

### Teaching

#### Workshops

- [Blackboard – Various workshops](#)
- [DISTAID programme](#)
- [ECHO 360 – Distributing Video](#)
- [Electronic Marking for Blackboard Assessments](#)
- [eReserve - Create your reading lists for students](#)
- [International students and intercultural communication: cultural differences and their impact.](#)
- [Mental Health & Wellbeing: Personal and Professional Boundaries](#)
- [New to Distance education](#)
- [Qualtrics Surveys](#)
- [Rainbow Tick Online Module](#)
- [Responding to disclosures](#)
- [Technology - enhanced learning and teaching](#)
- [Turnitin - Plagiarism checking](#)
- [Where should I put my stuff?](#)

#### Online Learning or Resources

- [A Guide to Tutoring and Demonstrating](#)
- [CALT University Teaching Development Grants \(Mentorship\)](#)
- [Key policies for teaching staff](#)
- [Online resources - HEDC Programme for Teachers](#)
- [Supervising postgraduate students](#)
- [Support for new academics](#)

#### Key Documents at Otago - teaching

- [Otago Teaching Profile](#)
- [Distance Education Strategy](#)
- [Guidelines for Teaching at Otago](#)

### Research

#### Workshops

- [Building a research platform for your career – 1](#)
- [Endnote - various courses](#)
- [IARMS](#)
- [Introductory Biostatistics for Health Researchers](#)
- [R – Various workshops](#)
- [Regression Modelling](#)
- [SPSS Workshop](#)
- [Stata Software Workshop](#)

#### Online Learning or Resources

- [Biostatistics Skill Development Resources](#)
- [Digital Humanities Nau Mai Haere Mai webpage](#)
- [Managing your research data library webpage](#)
- [ORCHID at Otago](#)
- [R - Learning R – Linkedin Learning](#)
- [Research publishing & impact: Introduction](#)
- [Research support webpage](#)
- [Research support unit library webpage](#)
- [SPSS – Beginner SPSS course – Linkedin Learning](#)

#### Key Documents at Otago - research

- [Research consultation with Māori](#)
- [Pacific Research](#)
- [University of Otago Pacific Research Protocols](#)

#### Contact

- [Research and Enterprise Division](#)
- [Biostatistics Centre](#)
- [PBRF and Publications/ Outputs Office](#)
- [OUSA](#)

### Service

#### Workshops

- [Effective meetings - managing agenda and process](#)
- [Effective meetings - managing people](#)

#### Online Learning or Resources

- [Guide to Developing a Team Charter](#)
- [Running a planning session](#)

#### Key Documents at Otago - Service

- [Equity and Diversity Framework](#)
- [Pacific Strategic Framework](#)
- [Māori Strategic Framework 2022](#)
- [Sustainability Framework](#)
- [University of Otago Staff Values](#)
- [Vision 2040](#)

#### Links to Training Providers at Otago

- [Financial Services Division](#)
- [Graduate Research School](#)
- [HEDC](#)
- [HR Learning and Development](#)
- [Academic Leadership Development Programme](#)
- [Health and Safety](#)
- [HR Learning and Development IT courses](#)
- [University of Otago Library](#)
- [Disability, Information and Support](#)

Workshops

## Personal Skills

Focus on knowing and managing yourself

- [Balancing your positivity ratio Booklet](#)
- [Building a growth mindset](#)
- [Finding your True North](#)
- [Introduction to Te Tiriti o Waitangi and the Marori Strategic Framework](#)
- [Leadership with a small "L"](#)
- [Listen more, talk less](#)
- [Maintenance for the mind: balancing your positivity ratio](#)
- [Managing sleeplessness and wakefulness](#)
- [Mental Health and Wellbeing](#)
- [Professional development for women](#)
- [Put your oxygen mask on - manage your energy, time and priorities](#)
- [Resilience toolkit](#)
- [Time and priorities](#)
- [Time Management: finding the time to plan and organise](#)
- [Time Management: managing my distractions](#)
- [Top tips for presenting](#)

Other resources

[The First 100 days of a manager](#)

[LinkedIn Learning - a library of resources](#)

[Employee Assistance Programme and Benehub](#)

## Professional Skills

Focus on professional skills used in your work in role, including influence and negotiation.

- [Conflict: managing interpersonal relationships](#)
- [Conflict Resolution strategies booklet](#)
- [Developing your sustainability vision and practice to 2040 - future fit leadership](#)
- [Disputes - what managers need to know](#)
- [Get to Know Green Your Scene](#)
- [Influence and persuasion](#)
- [Leading in 2022](#)
- [Managing Conflict Booklet](#)
- [Management Skills: Building a team from a group of people](#)
- [Media training](#)
- [Meetings: facilitating them well](#)
- [Mental Health: Face to face with student issues](#)
- [Promoting healthy workplaces](#)
- [Quick team building activities for virtual meetings booklet](#)
- [Snippets: Professional tools and models](#)
- [Speaking up safely - BUILD eLearning](#)
- [Rainbow Tick self-paced online module](#)
- [Responding to disclosures](#)
- [The University Community series](#)

## Policies

Focus on the organisational environment and requirements

- [Academic misconduct and integrity - student matters](#)
- [Acceptance of Gifts, Benefits and Gratuities](#)
- [Casual staff employment guidelines](#)
- [Conflict of Interest Policy](#)
- [Copyright101: Knowing what you can do in the digital world](#)
- [Critical Incident: when a student or staff member dies or goes missing](#)
- [Fraud Policy and Prevention](#)
- [Fieldwork Policy and Guidelines](#)
- [Fixed term employment guidelines and research permanent funded staff guidelines](#)
- [Gifts, koha and related points about sensitive expenditure](#)
- [Leave - policies and processes which managers need to know](#)
- [Managing information at the University](#)
- [Pcard, travel and related points about sensitive expenditure](#)
- [Promoting healthy workplaces](#)
- [What all staff need to know about University insurance policies to avoid costs and claims against the University](#)