

LEPDU



Learning Enhancement & Professional Development Unit

**ANNUAL 'QUICK GLANCE' CALENDAR OF THE
PROFESSIONAL DEVELOPMENT *for* STAFF (PDS)
PROGRAMME 2011-12**

WELCOME NOTE

Dear Colleagues

Each year the annual Professional Development for Staff (PDS) programme is led, coordinated and managed by the Learning Enhancement & Professional Development Unit (LEPDU) and aims to support a range of continuing professional development activities for all our staff at the University of Bolton and our collaborative partners.

This 'Quick Glance' Calendar is the start of the development of a full Annual Professional Development for Staff (PDS) Programme 2011-12. The full comprehensive programme and PDS booklet will be published soon and distributed to all staff. All members of staff are warmly invited to attend the PDS sessions and everyone's contribution is welcome.

Information on all professional development sessions can be found on the LEPDU web pages: <http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/PDSHome.aspx>.

Refreshments

At all lunchtime sessions: (12:00-2:00pm) a buffet lunch will be provided. For PDS sessions which last longer than two hours refreshments will be available. For other sessions which are scheduled at other times e.g. one hour sessions and/or 'Drop In' sessions, unfortunately, we are not able to provide refreshments, but please feel free to bring along your own!

How to Book:

If you wish to attend a session it is important to book a place by completing the PDS Booking Form. This is essential to aid the arrangements for hospitality and to ensure you receive the session materials.


Please complete the PDS booking form to be found on the LEPDU web pages at: <http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/PDSBookings.aspx>.

If you require any further information relating to the PDS sessions please contact: Louise Unsworth, PDS Administrator (pdsbookings@bolton.ac.uk).

Forthcoming PDS sessions are regularly promoted in the Learning Enhancement & Professional Development Unit (LEPDU) news bulletin circulated to all staff by email every Wednesday.

Finally, thank you in anticipation to all colleagues who attend and participate in the PDS programme sessions. I hope that you find this year's programme enjoyable, engaging and one which serves to inform your own Continuing Professional development and practice.

With kind regards



Sue Burkinshaw
Head of Learning Enhancement & Professional Development

ANNUAL QUICK GLANCE CALENDAR OF THE PDS SERIES 2011-12

To book a place on the PDS sessions (*unless otherwise indicated) please go to:

<http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/PDSBookings.aspx>

**** Subject to consultation**

***** Supporting Research series sessions:** To book a place please go to:

<http://www.bolton.ac.uk/ResearchAndEnterprise/Events/>

For further information please contact Nicola Dunn, Tel: ext 3615, email: n.g.dunn@bolton.ac.uk

Please contact: Jo Edwards, Professional Development Officer, (pdsbookings@bolton.ac.uk) for further information related to the PDS programme.

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
September 2011				
Thursday 1 September 2011 POSTPONED	10:00- 11:30am	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Thursday 1 September 2011	12:00- 2:00pm	D2-020, Deane	Mark Scott	First Aid Awareness
Friday 2 September 2011	10:00- 12:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In session
Friday 2 September 2011	12:00- 2:00pm	D2-020, Deane	TBC	TBC
Monday 5 September 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In session
Tuesday 6 September 2011	2:00- 3:30pm	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Tuesday 13 September 2011	3:00- 4:00pm	F2-022, Deane	Sabera Patel/ Shirley Silcock	Equality & Diversity/ Disability Awareness
Wednesday 14 September 2011	12:00- 2:00pm	D2-020, Deane	TBC	TBC
Wednesday 14 September 2011	10:00- 11:00am	D2-006, Deane	Andy Dale	CELCAT Registers: Refresher Training
Wednesday 14 September 2011	2:00- 3:00pm	D2-006, Deane	Andy Dale	CELCAT Registers: Refresher Training
Thursday 15 September 2011	10:00- 12:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Thursday 15 September 2011 POSTPONED	10:00- 11:00am	D2-006, Deane	Andy Dale	CELCAT Registers: Refresher Training
Thursday 15 September 2011	2:00- 3:00pm	D2-006, Deane	Andy Dale	CELCAT Registers: Refresher Training
Thursday 15 September 2011 By Invitation only	2:00- 3:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Specific Moodle Training on Quizzes
Friday 16 September 2011	10:00- 11:30am	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Friday 16 September 2011	12:00- 2:00pm	D2-020, Deane	TBC	TBC
Monday 19 September 2011 POSTPONED	10:00- 11:30am	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Wednesday 21 September 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In
Wednesday 21 September 2011	12:00- 2:00pm	D2-020, Eagle	TBC	TBC
Friday 23 September 2011	12:00- 2:00pm	D2-020, Deane	TBC	TBC
Wednesday 28 September 2011	12:00- 2:00pm	T3-056, Eagle	TBC	TBC
Wednesday 28 September 2011	2:00- 4:30pm	Conference room 2, Eagle	Jo Edwards/ Shirley Silcock	Professional Communications
Wednesday 28 September 2011	2:00- 3:30pm	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Friday 30 September 2011	12:00- 2:00pm	D2-020, Deane	TBC	TBC
Monday 3 October 2011	12:00- 2:00pm	D2-006	Sarah Riches	The Revalidation Process
October 2011				
** Tuesday 4 October 2011	10:00- 11:00am	D2-006, Deane	Jo Edwards	PDPR Reviewer Briefing
** Tuesday 4 October 2011	2:00- 3:00pm	D1-042, Deane	Jo Edwards	PDPR Reviewer Briefing

