### Career Development Events and Resources

**July - September 2022**

This document pulls together upcoming events and career development resources from across the university. You may find them beneficial for your career development. This list is not exhaustive and we encourage you to look out for communications of other events being scheduled over the coming months.

- **Event aimed at Research & Academic staff**
- **Event aimed at Support & Professional Managerial staff**

#### *Highlight – Careers appointments for Research Staff*

Research staff can now book 1:1 careers appointments with a dedicated Careers Advisor. Appointments are online (in-person by request) and can be booked up to four weeks in advance. The Careers Service will also be offering a wider range of workshops and seminars in the near future to support career progression, details will be publicised via the Careers Service newsletter, Term Planner and on Oxford Talks. In the meantime, the Careers Service website contains extensive guidance including researcher-specific tips and resources.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Details</th>
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| **Supervision, assessment and examination at Oxford ONLINE** | This MSD Skills training workshop provides clear guidance for MSD early career researchers and new principal investigators on postgraduate research student supervision, key DPhil milestones assessment, and being an internal examiner at Oxford.  
**Date:** 1st July 2022, 10am-12:30pm  
**Website:** [Supervision, assessment and examination at Oxford ONLINE — University of Oxford, Medical Sciences Division](https://www.medsci.ox.ac.uk/education/ndm-professional-services-seminars/supervision-assessment-and-examination-at-oxford-online) |
| **Cyber Security Awareness** | Stay updated on the latest cyber threats and have a greater chance of preventing attacks on your business.  
**Date:** 1st July 2022, 10-11am  
**Organiser:** Enterprising Oxford  
**Website:** [Cyber Security Awareness | Enterprising Oxford](https://enterprising.ox.ac.uk) |
| **NDM Professional Services Seminar - Oxford University Overseas Clinical Research Units: what do we do and why do we do it?** |  
**Date:** 13th July, 10am  
**Venue:** Room A, WCHG  
**Website:** [NDM Professional Services Seminars — Nuffield Department of Medicine (ox.ac.uk)](https://ndm.ox.ac.uk/professional-services-seminars) |
| **Mindful Leadership** | During the session we will empower participants to manage mental wellbeing and resilience using profound breath and meditation techniques, interactive discussions and group processes. The |
session will also inspire entrepreneurs and changemakers to recalibrate their purpose and make a
greater net positive impact on our world.
**Date:** 27th July 2022, Oxford Foundry (You will need to register and bring your Bodleian Reader Card to be allowed into the venue.)

**Website:** [EC Summer Sessions: Mindful leadership | Enterprising Oxford](#)

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**Understanding and dealing with workplace bullying and harassment – guidance for managers**

**Date:** Tuesday 9th August 2022, 2-3:30pm  
**Venue:** Room B, WCHG  
**Organiser:** NDM Learning and Development. To reserve a space, please email learning.development@ndm.ox.ac.uk

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**EXTERNAL: INGSA2021 — Build Back Wiser: Knowledge, Policy and Publics in Dialogue**  
**4th International Conference on Science Advice to Governments**

International Network for Government Science Advice (INGSA) is as forum for policymakers, practitioners, national academies, scientific societies, and researchers to share experience, build capacities, and develop theoretical and practical approaches to the use of scientific evidence in informing policy at all levels of government.

**Date:** 30th August – 2nd September 2022 (hybrid and virtual format)

**For further details, see Oxford Policy Engagement Team** [External training and development | University of Oxford](#)

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**NDM Professional Services Seminar - The ethical considerations of medical research**

**Date:** 15th September 2022, 12pm  
**Venue:** Lecture Theatre, Richard Doll Building  
**Website:** [NDM Professional Services Seminars — Nuffield Department of Medicine (ox.ac.uk)](#)

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**Oxford Essentials**

Oxford Essentials is a half-day induction event held in September each year for newly appointed academic, teaching and research staff.

**Date:** Wednesday 21st September 2022, 9:30am – 2:10pm  
**Website:** [Oxford Essentials | Centre for Teaching and Learning](#)

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**University Professional Services Conference**

The annual event for colleagues working in Professional Services roles across the University.

