

March Staff Development Timetable

17:03:22	18:03:22	21:03:22	22:03:22	23:03:22	24:03:22	25:03:22
11:00 - 12:00 Editing in Panopto Online	10:00 - 11:00 Recording Lectures and Demonstrations In person	LCC School Activities This day is saved for school based activities.	9:00 - 10:00 Out from the shadows Online cancelled	10:00 - 11:00 Financial Wellbeing Workshop Online	LCC Community Day 10:00 - 17:00 The LCC Community Day is an opportunity to reconnect with colleagues across LCC. It's also an opportunity for LCC to thank you for all your hard work. A separate programme will be provided but expect a day of events to sooth your mind, and fuel your belly. This will be followed by the farewell to Natalie - 17:00 - 20:30.	10:00 - 11:00 Media School Open Workshop Online
11:30 - 13:00 Talking Teaching: Anti-Racism and Decolonisation Online	13:30 - 16:30 Decolonising Wikipedia Cafe Online		10:00 - 11:30 Talking Teaching: Assessment - A to Z Online	11:00 - 13:00 Introduction to the Climate Crisis and Carbon Literacy Online		10:00 - 12:00 Financial Wellbeing: Pensions and Retirement Online
13:00 - 14:00 Dr. Ally – a quick diagnosis for accessibility improvements Online			10:00 - 11:30 Introduction to Sign Language and Deaf Culture. In person			13:00 - 16:00 Mental Health Awareness Online
14:00 - 15:00 Erasmus and Staff Mobility Online			11:30 - 13:00 Managing Data for Student Progression Online			14:00 - 15:00 Asynchronous Collaborative Learning in Moodle Online
15:00 - 16:00 New Features in Teams. Online			14:00 - 15:30 Coping After Change Online	14:00 - 17:00 Professional Boundaries Online		
			15:30 - 16:30 Revisit and Refresh: Using UAL's Data Dashboards Online	16:00 - 17:00 Reading Cafe (screening) In person		

Date	Activity and Description	Time	Booking link
17:03:22	<p>Editing in Panopto - Facilitator Anu Roy</p> <p>In this session we will look at the editing options available in Panopto which will help customise how you use the platform. We will cover how to edit your video, how to add web links, how to embed YouTube clips and how these features can best be used in your practice.</p>	11:00 - 12:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/380933RGpB
17:03:22	<p>Talking Teaching: Anti-Racism and Decolonisation - Facilitators Lucy Panesar & Amita Nijhawan</p> <p>An online space for LCC academic staff to discuss anti-racism and decolonisation in relation to their teaching practices, and for examples and resources to be surfaced and shared. This session will be facilitated by Lucy Panesar and Dr Amita Nijhawan, LCC Progression and Attainment Project Managers leading on projects aimed at developing anti-racist, decolonised curricula and teaching practices.</p>	11:30 - 13:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/008767RGro
17:03:22	<p>Dr. Ally – A quick diagnosis for accessibility improvements - Facilitator Lee Lewis</p> <p>Looking to improve the accessibility of your learning materials and sites? Wondering what the little green, yellow, and red indicators are that sprouted all over Moodle last summer? Meet Ally, the accessibility-checker built directly into Moodle. Ally helps reduce barriers to learning by diagnosing accessibility concerns and providing quick fixes, often right from within your site. In this session, we will learn what Ally can do, how it works, and compete to solve common accessibility mistakes in a virtual escape room challenge.</p>	13:00 - 14:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/712331RGvR
17:03:22	<p>Erasmus and Staff Mobility - Facilitator Zafer Sen</p> <p>This briefing session provides information on the Erasmus+ Staff Mobility Scheme.</p> <p>The programme gives you the chance to get to know the workings of another European educational system, gain new ideas and discover best practices to take back to the UK. The language used for most mobilities is English. Two types of mobility can be funded:</p> <ol style="list-style-type: none"> 1. Staff training for administrative, technical or academic staff, which involves training in a host institution (which may not necessarily be a HE Institution). 2. Staff teaching for academic staff, which involves a period of teaching with a partner institution that has an inter-institutional Erasmus agreement with UAL. 	14:00 - 15:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/858008RGzz
17:03:22	<p>New Features in Teams - Facilitator Sheila Smith</p> <p>In this session we will look at 3 new functions in team. We will cover, whiteboard in teams, Q&A App and Microsoft loop. How to set them up and manage them as well as how they can be integrated into your teaching practise. Please make sure you have the app version of teams and have run updates before the session.</p>	15:00 - 16:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/169964RH14
18:03:22	<p>Recording Lectures and Demonstrations - Facilitators Richard Coles & Sheila Smith</p> <p>This is a face-to-face hands-on workshop exploring and experimenting with the equipment you can use to record live lectures or demonstrations. We will using real life scenarios and institute within a classroom. Richard Coles will be on hand to take you through the equipment. We recommend you also attend the follow up session on Panopto editing.</p>	10:00 - 11:00 In person	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/228119RH14