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Tuesday 4 October 2011	2:00-4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In
Wednesday 5 October 2011	12:00-2:00pm	T3-056, Eagle	Dr David Kitchener	Listening to the Student Voice: an evaluation of peer assessment approaches as part of an inclusive learning experience
Wednesday 5 October 2011	12:00-4:00pm	M2-21 Deane	Jane Lovatt	Introduction to Learning & Teaching in HE: Designing and Planning Learning Activities
** Thursday 6 October	10:00-11:00am	T3-052, Eagle	Jo Edwards	PDPR Reviewer Briefing
** Thursday 6 October	2:00-3:00pm	T3-052, Eagle	Jo Edwards	PDPR Reviewer Briefing
Friday 7 October 2011	12:00-2:00pm	D2-020, Deane	TBC	TBC
Friday 7 October 2011	1:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Personal Tutoring Templates in Moodle
Monday 10 October 2011	12:00-2:00pm	D2-020, Deane	Sarah Riches	The Revalidation Process
Tuesday 11 October 2011	10:00-11:00am	D2-006, Deane	Jo Edwards	PDPR Reviewer Briefing
Tuesday 11 October 2011	12:00-2:00pm	D2-020, Deane	Prof Rob Campbell/ Sue Burkinshaw	The New Undergraduate Bolton Curriculum Framework
** Tuesday 11 October 2011	2:00-3:00pm	D1-042, Deane	Jo Edwards	PDPR Reviewee Briefing
Wednesday 12 October 2011	12:00-2:00pm	T3-056, Eagle	Karl Gregory	Can Student Attendance Improve by Telling Them to Stay Away?
Wednesday 12 October 2011	10:00-11:30am	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Wednesday 12 October 2011	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 12 October 2011	3:00-4:00pm	T4-040, Eagle	Liz McGovern/ Shirley Silcock	Equality & Diversity/ Disability Awareness

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Thursday 13 October 2011	10:00-12:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Introduction
Friday 14 October 2011	10:00-12:00pm	DI-046, Deane	Dr Paul Birkett	***Supporting Research series: Research student support: PGR Skills Development programme: Moodle & other resources
Friday 14 October 2011	12.30pm	T3-010, Eagle	PhD student Andras Weber	***Supporting Research series: Research Forum: 'H1 NMR-Linked Metabolomic Investigations of Oral Diseases including Oral Cancer
Friday 14 October 2011	1:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Views in Mahara
Monday 17 October 2011	12:00-2:00pm	D2-020, Deane	Sarah Riches	The Revalidation Process
Tuesday 18 October 2011	2:00-3:30pm	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Wednesday 19 October 2011	2:00-4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Quizzes
Wednesday 19 October 2011	12:00-3:00pm	MI-016, Deane	Jane Lovatt/ Sue Burkinshaw	Introduction to Learning & Teaching in HE: Teaching and Supporting Student Learning; Personal Tutoring Framework at Bolton ; The Bolton Undergraduate Curriculum Framework
** Thursday 20 October 2011	10:00-11:00am	T2-084, Eagle	Jo Edwards	PDPR Reviewer Briefing
** Thursday 20 October 2011	2:00-3:00pm	D2-006, Deane	Jo Edwards	PDPR Reviewer Briefing
Friday 21 October 2011	10:00-12:00pm	DI-046, Deane	Dr Paul Birkett	***Supporting Research series: Research student support: Key requirements and stages of your research degree; Postgraduate Skills Record; Researcher Development Framework

