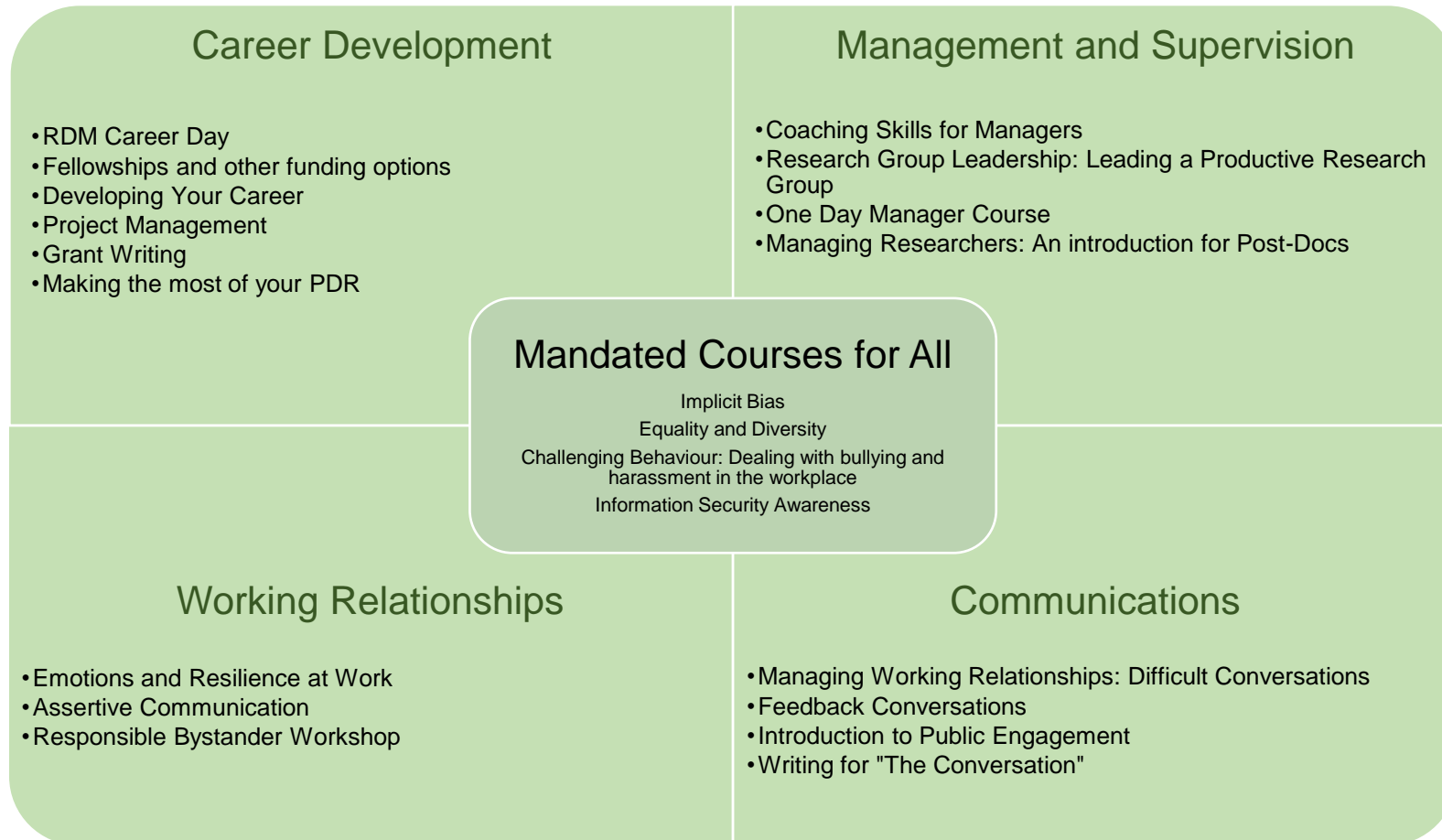


## RDM Learning and Development 2017-2018



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| <b>Mandatory Courses</b>  |   |                           |   |   |                            |
|---|---|---------------------------|---|---|----------------------------|
| <b>Title</b>  | <b>Target audience</b>                  | <b>Course led by</b>      | <b>Frequency</b>  | <b>Remit / Notes</b>  | <b>Category</b>            |
| Implicit/unconscious bias course  | All                                     | Oxford Learning Institute | Online - must be completed every three years                                    | <a href="https://www.learning.ox.ac.uk/seminar_desc.php?cat=az&amp;ls=&amp;cc=MAN/DIV/ONLI&amp;page=3&amp;id=">https://www.learning.ox.ac.uk/seminar_desc.php?cat=az&amp;ls=&amp;cc=MAN/DIV/ONLI&amp;page=3&amp;id=</a> | Working Relationships      |
| Equality and Diversity  | All                                     | Oxford Learning Institute | Online - must be completed every three years                                    | <a href="https://online.learning.ox.ac.uk/courses/index.php">https://online.learning.ox.ac.uk/courses/index.php</a>   | Working Relationships      |
| Challenging Behaviour: Dealing with bullying and harassment in the workplace: | All                                     | Oxford Learning Institute | Online - must be completed every three years                                    | <a href="https://online.learning.ox.ac.uk/courses/index.php">https://online.learning.ox.ac.uk/courses/index.php</a>   | Working Relationships      |
| Information Security Awareness  | All                                     | Oxford Learning Institute | Online - must be completed annually   | <a href="https://online.learning.ox.ac.uk/courses/index.php">https://online.learning.ox.ac.uk/courses/index.php</a>   | Other                      |
| Recruitment and Selection   | Everyone who sits on recruitment panels | Oxford Learning Institute | Online - must be completed every three years                                    | <a href="https://online.learning.ox.ac.uk/course/index.php">https://online.learning.ox.ac.uk/course/index.php</a>   | Management and Supervision |