Date	Activity and Description	Time	Booking link
18:03:22	<p>Decolonising Wikipedia Cafe - Facilitators Lucy Panesar & Alex Duncan</p> <p>An online space for UAL staff and students to find out about Decolonising Wikipedia, get help with Wikipedia editing, or to get on with some Wikipedia editing or preparation in the company of others. This session will be facilitated by Lucy Panesar (LCC Project Manager and UAL Wikimedian in Residence) and Alex Duncan (Chelsea Librarian and Art + Feminism Editathon Host). It is part of the Spring 2022 UAL Decolonising Wikipedia Editathon.</p> <p>Learn more about other UAL Decolonising Wikipedia events here: https://decolonisingwikipedianetwork.myblog.arts.ac.uk/events/</p>	13:30 - 16:30 Online	https://www.eventbrite.co.uk/e/decolonising-wikipedia-editathon-tickets-272017440487
22:03:02	<p>Out from the Shadows - Facilitators Jane Madsen & Helena Walsh cancelled</p> <p>In this session we will introduce you to the work we are planning with the LCC PhD students . We will be exploring how they have progressed and processed the experience of the pandemic, of working online and being through lockdowns.</p>	9:00 - 10:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/538839RH1z
22:03:22	<p>Talking Teaching: Assessment A to Z - Facilitators James Goulds and Jason Copley</p> <p>Ahead of the busy assessment period in the summer term this session provides a timely reminder of</p> <ul style="list-style-type: none"> • Assessment regulations • Assessment policy and practice • Best practice <p>This session will be ideal for staff wanting to refresh their knowledge of assessment procedures and practices including EC's, the role of ISA's and the moderation process.</p>	10:00 - 11:30 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/325424RH1E
22:03:22	<p>Introduction to British Sign Language and Deaf Culture - Facilitator Sharifa Edwards</p> <p>This session will be an interactive workshop targeted at beginners or staff who wish to recap BSL vocabulary. By the end of the session, all participants will have learnt enhanced communication skills, basic BSL vocabulary and updated their awareness of BSL and deaf culture.</p>	10:00 - 11:30 In person	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/854776RH1S
22:03:22	<p>Managing Data for Student Progression - Facilitators Lucy Panesar & Veronica Otero</p> <p>An online workshop for LCC Course Administrators and Course Support Assistants to develop the practice of managing and using data to support student retention and progression, including what we are learning through the LCC Academic Progression Tool.</p>	11:30 - 13:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/586057RH1z
22:03:22	<p>Coping After Change - Facilitator Cheryl Issacs* (OPM)</p> <p>The ability to embrace change is a key skill in our fast-moving world. Knowing how change affects us and others is crucial to ensuring its success. In this session, we explore the different ways in which change is perceived, personality differences which affect how change is managed and how you can successfully prepare and adapt to change.</p>	14:00 - 15:30 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/519921RH1S

Date	Activity and Description	Time	Booking link
22:03:22	<p>Coping After Change - continued</p> <p>By the end of this workshop you will have considered:</p> <ul style="list-style-type: none"> • Typical responses to change and how to manage them. • How personality differences affect the way change is perceived and interpreted. Critical success factors for successful change in the workplace. • Change methodologies and how these can shape individual and team acceptance of change. • Why trust matters in times of change – the neuroscience and psychology. • How to ensure you prepare and adapt your working practices before and after change. • How to effectively communicate in times of change. • How you can reframe the perceived negative aspects of uncertainty into positive behavioural change. <p>* Cheryl Isaacs, B.A (Hons), M.Sc, C.Psychol, AFBPPS - Chartered Psychologist, Author, Performance & Behavioural Specialist and Director of www.opmconsulting.co.uk</p>		
22:03:22	<p>Revisit and Refresh: Using UAL's Data Dashboards - Facilitator Kirsty Docherty</p> <p>UAL uses dashboard software to let you see your student data in an accessible and visual way. These dashboards provide information on recruitment and enrolments as well as academic quality performance indicators such as Retention, Attainment and Student Satisfaction.</p> <p>For those new to dashboards the session will be an introduction and will aim to provide you with an overview of how to use these dashboards and what data is available.</p> <p>You will find out:</p> <ul style="list-style-type: none"> • How to access the dashboards • How to use the dashboards - including how to navigate the dashboards and to filter the data for your requirements. • What data is available through dashboards, how you might use the data and when new data will become available each year. • Where to access support on dashboards 	15:30 - 16:30 online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/281042RH1S