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Friday 21 October 2011	12:00-2:00pm	D1-006, Deane	Prof Rob Campbell/ Sue Burkinshaw	The New Undergraduate Bolton Curriculum Framework
Friday 21 October 2011 POSTPONED	1:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Re-working & Re-using Blended Learning Activity Sequences with LAMS
Tuesday 25 October 2011	10:00-12:00am	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	SITS Keyboard and Navigation Skills
** Tuesday 25 October 2011	10:00-11:00am	D2-006, Deane	Jo Edwards	PDPR Reviewer Briefing
Tuesday 25 October 2011	12:00-2:00pm	D2-020	Sarah Riches	The Revalidation Process
** Tuesday 25 October 2011	2:00-3:00pm	D1-046, Deane	Jo Edwards	PDPR Reviewee Briefing
Wednesday 26 October 2011	12:00-2:00pm	T3-056, Eagle	Sarah Riches	The Revalidation Process
Wednesday 26 October 2011 POSTPONED	2:00-4:30pm	T4-080, Eagle	Jo Edwards/ Shirley Silcock	Professional Communications
** Thursday 27 October 2011	10:00-11:00am	T3-052	Jo Edwards	PDPR Reviewer Briefing
Thursday 27 October 2011	10:00-12:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In
** Thursday 27 October 2011	2:00-3:00pm	T3-052, Eagle	Jo Edwards	PDPR Reviewer Briefing
Friday 28 October 2011	10:00-12:00pm	D1-046, Deane	Dr Paul Birkett	***Supporting Research series: Research student support: Key regulations, codes & procedures
Friday 28 October 2011	1:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Personal Tutoring Templates in Moodle
Monday 31 October 2011	10:00-12:30pm	Z2-040, Eagle	Tracy Ellis	Mentor Training
November 2011				
** Tuesday 1 November 2011	10:00-11:00am	D2-006, Deane	Jo Edwards	PDPR Reviewee Briefing
Tuesday 1 November 2011	10:00-11:00am	D2-004, Deane	Katie Morris/ Shirley Silcock	Equality & Diversity/ Disability Awareness

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Tuesday 1 November 2011	2:00- 3:00pm	D2-006, Deane	Jo Edwards	PDPR Reviewee Briefing
Wednesday 2 November 2011	12:00- 3:00pm	M1-016, Deane	Jane Lovatt/ Stephen Powell/ Mike Lawrence	Introduction to Learning & Teaching in HE: The use of appropriate learning technologies
Thursday 3 November 2011 POSTPONED	9:30- 12:30pm	T4-064, Eagle	Jo Edwards	Professional Communications
Thursday 3 November 2011 POSTPONED	9:30- 12:30pm	TBC	Jo Edwards	How to Conduct an Effective PDP
Thursday 3 November 2011	10:00- 11:30am	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Friday 4 November 2011	10:00- 12:00pm	D1-046, Deane	Dr Paul Birkett	***Supporting Research series: Research Student Supervisor Roles, Rights, Responsibilities & Relationships
Friday 4 November 2011	12:00- 2:00pm	D2-004, Deane	Prof Rob Campbell/ Sue Burkinshaw	The New Undergraduate Bolton Curriculum Framework
Friday 4 November 2011	12:00- 2:00pm	Z3-42, Eagle	Dr Richard Howell	Annual Course Monitoring procedures
Friday 4 November 2011 POSTPONED	2:30- 3:30pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Views in Mahara
Monday 7 November 2011	10:00- 12:30pm	Z2-40, Eagle	Tracy Ellis	Mentor Training
Wednesday 9 November 2011	12:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 9 November 2011 CANCELLED	12:00- 2:00pm	Z3-40, Eagle	Stephen Powell/ Richard Millwood	Assessment Through Patchwork (Curriculum Framework)
Wednesday 9 November 2011	12:00- 2:00pm	T3-056, Eagle	Bill Oliver/ Stephen Powell	Rethinking your Curriculum
Thursday 10 November 2011 POSTPONED	10:00- 12:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Quizzes

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Friday 11 November 2011	10:00- 12:00	D1-046, Deane	Shirley Ward/ Dawn Grundy	***Supporting Research series: Research student support: Research management skills & techniques
Friday 11 November 2011	10:00- 1:00pm	D2-004	Paul Birkett	***Supporting Research series: PGR Supervisors: Regulations, Code of Practice, Quality Assurance Procedures
Friday 11 November 2011	12:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Bethany Humphreys/ Marina Kirby	Using Online Bristol Surveys
Friday 11 November 2011	12:00- 2:00pm	D1-042, Deane	Sue Burkinshaw/ Jane Lovatt	Module Specifications and Programme Design
Friday 11 November 2011	2:00pm- 3:00pm	D1-006, Deane	Jo Edwards	Data Protection
Monday 14 November 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop In
Tuesday 15 November 2011	10:00- 11:00am	Z3-42, Eagle	Jo Edwards	Data Protection
Tuesday 15 November 2011	11:30- 12:30pm	Z3-42, Eagle	Jo Edwards	Data Protection
Tuesday 15 November 2011	2:00- 3:30pm	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Tuesday 15 November 2011	3:00- 4:00pm	Z3-42, Eagle	Jo Edwards	Data Protection
Wednesday 16 November 2011	9:30- 12:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Contensis User Training
Wednesday 16 November 2011	12:00- 2:00pm	T3-056, Eagle	Maria Rodriguez- Yborra	Uncharted Waters: What's Next for PLeR
Wednesday 16 November 2011	12:00- 2:00pm	T3-024, Eagle	Jane Lovatt guest speakers Chris Mulryan and Mike Bather	Introduction to Learning & Teaching in HE: Approaches to Teaching and Learning: developing learning communities in HE

