

TRAINING and DEVELOPMENT

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OCDEM

Factsheet No.8

All Staff

Staff Gateway - Training and Development

This website provides a very comprehensive list of resources available to the University staff on professional development programmes and training and development in general. Further details can be found at 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/

Oxford IT Services

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

Support for Researchers

Welcome Event for Research Staff

The Oxford Learning Institute (OLI) hosts a welcome event for research staff. Three welcome events are held each year, giving researchers a chance to meet other new researchers from across the

University, obtain information about career and professional development support, University services such as computing, library, research support, and talk to representatives from a range of University services.

For further information visit www.learning.ox.ac.uk/support/research/

Research Staff Mailing List

Research staff can subscribe to a mailing list to keep up to date with research development. To be added to the mailing list please send your request to Researchstaff-subscribe@mailist.ox.ac.uk.

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

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

The Oxford Learning Institute (OLI)

The Oxford Learning Institute provides free courses on teaching, learning, leadership, management and personal development.

Further details on the Institute can be found at www.learning.ox.ac.uk

Specific support can be found for:

Research Staff at www.learning.ox.ac.uk/support/

Support Staff at www.learning.ox.ac.uk/support/supportstaff/

Code of Practice

The University's [Code of Practice for the Employment and Career Development of Research Staff](http://www.admin.ox.ac.uk/personnel/cops/rsemp-career/rscop/) sets out the provisions and guidelines for the employment of research staff, and is an excellent guide to the services and resources available to support your work, and professional and career development.

www.admin.ox.ac.uk/personnel/cops/rsemp-career/rscop/

Oxford Centre for Diabetes, Endocrinology and Metabolism

Funding Sources

ResearchProfessional.com is a database of funding opportunities. Details of the database can be found at www.admin.ox.ac.uk/researchsupport/findfunding/rp/

Other Training

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/

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/

Department for Continuing Education

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.

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/>

Language Centre

Staff at the University interested in learning a foreign language can obtain discounted rates on the wide range of language courses offered at the University.

Further details can be found at www.lang.ox.ac.uk/

Oxford University Careers Service

Further details can be found at www.careers.ox.ac.uk/

Oxford Women's Network (OWN)

This network is committed to enhancing the quality of life for the community of women within the University.

To join email

gender.equality@admin.ox.ac.uk

Springboard

Springboard is a professional development programme, designed and developed by women for women. Details can be found at www.learning.ox.ac.uk/support/women/programmes/

Navigator

Development Programme for Men
Further details at www.mpls.ox.ac.uk/navigator-development-programme-men

Vitae

Vitae is a UK organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions. Further details can be found at www.vitae.ac.uk.

Training Records

Please ensure your Training Record Form is updated to record any training, courses or qualifications that you complete as and when they occur.

A blank template can be obtained from the HR Team. Your up to date record should be emailed to the HR team so that it can be kept on your file

Online Training Courses

It is now mandatory for all staff in RDM to complete following training courses

See: www.rdm.ox.ac.uk/resources-2

or

Equality and diversity

http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/EQU/ONLI&page=3&id=925

Unconscious bias

http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/DIV/ONLI&page=3&id=1026

Harassment and bullying

<http://www.rdm.ox.ac.uk/harassment-and-bullying-3>

Oxford Centre for Diabetes, Endocrinology and Metabolism



Support In RDM

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/personal-development-review-pdr

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. For information on funding, see: www.rdm.ox.ac.uk/find-funding-2

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.

RDM Mentoring Scheme

RDM offers a mentoring scheme open to all staff and students. Further information available at www.rdm.ox.ac.uk/mentoring

Regrading & Promotion

Information about the regrading procedure can be found on the RDM website: www.rdm.ox.ac.uk/regrading-procedure

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/working-at-rdm



The OCDEM website

The ocdem website is also a useful tool for local information for staff <http://www.ocdem.ox.ac.uk/staff>

More information at:

www.rdm.ox.ac.uk/career-progression-and-training-overview

For More Information Contact

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