**Date:** Monday 26th September, Examinations Schools  
**Website:** [Professional Services Conference | Staff Gateway (ox.ac.uk)](#)

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**NDM Professional Service Conference**

**Date:** Friday 30th September

*More details to follow.*
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<tr>
<th><strong>E learning Courses and Other Opportunities</strong></th>
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<tr>
<td><strong>Developing Leadership Skills (for new team leaders) – E-Learning Course</strong></td>
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<tr>
<td>A team leader or manager needs to be an effective decision-maker, communicator, mentor, motivator and coach. Managers are responsible for driving and sustaining performance, both of their team as a whole and the individuals within it, as well as looking after their professional development. New leaders can find the competing demands of their role particularly daunting and the transition from team member to team leader can be a challenging one. Using a series of dramatised scenarios around a newly promoted team leader, this course introduces new and established managers alike to the skills they need to lead and inspire their team successfully.</td>
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<tr>
<td>Access through CoSy by selecting course on POD’s course listing page: [Course listing</td>
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<tr>
<td><strong>Inclusive Leadership – E-Learning Course</strong></td>
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<td>This course is for any leader or manager who is keen to create an inclusive culture where everyone feels that they can be themselves and that their contribution is valued.</td>
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<tr>
<td>Access through CoSy by selecting course on POD’s course listing page: [Course listing</td>
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<tr>
<td><strong>Managing Remote Workers – E-Learning Course</strong></td>
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<td>Giving people the flexibility to work remotely can benefit staff and employers alike, enabling organisations to make financial savings and boost productivity while making it easier for their staff to balance the demands of work and home life, reduce the stress, expense and time of the daily commute and focus on tasks without the distractions of an office environment. Designed for organisations that are either new to remote working or looking to expand the flexible working options they offer their staff, this course looks at the benefits and challenges of remote working and provides advice for leaders and managers on how to ensure that their home workers remain connected, engaged and productive.</td>
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<td>Access through CoSy by selecting course on POD’s course listing page: [Course listing</td>
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<tr>
<td><strong>How are your Teams skills?</strong></td>
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<td>There are workshops and videos covering various topics and to suit different levels of skill. You can join a lively teacher-led workshop or watch the relevant handpicked videos. They won’t all be relevant to your work, so pick the ones that interest you most. To join a workshop, follow a linked heading to the IT Learning Centre's schedule, for dates and course booking.</td>
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<tr>
<td><strong>Dates</strong>: Various Online and in person</td>
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<td><strong>Website</strong>: <a href="https://skills.it.ox.ac.uk/nexus365-and-teams-routes-to-learning-article">https://skills.it.ox.ac.uk/nexus365-and-teams-routes-to-learning-article</a></td>
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<tr>
<td><strong>The Business Partnerships</strong></td>
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<td>Fortnightly, MSD Business Partnership Office, drop-in sessions provide an excellent opportunity for medical researchers and students, across the University of Oxford, to discuss the process and opportunities around forging collaborations, with the medical sciences industry. Discussions are currently held virtually, are 1:1 with a Business Partnership Manager, are private and confidential.</td>
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Please contact the host to arrange a 20 minute time slot.
Organiser - MSD
Website: MSD Business Partnership Office drop in session - Oxford Talks

**Oxford University Innovation Hotdesks** – easy access points to talk to OUI. Book an appointment with the relevant co-ordinator as per the details on the website. Every 2nd and 4th Friday of the month 12-2pm, in the BDI cafe. [University Hot Desks (ox.ac.uk)]

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**Other Career development resources available**

- **Focus on People web portal** - to support professional services staff with their professional development. Part of the wider Focus on People programme, the portal outlines the current networking opportunities, mentoring schemes and career options open to professional services staff. You can also read some of the [inspirational career stories](#) from those who have advanced their careers here at the University. [Visit the Focus on People web portal](#)

- **Research Staff Hub** - The mission of the Research Staff Hub is to welcome, support and equip researchers and teaching staff employed by the Collegiate University on fixed term contracts, in ways that will enable them to be and feel their best at Oxford, and to facilitate their chosen next career chapter. [Research Staff Hub | University of Oxford](#)