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Friday 18 November 2011	10:00- 12:00	DI-006, Deane	Dr Paul Birkett	***Supporting Research series: Research student support: Preparing your research proposal: the R1 form
Friday 18 November 2011 POSTPONED	12:00- 2:00pm	DI-006, Deane	Sarah Riches/ Bethany Humphreys	Annual Course Monitoring Statistics
Friday 18 November 2011	1:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Personal Tutoring Templates in Moodle
Monday 21 November 2011 POSTPONED	1:30- 4:30pm	DI-046, Deane	Jo Edwards	How to Conduct an Effective PDP
Tuesday 22 November 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Quizzes
Tuesday 22 November 2011	12:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Bethany Humphreys/ Marina Kirby	Using Online Bristol Surveys
Wednesday 23 November 2011	3:00- 5:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Using Outlook 2007 Effectively
Wednesday 23 November 2011	12:00- 2:00pm	Deane Suite Board Room	Julie Bateman/ Mike Lomas	Innovating around Employability
Wednesday 23 November 2011 POSTPONED	2:00- 4:30pm	Z3-040, Eagle	Jo Edwards/ Shirley Silcock	Professional Communications
Thursday 24 November 2011	10:00- 11:00am	Z3-040, Eagle	Jo Edwards	Data Protection
Thursday 24 November 2011	11:30- 12:30pm	Z3-040, Eagle	Jo Edwards	Data Protection
Thursday 24 November 2011	3:00- 4:00pm	Z3-040, Eagle	Jo Edwards	Data Protection
Friday 25 November 2011	10:00- 12:00pm	DI-046, Deane	Prof David Rudd & Prof Carole Truman	***Supporting Research series: Research student support: Describing the journey
Friday 25 November 2011	12:00- 2:00pm	DI-006, Deane	Ann Kolodziejski	Innovating around Environmental Sustainability

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Tuesday 29 November 2011	2:00- 3:30pm	Staff Development Suite T2-069, Library, Eagle	Mary Barden	Reading Lists Online
Wednesday 30 November 2011 POSTPONED	12:00- 2:00pm	T2-084, Eagle	Sarah Riches/ Bethany Humphreys	Annual Course Monitoring Statistics
Wednesday 30 November 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Jennie Leyden/ Graeme Prescott	Moodle Drop in
Wednesday 30 November 2011	12:00- 4:00pm	T3-024, Eagle	Jane Lovatt	Introduction to Learning & Teaching in HE: Assessing and evaluating student learning and the learner experience
December 2011				
Thursday 1 December 2011	10:00- 11:00am	T4-004, Eagle	Jo Edwards	Data Protection
Thursday 1 December 2011	11:30- 12:30pm	T2-078, Eagle	Jo Edwards	Data Protection
Thursday 1 December 2011	3:00- 4:00pm	T4-026, Eagle	Jo Edwards	Data Protection
Friday 2 December 2011	10:00- 1:00pm	D1-006, Deane	Paul Birkett	***Supporting Research series: PGR Supervisors: The Supervisor's Role in the PGR lifecycle
Friday 2 December 2011	10:00- 12:00pm	D1-046, Deane	Dr Peter Moran	***Supporting Research series: Research student support: Standards of good research practice
Friday 2 December 2011	1:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Mike Lawrence	Creating Views in Mahara
Friday 2 December 2011	12:00- 2:00pm	D2-020, Deane	Dr Richard Howell	Unfair Means
Friday 2 December 2011	12:00- 2:00pm	D2-004, Deane	Sue Burkinshaw/ Jane Lovatt	Module Specifications and Programme Design
Tuesday 6 December 2011	10:00- 11:00am	D2-006, Deane	Jo Edwards	Data Protection