| Managing People – Key Processes   | Line Managers                           | Oxford Learning Institute | Online - for all new line managers (may be taken again as refresher course)     | <a href="https://online.learning.ox.ac.uk/courses/index.php">https://online.learning.ox.ac.uk/courses/index.php</a>   | Management and Supervision |
| DPhil Supervision at Oxford   | DPhil Supervisors                       | Oxford Learning Institute | Online - For all new DPhil Supervisors (may be taken again as refresher course) | <a href="https://online.learning.ox.ac.uk/courses/index.php">https://online.learning.ox.ac.uk/courses/index.php</a>   | Management and Supervision |

# RDM Learning and Development Programme

(For additional options see <https://www.rdm.ox.ac.uk/learning-and-development>)

|   | Title   | Target audience | Course Size | Course led by               | Date and Time                          | Location   | Remit / Notes  | Category              |
|---|---|-----------------|-------------|-----------------------------|--|--|--|-----------------------|
| 1 | <a href="#">RDM Career Day</a>  | Researchers     | 100         | RDM CDC                     | 7/11/17<br>Tuesday<br>09.00-17.00      | Flora Anderson Hall, Somerville College, Woodstock Rd, OX2 6HD | Talks from researchers who have stayed in academia, moved to industry or left the lab and includes CV preparation workshops for academia and industry. | Career Development    |
| 2 | Responsible Bystander Workshop  | All             | 24          | Equality and Diversity Unit | 13/11/17<br>Monday<br>14.00-15.30      | RDM Seminar Room A, Level 6 West Wing, John Radcliffe Hospital | In this 90 minute workshop we explore your options as a bystander to bullying and harassment.  | Working Relationships |
| 3 | <a href="#">Feedback conversations</a>                                  | All             | 24          | OLI, Sharon Neal            | 29/11/17 -<br>Wednesday<br>14.00-16.00 | OCMR Seminar Room Level 0 John Radcliffe Hospital              | This workshop enables individuals to practise the necessary skills to give and receive feedback in a clear, positive and constructive manner.          | Communications        |
| 4 | <a href="#">Managing working relationships: Difficult Conversations</a> | All             | 24          | OLI, Sharon Neal            | 6/12/17 –<br>Wednesday<br>09.30-12.30  | OCMR Seminar Room Level 0 John Radcliffe Hospital              | Through this course you will learn how to influence people and approach difficult conversations.   | Communications        |

