EARLY and MID CAREER ACADEMIC DEVELOPMENT PLANNING GUIDE 2023

Workshops and online resources

Teaching

Workshops

- Blackboard – Various workshops
- ECHO 360 – Distributing Video
- Electronic Marking for Blackboard Assessments
- eReserve - Create your reading lists for students
- Mental Health & Wellbeing: Personal and Professional Boundaries
- New to Distance education
- Qualtrics Surveys
- Rainbow Tick Online Module
- Technology - enhanced learning and teaching
- Turnitin - Plagiarism checking
- Where should I put my stuff?

Online Learning or Resources

- A Guide to Tutoring and Demonstrating information resource
- 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
- Teaching and Learning Plan

Research

Workshops

- 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
- ORCID at Otago
- R - Learning R – Linkedin Learning
- Research publishing & impact: Introduction
- Research support
- Research support unit library
- 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 people
- Effective meetings – managing agenda and process

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 2022 to 2030
- 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

Personal Skills

Focus on knowing and managing yourself

- Balancing your positivity ratio
- Building a growth mindset
- Finding your True North
- Leadership with a small "L"
- Maintance for the mind: balancing your positivity rato
- 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
- 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
- Disputes – what managers need to know
- Get to Know Green Your Scene
- Influence and Persuasion
- Managing Conflict
- Management Skills: Building a team from a group of people
- Media training
- Promoting healthy workplaces
- Quick team building activities for virtual meetings
- Snippets: Professional tools and models
- Speaking up safely - BUILD eLearning
- Rainbow Tick self-paced online module
- Providing feedback using the BUILD framework
- Creating Effective Internal Communication
- Understanding Individual Reactions to Change

Policies

Focus on the organisational environment and requirements

- Academic misconduct and integrity – Policy and Practice
- Gifts and Koha Policies
- Casual staff employment guidelines
- Conflict of Interest Policy
- Copyright101: Knowing what you can do in the digital world
- Critical Incident: what staff working on the Dunedin Campus need to know
- Critical Incidents – what staff working outside the Dunedin Campus (including Auckland, Wellington, Christchurch, Invercargill, remote hubs) need to know
- Fieldwork Policy and Guidelines
- Fixed term employment guidelines and research permanent funded staff guidelines
- What you need to know about types of leave
- Managing information at the University
- Pcard, travel and related points about sensitive expenditure
- Promoting healthy workplaces
- What you need to know about University Insurance Policies

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Academic Leadership Development Programme
Learning and Development

Higher Education Development Centre
Te Pokapū Whakapakari Kaimahi