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Tuesday 6 December 2011	11:30- 12:30pm	T4-026, Eagle	Jo Edwards	Data Protection
Tuesday 6 December 2011	12:00- 2:00pm	D2-004, Deane	Sarah Riches/ Bethany Humphreys	Annual Course Monitoring Statistics
Tuesday 6 December 2011	2:00- 4:00pm	D2-006, Deane	Shirley Silcock/ Arnold Weldon	Student Harassment and Bullying
Tuesday 6 December 2011	3:00- 4:00pm	DI-006, Deane	Jo Edwards	Data Protection
Wednesday 7 December 2011	12:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 7 December 2011 POSTPONED	12:00- 2:00pm	T3-056, Deane	Kasey Carver/ Sue Burkinshaw	Innovating around Internationalisation
Thursday 8 December 2011	9:30- 12:30pm	T4-064, Eagle	Jo Edwards	Minute Taking Best Practice
Thursday 8 December 2011	9:30- 11:30am	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Microsoft Excel Fundamentals
Thursday 8 December 2011	2:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Word 2007: Working with large documents
Thursday 8 December 2011	3:00- 4:00pm	D2-004, Deane	New Disability Advisor & Shirley Silcock	Equality & Diversity/ Disability Awareness
Friday 9 December 2011	10:00- 12:00pm	DI-046, Deane	Jane Lovatt	***Supporting Research series: Research student support: Introduction to Teaching
Friday 9 December 2011	12:00- 2:00pm	DI-006, Deane	Sue Burkinshaw/ Jane Lovatt	Module Specifications and Programme Design
Friday 9 December 2011	3:00- 4:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Survey Monkey
Wednesday 14 December 2011	12:00- 3:00pm	MI-016, Deane	Julie Bateman/ Jane Lovatt	Introduction to Learning & Teaching in HE: Embedding employability – the Bolton experience; Commitment to Professional Development & Scholarship Ethics of Teaching

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Wednesday 14 December 2011	2:00- 4:30pm	Z3-042	Jo Edwards/ Shirley Silcock	Professional Communications
Thursday 15 December 2011	12:00- 2:00pm	T2-078, Eagle	Sarah Riches/ Bethany Humphreys	Annual Course Monitoring Statistics
Friday 16 December 2011	10:00- 11:00am	DI-006, Deane	Jo Edwards	Data Protection
Friday 16 December 2011	10:00- 12:00pm	DI-046, Deane	Prof Rob Campbell/ Trevor Hodgson	***Supporting Research series: Research student support: Ethical & legal issues
Friday 16 December 2011 POSTPONED	11:30- 12:30pm	DI-006, Deane	Jo Edwards	Data Protection
Friday 16 December 2011 POSTPONED	3:00- 4:00pm	DI-006	Jo Edwards	Data Protection
January 2012				
Monday 9 January 2012	10:00- 12:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Access 2007: Designing Queries and Generating Reports
Wednesday 11 January 2012	10:00- 11:00am	DI-006, Deane	Shirley Silcock/ Sabera Patel	Equality & Diversity/Disability Awareness
Wednesday 11 January 2012	12:00- 2:00pm	D2-016, Deane	TBC	TBC
Wednesday 11 January 2012	12:00- 2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Thursday 12 January 2012 POSTPONED	9:30- 12:30pm	T2-078, Eagle	Tracy Ellis	Assertiveness
Friday 13 January 2012 POSTPONED	9:30- 11:30am	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Microsoft PowerPoint Fundamentals
Friday 13 January 2012	10:00- 12:00pm		Prof Andy Alderson/ Dr John Charlton/ Prof Baljinder Kandola	***Supporting Research series: Research student support: Justifying the principles & techniques used in one's own research
Friday 13 January 2011	12:00- 2:00pm	DI-006, Deane	Dr Richard Howell	Student Complaints procedures

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Monday 16 January 2012 POSTPONED	12:00-1:30pm	DI-006, Deane	Rob Campbell	Innovating around Professionals in Practice
Wednesday 18 January 2012	9:30-12:30pm	D2-004, Deane	Tracy Ellis	Recruitment & Selection Process
Wednesday 18 January 2012	10:00-11:00am	DI-006, Deane	Jo Edwards	Data Protection
Wednesday 18 January 2012	11:30-12:30pm	DI-006, Deane	Jo Edwards	Data Protection
Wednesday 18 January 2012	3:00-4:00pm	DI-006, Deane	Jo Edwards	Data Protection
Wednesday 18 January 2012	12:00-2:00pm	T4-028, Eagle	Dr David Kitchener	Listening to the Student Voice: an evaluation of peer assessment approaches as part of an inclusive learning experience
Friday 20 January 2012	10:00-12:00pm		Prof Andy Alderson/ Prof Rob Raynard	***Supporting Research series: Research student support: Process for funding and evaluating research
Friday 20 January 2012	12:00-2:00pm	TBC	TBC	TBC
Monday 23 January 2012	10:00-12:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Publisher 2007: Producing Leaflets and Flyers
Tuesday 24 January 2012	10:00-11:00am	DI-008, Deane	Jo Edwards	Data Protection
Tuesday 24 January 2012	11:30-12:30pm	DI-008, Deane	Jo Edwards	Data Protection
Tuesday 24 January 2012	2:00-4:30pm	DI-006, Deane	Jo Edwards/ Shirley Silcock	Professional Communications
Tuesday 24 January 2012	9:30-12:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Excel 2007: Manipulating large amounts of data
Wednesday 25 January 2012 POSTPONED	2:00-3:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	SharePoint
Thursday 26 January	10:00-11:30am	F2-018, Deane	Jo Edwards	Skype
Friday 27 January 2012	10:00-1:00pm		Paul Birkett	***Supporting Research series: PGR Supervisors: The Research Student-Supervisor Relationship