|   |   |             |     |   |                                |  |  |                       |
|---|---|-------------|-----|---|--------------------------------|--|--|-----------------------|
| 5 | <a href="#">Introduction to Public Engagement</a>     | Researchers | 50  | Emma O'Brien                                | 12/12/17 2-4pm                 | TBC  | An introduction for those looking to get started in public engagement with research covering the basics of what it is, how to get started and a chance to be inspired by those already doing it. | Communications        |
| 6 | <a href="#">Fellowships and other funding options</a> | Researchers | 100 | Hugh Watkins, Ruth McCaffrey and Mark Evans | 15/1/18 – Monday 10.00-12.30   | TBC  | This session is designed for students and postdocs considering fellowship applications   | Career Development    |
| 7 | <a href="#">Emotions and resilience at work</a>       | All         | 24  | OLI, Sharon Neal                            | 7/2/18 – Wednesday 10.00-13.00 | RDM Seminar Room A, Level 6 West Wing, John Radcliffe Hospital | In this workshop you will learn how to develop an awareness of self and others, in order to engage positively with colleagues.   | Working Relationships |
| 8 | <a href="#">Making the most of PDR</a>                | All         | 24  | OLI, Sharon Neal                            | 14/02/18 Wednesday 10.00-14.00 | Room K, Wellcome Centre for Human Genetics, Old Road Campus    | After this workshop you will be able to carry out initial PDRs effectively and have a platform from which to reflect on, and refine, your practice   | Career Development    |

|    |   |             |     |                                  |                                    |  |   |                            |
|----|---|-------------|-----|----------------------------------|------------------------------------|--|---|----------------------------|
| 9  | <a href="#">Assertive Communication</a> | All         | 24  | OLI, Sharon Neal                 | 12/3/18 – Monday<br>13.00-16.00    | OCDEM Lecture Theatre, Churchill Hospital                      | This workshop aims to help individuals take steps towards a more effective working relationship with their manager/ supervisor and colleagues.                          | Working Relationships      |
| 10 | <a href="#">One Day Manager course</a>  | All         | 24  | OLI, Sharon Neal                 | 14/3/18 – Wednesday<br>10.00-17.00 | RDM Seminar Room A, Level 6 West Wing, John Radcliffe Hospital | Training for new or inexperienced managers, covering objective setting, praise and improvement.   | Management and Supervision |
| 11 | Writing for “The Conversation”          | Researchers | 100 | The Conversation                 | Spring 2018                        | TBC  | This workshop aims to help researchers write for The Conversation and other online news outlets.  | Communications             |
| 12 | Developing your career                  | Researchers | 100 | Ruth McCaffrey and Leanne Hodson | April 2018                         | TBC  | This workshop will take participants through the skills you need to acquire to advance your career –inside or outside academia.   | Career Development         |
| 13 | <a href="#">Project management</a>      | All         | 24  | OLI, Bill Dunn                   | 11/4/18 – Wednesday<br>09.30-16.30 | OCDEM Lecture Theatre, Churchill Hospital                      | This workshop is designed as an introduction to the concepts of project management, and has been written with a view to the more common practices at Oxford University. | Career Development         |

|    |  |   |    |                      |                                  |  |   |                            |
|----|--|---|----|----------------------|----------------------------------|--|---|----------------------------|
| 14 | <a href="#">Managing Researchers: An introduction for postdocs</a>             | Researchers / PIs                         | 24 | OLI, Bill Dunn       | 9/5/18 – Wednesday 09.30-16.30   | Room K, Wellcome Centre for Human Genetics, Old Road Campus    | This workshop seeks to explore what it means to manage others, what makes a research group productive and what the role of the manager is at each stage of a researcher's contract or career. | Management and Supervision |
| 15 | <a href="#">Coaching skills for Managers</a>                                   | All                                       | 24 | OLI, Sharon Neal     | 6/6/18 – Wednesday 10.00 – 13.00 | RDM Seminar Room A, Level 6 West Wing, John Radcliffe Hospital | This workshop will introduce participants to the role and benefits of coaching, and when and how coaching skills can be used to support effective line management practice.                   | Management and Supervision |
| 16 | Grant Writing Workshop   | Researchers                               | 24 | Peter Dukes from MRC | TBC – hopefully in June 2018     | TBC  | For postdocs planning on writing grant applications.  | Career Development         |
| 17 | <a href="#">Research Group leadership: leading a productive research group</a> | PIs, Research Fellows and senior postdocs | 24 | OLI, Bill Dunn       | 10/10/18 – Wednesday 10.00-17.00 | RDM Seminar Room A, Level 6 West Wing, John Radcliffe Hospital | This workshop looks at what makes a research group productive and the role of the research group leader in influencing these factors to get the most from their researchers.                  | Management and Supervision |

While we have selected certain courses for the RDM L&D programme please remember that numerous other training courses are available through OLI, IT Services, Medical Sciences Division, Lynda.com and others.