EARLY and MID CAREER ACADEMIC DEVELOPMENT PLANNING GUIDE 2024

Teaching

Workshops

- Blackboard – Various workshops
- Blackboard Grade Centre
- Distance Education – Resources for staff
- ECHO 360 – Recording available
- Technology - enhanced learning and teaching
- Turnitin - Plagiarism checking

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*
- Rainbow Tick Online Module
- Supervising postgraduate students
- Support for new academics
- Where should I put my stuff?

Key Documents at Otago - teaching

- Otago Teaching Profile
- Distance Education Strategy
- Guidelines for Teaching at Otago
- Teaching and Learning Plan

Research

Workshops

- Introductory Biostatistics for Health Researchers
- Introduction to Analysing Data using R
- 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 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

Online Learning or Resources

- Guide to Developing a Team Charter
- Running a planning session
- Working with Hybrid teams

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

Sharepoint sites

How we work: Resources for staff at Otago
Learning and Development

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

- 35 Productivity Hacks in 60 minutes
- Building a growth mindset
- Career Development: Planning for your future
- Career Development: Some interesting ideas about retirement
- Developing and Sustaining Grit
- Getting a handle on Procrastination
- Influence and Persuasion
- Leadership with a small "L"
- Maintenance for the mind: balancing your positivity ratio
- Resilience toolkit- Overview and tools
- Resilience Toolkit: More tools and activities
- Snippets: Circles of Concern, Influence and Control
- Snippets: Circles of Concern, Influence and adapt/accept
- Snippets: Managing your email
- Snippets: managing your distractions
- Snippets: Pomodoro technique for time management
- Snippets: Tips for on the spot thinking
- Sustaining our Resilience

Other resources

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
- Group Facilitation Skills, Tools and Frameworks
- Just a minute: a guide for minutes and meetings
- Media training
- Snippets: Brainwriting and brainstorming
- Snippets: Covey's Quadrants- improving workflow management
- Snippets: Mager& Pipe – understanding performance issues
- Snippets: six thinking hats to add diversity to decision making
- Speaking up safely - BUILD eLearning
- Rainbow Tick self-paced online module
- Understanding Individual Reactions to Change

Series

- Leadership Foundation Series
- Leadership Webinar Series
- Management Skills programme
- Skills for Team Leaders

Te Tiriti Responsiveness

More information can be found on Sharepoint site

Policies

Focus on the organisational environment and requirements

- Academic misconduct and integrity – student matters
- Casual staff employment guidelines
- Copyright101: Knowing what you can do in the digital world
- Critical Incident: what staff working on the Dunedin Campus need to know.
- Critical Incidents – for staff working other than Dunedin
- Fraud, risk, emergency management and business continuity – what you need to know as a staff member
- Fieldwork Policy and Guidelines
- Fixed term employment guidelines and research permanent funded staff guidelines
- Leave - policies and processes which managers need to know
- Managing information at the University

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Academic Leadership Development Programme
Learning and Development

Higher Education Development Centre
Te Pokapū Whakapakari Kaimahi