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Friday 27 January 2012	10:00-12:00pm		Graham Kearsley	***Supporting Research series: Research student support: Health & safety issues & working practices
Friday 27 January 2012	12:00-2:00pm	DI-008, Deane	Rosalyn Lord National Autistic Society	Supporting Students with Asperger's Syndrome (high functioning autism)
February 2012				
Wednesday 1 February 2012	12:00-2:00pm	DI-046, Deane	TBC	TBC
Wednesday 1 February 2012	10:00 - 11:00am	DI-046, Deane	Jo Edwards	Data Protection
Wednesday 1 February 2012	11:30-12:30pm	D2-014, Deane	Jo Edwards	Data Protection
Wednesday 1 February 2012	3:00-4:00pm	DI-046, Deane	Jo Edwards	Data Protection
Thursday 2 February 2012	10:00-11:00am	DI-046, Deane	Shirley Silcock	Equality & Diversity Awareness
Thursday 2 February 2012 POSTPONED	1:30-4:30pm	Staff Development Suite, T2-069, Library, Eagle	Tracy Ellis	Contensis User Training
Thursday 2 February 2012	3:00-4:00pm	DI-046, Deane	New Disability Advisor	Disability Awareness
Friday 3 February 2012	10:00-12:00pm	D2-004, Deane	Prof Stan Oliver	***Supporting Research series: Research student support: Networking for Researchers
Friday 3 February 2012	12:00-2:00pm	DI-046, Deane	Dr Maria Rodriguez-Yborra	Uncharted Waters: What's Next for PLeR
Wednesday 8 February 2012	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 8 February 2012	3:00-4:00pm	DI-006, Deane	Jo Edwards	Data Protection
Thursday 9 February 2012	2:00-4:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	SITS Keyboard and Navigation Skills
Friday 10 February 2012	10:00-12:00pm	DI-046, Deane	Prof David Rudd/ Prof Carole Truman	***Supporting Research series: Research student support: Communicating your research

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Monday 13 February 2012	1:30-3:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Using Outlook 2007 Effectively
Wednesday 15 February 2012	10:00-11:00am	D1-008, Deane	Jo Edwards	Data Protection
Wednesday 15 February 2012	10:00-11:00am	Staff Development Suite T2-069, Library, Eagle	Marina Kirby & Bethany Humphreys	Using Bristol Online Surveys
Wednesday 15 February 2012	11.15–12.15pm	Staff Development Suite T2-069, Library, Eagle	Marina Kirby & Bethany Humphreys	Using Bristol Online Surveys
Wednesday 15 February 2012	3:00-4:00pm	D1-006, Deane	Jo Edwards	Data Protection
Friday 17 February 2012	10:00-1:00pm	D1-046	Paul Birkett	***Supporting Research series: PGR Supervisors: The Research Proposal (R1) and MPhil/PhD Transfer or Mid-Programme Assessment (R2)
Friday 17 February 2012	10:00-12:00pm	D2-014, Deane	Prof Elias Siores	***Supporting Research series: Research student support : Student Academic and Commercial Exploitation of Research Outcomes: University IPR Policy
Friday 17 February 2012	12:00-2:30pm	D2-006, Deane	Mark Scott	First Aid Awareness
Wednesday 20 February 2012	3:00-4:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Survey Monkey
Wednesday 22 February 2012	12:00-2:00pm	D1-006, Deane	David Rudd	Getting into Print
Wednesday 22 February 2012	10:00-11:00am	D1-008, Deane	Jo Edwards	Data Protection
Wednesday 22 February 2012	11:30-12:30pm	F2-22, Deane	Jo Edwards	Data Protection
Wednesday 22 February 2012	3:00-4:00pm	D1-006, Deane	Jo Edwards	Data Protection
Wednesday 23 February 2012	2:00-4:30pm	T4-032	Jo Edwards & Shirley Silcock	Professional Communication
Friday 24 February 2012	10:00-12:00pm	D2-014, Deane	Prof Danny Morton	Innovative Approaches to Research