Date	Activity and Description	Time	Booking link
23:03:22	<p>Financial Wellbeing Workshop - Facilitator The Money Charity</p> <p>This 1 hr workshop has been designed to help you get on top of your money by sharing money saving tips, information and the latest tools to manage your money better.</p> <p>The workshop will cover:</p> <ul style="list-style-type: none"> • The importance of financial resilience • Budgeting and keeping track • Credit, Borrowing and your credit score • Where to access support for debt • Savings and Investments • How to make your money work harder 	10:00 - 11:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/124550RH1z
23:03:22	<p>Professional Boundaries Enabler or Barrier to Action? - Facilitator The Professional Boundaries Company</p> <p>The way we conceptualise boundaries affects how we work with people. This course is a chance to explore our relationship with the notion of professional boundaries, alongside its practical application. The session will cover:</p> <ul style="list-style-type: none"> • Boundary theory and practice • Purpose • Definitions • Power • Professional Boundaries in education game • Self-care • Social media <p>Learning approaches include the use of imagery, poetry, the board game, information sharing, working in groups and pairs and sharing from experience. Our facilitator will also draw on extensive experience of working with all aspects of boundaries and boundary problems.</p>	14:00 - 17:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/588285RHJS
23:03:22	<p>Reading Cafe - Documentry Screening: Nadiya: Anxiety and Me</p> <p>In this one-off documentary from the BBC, Nadiya Hussein winner of the Great British Bake Off sets out to find the cause of the anxiety that she has lived with for many years. She explores the most effective, available treatments, whilst undergoing therapy, in the hope of managing her anxiety.</p>	16:00 - 17:00 In person	<p>To help us facilitate numbers, please email h.jiminez@lcc.arts.ac.uk if you would like to attend</p>
23:03:22	<p>Introduction to the Climate Crisis and Carbon Literacy - Facilitator Richard Watson</p> <p>This session aims to give participants an introduction to carbon literacy as a tool for understanding and raising awareness of the climate crisis.</p> <p>We will focus on the climate and energy issues of our carbon world and the importance of analysing our carbon footprints. We will also look at the benefits of personal and professional action and how we can build positive influence and create meaningful change. This session will also act as a useful starting point for those interested in carbon literacy certification training.</p>	10:00 - 12:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/102518RH1z

Date	Activity and Description	Time	Booking link
25:03:22	<p>Media School Open Workshop - Facilitator Sheila Smith</p> <p>This session follows up on micro staff development resources shared with the media school that covered, using whiteboard in Teams, Accessibility Checkers and basic Panopto editing. This is a Q&A session rather than a demonstration session.</p>	10:00 - 11:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/551017RH1z
25:03:22	<p>Financial Wellbeing: Pensions and Retirement - Facilitator The Money Charity</p> <p>This tailored workshop enables employees to think about the life they would like in retirement and how much money they may need to realise their goals. Attendees will have the opportunity to log on to their company and state pension accounts and we will work with you in advance of the workshop to incorporate information on your pension scheme(s) into the workshop.</p> <p>The workshop will cover the following:</p> <ul style="list-style-type: none"> • What Kind Of Retirement Do You Want? • Assessing Your Current Situation • Auto-enrolment, Pension Consolidation, Managing Pension Contributions 	10:00 - 12:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/893965RHAw
25:03:22	<p>Mental Health Awareness- Facilitator LCC Mental Health Advisors.</p> <p>At this session the LCC Mental Health Advisors will:</p> <ul style="list-style-type: none"> • provide a brief overview of student mental health, including some recognisable signs/symptoms that may indicate a mental health issue. • discuss how to support students with mental health issues or students in distress; including information on the services available to UAL students; and how and when to refer. • explore role related responsibilities in working with students with mental health issues. We will use activities and discussion to explore managing professional boundaries and confidentiality. 	13:00 - 16:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/492440RHJS
25:03:22	<p>Asynchronous Collaborative Learning in Moodle - Facilitator Anu Roy</p> <p>In this session, we will be using 2-3 group tasks to learn about asynchronous collaborative learning. You will be able to learn about tools you may not have considered before in your practice which will enable you to teach with a more dynamic presence on Moodle and boost student engagement with the help of asynchronous activities.</p>	14:00 - 15:00 Online	https://ce0003li.webitrent.com/ce-0003li_ess/ess/dist/#/main/learning/courses/activity/382982RH2O

Mandatory Training EDI - Foundation

All staff are required to complete the EDI foundation training this academic year.
Please follow the link to complete your training.

Thank you

[Link to EDI training](#)