

RDM Learning and Development 2017-2018 - Overview



RDM Learning and Development 2017-2019 - Programme

Mandatory Courses					
Title	Target audience	Course led by	Frequency	Remit / Notes	Category
Implicit/ unconscious bias course	All	OLI	Online - Must be completed every three years	https://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/DIV/ONLI&page=3&id=	Working Relationships
Equality and Diversity	All	OLI	Online - Must be completed every three years	https://online.learning.ox.ac.uk/course/index.php	Working Relationships
Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace	All	OLI	Online - Must be completed every three years	https://online.learning.ox.ac.uk/course/index.php	Working Relationships
Information Security Awareness	All	OLI	Annual	https://online.learning.ox.ac.uk/course/index.php	Other
Recruitment and Selection	Those on recruitment panels	OLI	Online - Must be completed every three years	https://online.learning.ox.ac.uk/course/index.php	Management and Supervision
Managing People – Key Processes	Line Managers	OLI	For all new line managers (may be taken again as refresher course)	https://online.learning.ox.ac.uk/course/index.php	Management and Supervision
DPhil Supervision at Oxford	DPhil Supervisors	OLI	Online - For all new DPhil Supervisors (may be taken again as refresher course)	https://online.learning.ox.ac.uk/course/index.php	Management and Supervision

RDM Learning and Development Programme

	Title	Target audience	Course Size	Course led by	Date and Time	Location	Remit / Notes	Category
1	RDM Career Day	Researchers	100	RDM CDC	7/11/17 Tuesday 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	Feedback Conversations	All	24	OLI, Sharon Neal	29/11/17 Wednesday 14.00-16.00	OCMR Seminar Room, Level 0, JR, Oxford, OX3 9DU	This workshop enables individuals to practise the necessary skills to give and receive feedback in a clear, positive and constructive manner.	Communications
3	Managing Working Relationships: Difficult Conversations	All	24	OLI, Sharon Neal	6/12/17 Wednesday 09.30-12.30	OCMR Seminar Room, Level 0, JR, Oxford, OX3 9DU	Learning how to influence people and approach difficult conversations.	Communications
4	Introduction to Public Engagement	Researchers		RDM - Emma O'Brien	12/12/2017 Tuesday 14.00-16.00	Seminar Room, WIMM	An introduction to public engagement and details of upcoming events and how to get involved.	Communications

5	Fellowships and Other Funding Options	Researchers	100	RDM: Hugh Watkins, Ruth McCaffrey & Mark Evans	15/1/18 Monday 10.00-12.30	Seminar Room, WIMM	For students and postdocs considering fellowship applications	Career Development
6	Writing for A Public Audience	Researchers	30	Editor from The Conversation	01/02/2018 Thursday 14.00-16.00	Conference Room, WIMM	Training on how to write effectively for The Conversation and other public facing channels	Communications
7	Emotions and Resilience at Work	All	24	OLI, Sharon Neal	7/2/18 Wednesday 10.00-13.00	RDM Room A JR Level 6 West Wing	How to develop an awareness of self and others in order to engage positively with colleagues.	Working Relationships
8	Making the most of PDR	All	24	OLI, Bill Dunn	14/02/18 Wednesday 10.00-14.00	WTCHG Room K, Old Road Campus	Be able to carry out initial PDRs effectively and have a platform from which to reflect on, and refine, your practice	Career Development
9	Assertive Communication	All	24	OLI, Sharon Neal	12/3/18 Monday 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	One Day Manager course	All	24	OLI, Sharon Neal	14/3/18 Wednesday 10.00-17.00	RDM Room A JR Level 6 West Wing	Training for new or inexperienced managers and covers objective setting, praise and improvement.	Management and Supervision

11	Developing your Career	Researchers	100	RDM – Ruth McCaffrey & Leanne Hodson	26/04/2018 Thursday 10.00-12.30	TBC	What skills do you need to acquire to advance your career either within academia or if leaving academia.	Career Development
12	Project Management	All	24	OLI, Bill Dunn	11/4/18 Wednesday 09.30-16.30	OCDEM Lecture Theatre, Churchill Hospital	The 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
13	Managing Researchers: An Introduction for Postdocs	Researchers / Pls	24	OLI, Bill Dunn	9/5/18 Wednesday 09.30-16.30	WTCHG Room K, 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.	Working Relationships
14	Coaching Skills for Managers	All	24	OLI, Sharon Neal	6/6/18 Wednesday 10.00 – 13.00	RDM Room A JR Level 6 West Wing	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
15	Grant Writing Workshop	Researchers	24	Peter Dukes from MRC & Ruth McCaffrey	10/07/2018	TBC	For postdocs planning on writing grant applications.	Career Development

16	Research Group Leadership: Leading a Productive Research Group	Researchers / PIs	24	OLI, Bill Dunn	10/10/18 Wednesday 10.00-17.00	RDM Room A JR Level 6 West Wing	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
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For additional training and development options see:

<https://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/development-and-training-opportunities>