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
March 2012				
Friday 2 March 2012	10:00-12:00pm	D2-014, Deane	Prof Elias Siores	National and International Contexts for Research
Wednesday 7 March 2012	10:00-11:00am	D2-004, Deane	Liz McGovern	Disability Awareness
Wednesday 7 March 2012	3:00-4:00pm	DI-006, Deane	Shirley Silcock	Equality & Diversity Awareness
Wednesday 7 March 2012 POSTPONED	10:00-11:00am	DI-008, Deane	Jo Edwards	Data Protection
Wednesday 7 March 2012 POSTPONED	11:30-12:30pm	F2-22, Deane	Jo Edwards	Data Protection
Wednesday 7 March 2012	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 7 March 2012 POSTPONED	3:00-4:00pm	DI-008, Deane	Jo Edwards	Data Protection
Friday 9 March 2012	10:00-12:00pm	DI-046, Deane	Dr Corinne Barrow	***Supporting Research series: Research student support: Personal Effectiveness
Friday 9 March 2012	12:00-2:00pm	DI-046	TBC	TBC
Tuesday 13 March 2012	9:30-12:00pm	T2-78	Jo Edwards	Minute Taking Best Practice
Tuesday 13 March 2012	10:00-12:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	PowerPoint 2007: Adding Pizazz to your Presentations
Tuesday 13 March 2012	1:30-4:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Access 2007: Designing Queries and Generating Reports
Wednesday 14 March 2012	12:00-2:00pm	T3-034	Ann Canton	Supporting Students with Dyslexia
Wednesday 14 March 2012 POSTPONED	10:00 - 11:00am	DI-008	Jo Edwards	Data Protection
Wednesday 14 March 2012 POSTPONED	11:30-12:30pm	F2-22, Deane	Jo Edwards	Data Protection

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Wednesday 14 March 2012 POSTPONED	3:00- 4:00pm	T2-078	Jo Edwards	Data Protection
Thursday 15 March 2012	9:00- 10.30am	M1-11	Beverley Knights & Kay Loxham	Tier 4 Regulations – what are your responsibilities?
Friday 16 March 2012	10:00- 1:00pm	D2-016	Paul Birkett	***Supporting Research series: PGR Supervisors: The Research Degree Examination and Viva
Friday 16 March 2012	10:00- 12:00pm	DI-046	Julie Bateman/ Vanessa Casaru	***Supporting Research series: Research student support: Career management for PGR students
Friday 16 March 2012	12:00- 2:00pm	DI-006	TBC	TBC
Tuesday 20 March 2012	10:00- 11:00am	D2-006	Jo Edwards	Data Protection
Tuesday 20 March 2012	11:30- 12:30pm	T2-078	Jo Edwards	Data Protection
Tuesday 20 March 2012	3:00- 4:00pm	T2-078	Jo Edwards	Data Protection
Wednesday 21 March 2012 POSTPONED	10:00- 12:30pm	T3-014	Jo Edwards & Shirley Silcock	Professional Communication
Wednesday 21 March 2012	12:00- 2:00pm	DI-006	TBC	TBC
Friday 23 March 2012	12:00- 2:00pm	DI-008	Dr Paul Birkett	***Supporting Research series: Research student support: Preparing for your viva
Friday 23 March 2012	12:00- 2:00pm	DI-006	TBC	TBC
Tuesday 27 March 2012	10am – 11am	F2-022	Jo Edwards	Data Protection
Tuesday 27 March 2012	2pm – 3pm	F2-022	Jo Edwards	Data Protection
Wednesday 28 March 2012	12:00- 2:00pm	D2-004	TBC	TBC
Friday 30 March 2012	9.30am – 12.30pm	DI-042	Alan Davison	Deaf Awareness
Friday 30 March 2012	10:00- 12:00pm	DI-46	Dr Paul Birkett	***Supporting Research series: Research student support: Programme review & feedback
Friday 30 March 2012	12:00- 2:00pm	DI-046	TBC	TBC

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
April 2012				
Tuesday 3 rd April 2012	10am – 11am	F2-022	Jo Edwards	Data Protection
Tuesday 3 rd April 2012	2pm – 3pm	F2-18	Jo Edwards	Data Protection
Wednesday 11 April 2012	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Monday 16 April 2012	9:30-12:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Contensis User Training
Monday 16 April 2012	2:00-3:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	SharePoint
Tuesday 17 April 2012 POSTPONED	2:00–4:30pm	T3-14	Jo Edwards & Shirley Silcock	Professional Communication
Tuesday 17 April 2012	9:00-10.30am	Main Lecture Theatre	Beverley Knights & Kay Loxham	Tier 4 Regulations – what are your responsibilities?
Friday 20 April 2012	10am – 11am	F2-022	Jo Edwards	Data Protection
Friday 20 April 2012	10:00-1:00pm	TBC	Paul Birkett	***Supporting Research series: PGR Supervisors: Research Ethics
Wednesday 25 April 2012	12:00-2:00pm	TBC	TBC	TBC
Thursday 26 April 2012	10:00-12:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Work 2007: Working with large documents
Thursday 26 April 2012	1:30-4:30pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Excel 2007: Manipulating large amounts of data
Friday 27 April 2012	12:00-2:00pm	T2-78	Shirley Ward & Paul Birkett	The Role of Research Supervisors in Information Literacy for WSS
May 2012				
Tuesday 1 May 2012	10:00-11:00am	TBC	Katie Morris	Disability Awareness