- **People and Organisational Development** – For course listings, please see [Course listing | People and Organisational Development (ox.ac.uk)](#). This POD link pulls together a range of self-access courses, guides and toolkits, all of which can be accessed from home at a time that works for you. [eLearning | People and Organisational Development (ox.ac.uk)]

- **Centre for Teaching and Learning** - Offers a range of programmes and courses, including accredited programmes in teaching and learning in Higher Education, training with digital tools, and online courses, to support all those who teach at the University. [Home | Centre for Teaching and Learning (ox.ac.uk)]

- **Take advantage of free learning opportunities** - Have you heard about software that you think could help with your work or research, or forgotten how to make that spreadsheet behave how you want it to? Did you know you can refresh your skills or learn new ones with [LinkedIn Learning](#)? With more than 13,000 high quality courses in creative, technology and business skills – all taught by industry experts – LinkedIn Learning is available to all staff and students at Oxford University to use for free: [www.it.ox.ac.uk/article/learn-online-for-free](#).

- **Helping Oxford turn ideas into projects** - Oxford Ideas is a free service for members of Oxford University. It is a user-friendly ideas-management platform designed to help you gather ideas, communicate them in real time, and turn ideas into real-life projects. If you are working on a project that needs input from across the University, talk to us about setting up a campaign. [https://www.it.ox.ac.uk/article/oxford-ideas](#)
The Translational Research Office (TRO) - can advise on translational research projects ensuring their progression towards novel therapies, techniques and medical products with therapeutic value.

Are you thinking of translating your research but are unsure where to start? Our entrepreneur in residence, Dr Nessa Carey, is delivering ‘Translational Masterclasses’ across departments at the university to address topics related to translational research. A typical masterclass would last about 1.5 to 2 hours and will provide you with the insights and the tools you need to confidently engage in a translational research program. Topics such as translation, enterprise, impact, networking can be addressed, and by the end of the session, you would have learned:

- How to feel much more comfortable about taking forwards your innovations
- You will have tools and strategies you can start to use
- You will realise that you already have a lot of the skills you’ll need
- You will identify some future training needs for yourself

NDM Human Resources Training and Development – Information can be found here: Training and Development — Working for NDM (ox.ac.uk)

IT Learning Portfolio - A range of resources that you can download and use to develop your IT digital skills for study, research and work. IT Learning Portfolio | IT Learning Centre (ox.ac.uk)

Careers Support Network – Service for University administrative support staff who are looking for help with applying for internal jobs through improving job applications and CVs, interview techniques and translating feedback from applications and interviews. Careers Support Network | People and Organisational Development (ox.ac.uk)

Connecting with People – Professional networks help to strengthen our Professional Services community. Details of internal and external networks and forums can be found on the focus on people pages. Connecting with people | People and Organisational Development (ox.ac.uk)

Careers Appointments for Research Staff - The Careers Service are available to hold phone appointments with research staff. Advice Appointments | Oxford University Careers Service

Mentoring – There are a number of mentoring schemes available to all staff, details of which can be found here Mentoring and Coaching — Working for NDM (ox.ac.uk)

Professional Services Mentoring Pilot - Providing an opportunity for mentors and mentees to form mentoring partnerships within Professional Services. Professional Services Mentoring pilot | People and Organisational Development (ox.ac.uk)

Oxford University Coaching Network – For information regarding coaching, please go to Coaching | People and Organisational Development (ox.ac.uk)

Medical Sciences Researchers Toolkit – Information for researchers, including funding, training and public engagement Researchers' Toolkit — University of Oxford, Medical Sciences Division

MSD Skills training – For courses run by the Medical Sciences Division MSD Skills Training — University of Oxford, Medical Sciences Division
Research Support – For training, events and networks [Training & support | Research Support (ox.ac.uk)]

Equality and Diversity – Information on mentoring and equality and diversity-related training available [Training & mentoring | Equality and Diversity Unit (ox.ac.uk)]

Department for Continuing Education – Offers a variety of courses [Oxford University Department for Continuing Education]

Language Centre – Hub for all students and staff who want to improve their language skills [Home | Oxford University Language Centre]

Safety Office – Range of courses for employees and Safety Officers to help them manage work-related hazards at the University [Home | Safety Office (ox.ac.uk)]