Student Experience will take place **online** on **Wednesday 10 May, 9.15am - 10.00am**. Visiting speaker Professor Jenny Lawrence will talk about OCAED's HE and LifeLong Learning Research Cluster (HEALL) strategy with a particular focus on how OCAED can nurture and support a scholarly approach to enhancing our academic practice at Brookes, to the benefit of staff, students, and our stakeholders. Please email ocaed@brookes.ac.uk for more details.



Oxford Brookes University International Teaching and Learning Conference 2024 - Save the dates

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

Day 1 - Tuesday 18 June 2024, Harcourt Hill

We welcome Brookes colleagues to a morning of in-person networking and knowledge sharing.

Programme to include:

- Stories of Programme Leadership
- The road to PLESE & Prof of Education & Student Experience
- What are the priorities for meaningful change in Higher Education?
- Lunch + Speed Dating + Wrap up
- Feedback in plenary

Day 2 - Wednesday 19 June 2024, online

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**. The conference will include a Keynote, by Professor Kalwant Bhopal, Professor of Education and Social Justice, University of Birmingham, a panel discussion between educational leaders, a plenary hosted by Dr Rowena Senior (University of Hertfordshire), and paper presentations.

Please visit the [conference website](#) for more information. The conference programme will be published next month when registration will also open.

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, [Pollyanna Magne](#)
- 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. They are packed with practical wisdom and link to further reading and relevant resources. New publications on Academic Advising and Degree Apprenticeships coming soon! Find the Brookes Briefings on the [OCAED webpage](#).



AdvanceHE

Log in to [My AdvanceHE](#) to access [Membership](#) benefits and [Development, Training, and Events](#). There is a wide range of exclusive projects and resources including the [Collaborative Development Fund](#), [Student Success Frameworks](#) as well as [current and previously published Member Benefit Projects](#). Take a look at the Member Project 2023-24 on [Generative AI: Beyond Assessment](#).

Free member events coming up:

- [TMP Alumni - Navigating Disruption](#), 23 April 2024, 8.30am - 10.00am, online
- [Belonging, Mattering and Becoming: Empowering Education through Connection - Open forum 2](#), 7 May 2024, 11.30am - 12.45pm, online
- [TMP Alumni - Winning At Wellbeing](#), 22 May 2024, 12.30pm - 2.00pm, online

Quality Assurance Agency for Higher Education (QAA)

The Quality Assurance Agency for Higher Education (QAA) is an independent charity working to benefit students and higher education, and one of the world's experts in quality assurance. QAA is trusted by higher education providers and regulatory bodies to maintain and enhance quality and standards and arrange a programme of [online events](#), free to members.

Staff and Educational Development Association (SEDA)

As Institutional members, all Brookes staff have access to member [benefits](#) including exclusive discounts on SEDA conferences and workshops and a 20% discount on Routledge higher education texts. The latest issue of [Educational Developments magazine](#) (25.1) is available.

SEDA papers on academic development, research supervision, supporting students, wellbeing, and evaluating academic development are also available for internal use:

- [Our Days Are Numbered: Metrics, Managerialism and Academic Development](#)
- [Ten Ways to Investigate Research Supervision Practice](#)
- [Transitions Into, Throughout and Out of Higher Education: Supporting Students](#)
- [Wellbeing in Higher Education](#)
- [Student Evaluation of Teaching: From Performance Management to Quality Enhancement](#)

Across Brookes

Think Human Festival 2024, 16 - 20 April

We warmly invite colleagues to come along and spread the word about our fantastic programme of [Think Human Festival 2024](#) events which are free and open to all. This is our 4th and most impressive Think Human Festival programme yet, featuring well-known guests and Brookes academics showcasing the relevance of their work to the big issues we face as a society.

We are proud to deliver a programme of events that celebrates the Humanities and Social Sciences and their importance to the wider world. Colleagues, guest contributors, and audiences will participate in lively discussion and debate sharing in Oxford Brookes teaching and research through performances, music, poetry, creative workshops and more. Want to know more about Think Human [watch this short video](#). Think Human events are free and open to all and can be [booked here](#).

WRITING HUB | WRITE SPACE WRITING RETREATS

Writing Hub: Write Space Writing Retreats

Is it challenging for you to find the right time and right place to get on with some writing? This year the Writing Hub is offering six writing retreats, four on campus and two online, between May and July. All retreats take place from 9am - 4pm with an option for half-day attendance for the online retreats.

Whether face-to-face or online the format is the same: writers of any style and level create a sense of community containing plenty of quiet space to make progress with your writing. The group reflects together on the writing process at intervals, and there will be a Centre for Academic Development tutor available to talk through any aspect of your writing with.

In participants' words, Write Space is a *stimulating, calm, good-spirited, constructive* and *productive* place to work; you might also get ideas for how to start a writing group yourself, as some have.

The retreats are open to all Brookes staff and students, and you can [book to attend](#).

The Writing Hub is also promoting a 2-day Summer Writing Retreat run by the Migration and Refugees Network which is open to all. It takes place on the 25 and 26 June on Harcourt Hill Campus (9.00am - 5.00pm both days). To book a place, please contact Dr Tamsin Barber, t.barber@brookes.ac.uk.

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)

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