

# Training and Development

Last updated November 17

Nuffield Division of Clinical  
Laboratory Sciences

Factsheet 8

## Working at RDM Webpages

The webpages include information on a range of topics such as the University's salary scales, development & training programmes, personal development review (PDR), and re-grading & promotion.

[www.rdm.ox.ac.uk/intranet](http://www.rdm.ox.ac.uk/intranet)

## All Staff

### Staff Gateway Webpages

The Staff Gateway provides a very comprehensive list of resources available to University staff on professional development and training opportunities. For further details see: [www.ox.ac.uk/staff/working-at-oxford/training-development/](http://www.ox.ac.uk/staff/working-at-oxford/training-development/)

### Oxford University Careers Service

The Careers Service offers one-to-one appointments, generic skills workshops and organises events for researchers and DPhil students. Further details at: [www.careers.ox.ac.uk/](http://www.careers.ox.ac.uk/)

### IT Services Courses

IT services run a large number of computer courses each term, from basic courses in Word and Excel, to advanced programming and statistical packages. For a full list of courses offered:

[www.it.ox.ac.uk/do/training-and-facilities](http://www.it.ox.ac.uk/do/training-and-facilities)

### Oxford Learning Institute

OLI organises free courses on teaching, learning, leadership, management and personal development. Further details at [www.learning.ox.ac.uk](http://www.learning.ox.ac.uk).

Research staff:

[www.learning.ox.ac.uk/support/research/](http://www.learning.ox.ac.uk/support/research/)

Support staff:

[www.learning.ox.ac.uk/support/supportstaff/](http://www.learning.ox.ac.uk/support/supportstaff/)

### Online Training Courses

It is now mandatory for all staff in RDM to complete the [Equality and Diversity](#) and [Unconscious Bias](#) online training courses. See: [www.rdm.ox.ac.uk/resources-2](http://www.rdm.ox.ac.uk/resources-2)

## Research Staff

### Medical Sciences Division Skills Training

The Medical Sciences Division offers training to all graduate

research students and research staff on a range of subjects from technical skills such as light microscopy through to ethics. See: [www.medsci.ox.ac.uk/skillstraining](http://www.medsci.ox.ac.uk/skillstraining)

### Support for Researchers

The University's Support for Researchers webpages provide useful advice on development, applying for grants and other resources available within the University. See [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers)

### Research Staff Mailing List

Keep up to date on all the latest training, networking and social opportunities available to you. Sign up to the mailing list of the Oxford Research Staff Society:

[Researchstaff-subscribe@maillist.ox.ac.uk](mailto:Researchstaff-subscribe@maillist.ox.ac.uk)

## Professional/Admin Staff

### Guide to Staff Development

Gain an introduction to development for professional and administrative staff at Oxford. This guide is aimed primarily at professional and administrative staff, but may also be useful to anyone seeking to develop their workplace skills and abilities: <http://www.staffdev.ox.ac.uk/>



## Support in RDM

### Personal Development Review (PDR)

A compulsory PDR scheme has been introduced across RDM to allow staff to discuss their progress, objectives and training needs with their line manager, and to receive feedback on their performance and achievements on an annual basis. See: [www.rdm.ox.ac.uk/intranet/personnel/personal-development-review](http://www.rdm.ox.ac.uk/intranet/personnel/personal-development-review)

### RDM Research Strategy Co-ordinator

Dr Ruth McCaffrey provides additional support for researchers regarding funding opportunities, fellowship applications etc. For advice or to arrange a meeting: [ruth.mccaffrey@rdm.ox.ac.uk](mailto:ruth.mccaffrey@rdm.ox.ac.uk). For information on funding, see: [www.rdm.ox.ac.uk/intranet/finance-grants-and-funding/find-funding](http://www.rdm.ox.ac.uk/intranet/finance-grants-and-funding/find-funding)

### RDM Career Development Committee (CDC)

The CDC's role is to provide excellent career support and development opportunities for all staff. It is chaired by Associate Prof Leanne Hodson and considers all aspects of career support including PDR, mentoring and training.

### RDM Career Days

RDM organises career days aimed

at all research staff & students in RDM who would like to explore the career options open to them, both within or outside of research.

### Regrading & Promotion

Information about the regrading procedure can be found on the RDM website: [www.rdm.ox.ac.uk/intranet/personnel/regrading](http://www.rdm.ox.ac.uk/intranet/personnel/regrading)

## Mentoring Schemes

### RDM Mentoring Scheme

RDM offers a mentoring scheme open to all staff and students. Further information available at [www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/mentoring](http://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/mentoring)

### Springboard

Springboard is a professional development programme, designed and developed by women for women. See: [www.learning.ox.ac.uk/support/women/programmes/springboard/](http://www.learning.ox.ac.uk/support/women/programmes/springboard/)

### Ad Feminam

Ad Feminam is a mentoring which is intended to encourage women to explore their leadership potential within academic life, or within an administrative career. See: [www.learning.ox.ac.uk/support/women/adfeminam/](http://www.learning.ox.ac.uk/support/women/adfeminam/)

### Navigator

Navigator is a professional development programme for men. More info: [www.medsci.ox.ac.uk/skillstraining/coursecatalogue/](http://www.medsci.ox.ac.uk/skillstraining/coursecatalogue/)

## Other Resources

[allcourses/203](#)

### University Administration & Services (UAS) Conference

The UAS conference series is a useful source of training and information for administrative staff about the range of projects and services within the University's administrative functions and to keep updated about new initiatives. For more information and to book a place: [www.admin.ox.ac.uk/uasconference/](http://www.admin.ox.ac.uk/uasconference/)

### Department for Continuing Education

The Department for Continuing Education offers over 1000 courses per year, across a full range of subjects. The courses range from one-day events to full degree programmes. For more information: [www.conted.ox.ac.uk](http://www.conted.ox.ac.uk)

### Language Centre

The University's Language Centre offers discounted foreign language classes to staff and students. Further details and how to sign up can be found at: [www.lang.ox.ac.uk/](http://www.lang.ox.ac.uk/)

### Vitae

Vitae is an organisation that champions the personal, professional and career development of doctoral researchers and research staff in UK higher education institutions.

More information at:

[www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan](http://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan)