Staff Development
2016/17
Supporting educational, professional and personal development

Oxford Learning Institute
www.learning.ox.ac.uk
Learning opportunities

The Learning Institute provides a range of learning opportunities, including courses in learning and teaching, leadership and management, and personal development. We also offer specific support for the career development of women and researchers, online resources including help and guidance to new teachers and research supervisors, and a general introduction to the University for new staff.

Our courses are run in the Learning Institute or close to where participants are working in central Oxford and on the hospital sites. We offer a choice of provision to suit participants with different levels of experience and responsibility. Learning and teaching courses are taught with input from experienced Oxford academics to ensure relevance to current practice in the different disciplines.
Overview for 2016–17

Workshops or ‘Programmes’: how much time do they take?

Most courses are self-contained workshops that take a couple of hours or a half-day; a few run for a day or come as a short series of workshops.

Programmes involve several workshops and run over one to three terms. They may require a greater commitment in the form of individual working and can include mentoring or online work. For convenience, the workshops for educational programmes are held outside the teaching term.

Booking a place

- Access the course list from www.learning.ox.ac.uk/courses;
- select the course you want and click the ‘sign up’ button or register your interest in the next iteration;
- email the Services Team services@learning.ox.ac.uk; or
- telephone our booking and enquiries line on (2)86808.

Early booking is advised. We shall normally respond to your request within 24 hours and confirm your place on the course within three days. You will receive joining instructions two weeks before the course takes place and, for some courses, we also send a reminder a few days before the date of the course.

This brochure is an overview of our provision. For dates and details, see our website at www.learning.ox.ac.uk. If the advertised dates aren’t suitable for you (or the course is full), you can register your interest online and you will be contacted when repeat sessions become available. If the advertised dates aren’t suitable for you (or the courses are full), you can register your interest online so you can be contacted when repeat sessions become available. We offer three to six iterations of most of our short workshops each year. Please also note the range of online learning resources available through Lynda.com http://courses.it.ox.ac.uk/lynda which are available at all times.
Bespoke support for departments, faculties and colleges

The Learning Institute also designs and delivers bespoke sessions for departments and colleges at their request. Such workshops can be designed to meet a specific need and can be an effective and efficient way of supporting groups of staff at their place of work. The areas where we can offer support include aspects of teaching and learning, research supervision, and the use of personal development review. We offer team development, facilitation of away-days, and support for implementing change.

Whatever your request, we will be able to advise you on whether the topic lies within our remit and expertise and on our availability. We can also advise you on other sources of support. Contact details for enquiries:

Head of Professional Development: Sharon.Neal@learning.ox.ac.uk

Acting Head of Educational Development: Julia.Horn@learning.ox.ac.uk

Support for learning and teaching

Induction
Introduction to Academic Practice at Oxford provides three days of workshops run in late September for new academic staff.

Extended programmes
We offer three different accredited programmes for teachers with different levels of experience:

- **Developing Learning and Teaching** (a one term programme) builds on the introductory teaching courses provided by the Divisions for graduate students and research staff. Completion of a portfolio with support from the Institute leads to a nationally recognised teaching qualification accredited through the Staff and Educational Development Association (SEDA).

- **Enhancing Teaching Programme**, which is suitable for staff with one to five years’ teaching experience, is also accredited with SEDA and aligned with the UK Professional Standards Framework (UKPSF). It involves work over two terms with four workshops scheduled out of term for convenience. Each year, ‘ETP’ is run twice for Humanities and Social Sciences, and twice for MPLS and Medical Sciences.

- **The Postgraduate Diploma in Learning and Teaching in Higher Education** is a preparation in educational leadership for experienced academic staff. It runs over a full year and leads to an Oxford Postgraduate Diploma. Apply in January – March for the following academic year.

Admissions interviewing
Those new to undergraduate admissions interviewing are expected to take part in an online course to prepare them for their role. They may also participate in a practice session. A separate set of online materials are available at www.online.learning.ox.ac.uk for those new to graduate interviewing.

Online resources
A range of resources on research supervision (http://supervision.learning.ox.ac.uk) and on teaching and learning (www.learning.ox.ac.uk/support/teaching/resources) are provided for just-in-time access.
We offer a range of support for researchers at every stage of their career. As well as workshops for aspiring and new principal investigators, and for those managing, teaching or supervising, we support a range of initiatives to help researchers get the most out of their time at Oxford. These activities include supporting the Oxford Research Staff Society (OxRSS), holding a termly Welcome Event for Research Staff, and providing tools to help researchers navigate the support available to them across the University. For more information, links, and contact details, see the Support for Researchers website: www.ox.ac.uk/supportforresearchers.
Leadership and management development

Managing people (online)
Aimed at all staff new to management, this online course covers the key aspects of management responsibility and offers tools and practical suggestions on managing effectively.

Recruitment and selection (online)
This online course covers the key responsibilities for anyone who chairs or is a member of a recruitment panel.

Introduction to management
Aimed at staff in their first line management or supervisory role, this short programme focuses on our ability to manage ourselves, to manage others, and to manage change.

Developing Leadership and Management Practice (DLMP)
Aimed at staff who have moved beyond their first management role and are managing people who themselves manage others, or who are leading a significant activity through influencing others.

Aspiring Principal Investigators and PIs
A mix of online and face to face support for those who are PIs and those who aspire to be PIs.

Academic Leadership Development Programme (ALDP)
Aimed at established academic staff in underrepresented groups, this programme offers individuals the opportunity to explore the possibility of academic leadership as a future career option.

Heads of Department/Faculty Board Chairs’ induction programme
Aimed at all incoming Heads of Department, Faculty Board Chairs, Directors of Museums and Heads of House.

Other providers of training

The Learning Institute is one of several providers of training and professional development for Oxford staff. For links to all training providers, see www.ox.ac.uk/staff/working_at_oxford/training_development
Planning and organising your development

Induction for new staff (online)
This online course introduces all new staff to the University, its history, its key functions and how to find your way around. It also sets out your responsibilities as a member of staff.

Professional/Personal Development Review (PDR)
A valuable way of beginning the process of identifying and planning your learning and development needs is your Professional/Personal Development Review (PDR).

The online PDR course explains the University’s approach to development reviews and offers practical advice to individuals and their reviewers on how to make the discussion effective and how to identify and fill learning needs.

Transferable skills
We also offer a range of face to face and online learning opportunities on the core transferable skills that most of us need in order to be effective at work. These skills transfer from one role to the next and include time management, assertive communication, presentation skills, managing upwards and across, and feedback conversations.

Equality and diversity
We host three online courses on behalf of the Equality and Diversity Unit:
- Equality and Diversity in the Workplace,
- Unconscious Bias, and
- Dealing with Bullying and Harassment in the Workplace.

We also offer the Springboard personal effectiveness programme open to all women and the Ad Feminam mentoring scheme for senior women in the University.