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
Tuesday 1 May 2012	1:00–2:30pm	M1-12	Beverley Knights & Kay Loxham	Tier 4 Regulations – what are your responsibilities?
Tuesday 1 May 2012	2:00-3:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Publisher 2007: Producing Leaflets and Flyers
Tuesday 1 May 2012	3:00-4:00pm	TBC	Shirley Silcock	Equality and Diversity Awareness
Wednesday 2 May 2012	12:00-2:00pm	T2-84	Shirley Ward & Paul Birkett	The Role of Research Supervisors in Information Literacy for AES, IMRI & IREET
Friday 4 May 2011	12:00-2:00pm	TBC	Dr Richard Howell	Student Complaints procedures
Wednesday 9 May 2012	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 9 May 2012	12:00-2:00pm	TBC	TBC	TBC
Thursday 10 May 2012	9:00–10:30am	M1-11	Beverley Knights & Kay Loxham	Tier 4 Regulations – what are your responsibilities?
Friday 11 May 2012	12:00-2:00pm	T2-078	Shirley Ward & Paul Birkett	The Role of Research Supervisors in Information Literacy for AMT & IEC
Wednesday 16 May 2012	10:00–12:30pm	T3-52	Jo Edwards & Shirley Silcock	Professional Communication
Wednesday 16 May 2012	12:00-2:00pm	TBC	TBC	TBC
Wednesday 16 May 2012	2:00-3:00pm	Staff Development Suite T2-069, Library, Eagle	Tracy Ellis	Publisher 2007: Producing Leaflets and Flyers
Friday 18 May 2012	10:00-1:00pm	TBC	Paul Birkett	***Supporting Research series: New Models for the UK Doctorate
Friday 18 May 2012	12:00-2:00pm	TBC	Katie Morris/ Sabera Patel	Disability Awareness
Wednesday 23 May 2012	1:00-2:30pm	M1-14	Beverley Knights & Kay Loxham	Tier 4 Regulations – what are your responsibilities?
Wednesday 23 May 2012	12:00-2:00pm	TBC	TBC	TBC
Friday 25 May 2012	12:00-2:00pm	TBC	TBC	TBC
Wednesday 30 May 2012	12:00-2:00pm	TBC	TBC	TBC

DATE	TIME	ROOM	PRESENTER/S	TITLE OF SESSION
June 2012				
Friday 1 June 2012	12:00-2:00pm	TBC	TBC	TBC
Wednesday 6 June 2012	12:00-2:00pm	TBC	TBC	TBC
Thursday 7 June 2012	10:00-11:00am	TBC	Shirley Silcock	Equality and Diversity Awareness
Thursday 7 June 2012	3:00-4:00pm	TBC	Sabera Patel	Disability Awareness
Friday 8 June 2012	12:00-2:00pm	TBC	TBC	TBC
Wednesday 13 June 2012	12:00-2:00pm	Staff Development Suite T2-069, Library, Eagle	Student Data Management	SITS Drop In
Wednesday 13 June 2012	12:00-2:00pm	TBC	TBC	TBC
Friday 15 June 2012	12:00-2:00pm	TBC	Creative Support	Mental Health Awareness
Wednesday 20 June 2012	12:00-2:00pm	TBC	TBC	TBC
Friday 22 June 2012	12:00-2:00pm	TBC	TBC	TBC
Wednesday 27 June 2012	12:00-2:00pm	TBC	TBC	TBC
Friday 29 June 2012	12:00-2:00pm	TBC	TBC	TBC
July 2011				
Wednesday 4 July 2012	10:00-11:00am	TBC	Shirley Silcock	Equality and Diversity Awareness
Wednesday 4 July 2012	3:00-4:00pm	TBC	New Disability Advisor	Disability Awareness
5 July 2011	9:00am-5:00pm	Deane Campus		Annual Learning and Teaching Staff Conference

To book a place on the PDS sessions (*unless otherwise indicated) please go to:

<http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/PDSBookings.aspx>

**** Subject to consultation**

***** Supporting Research series sessions:** To book a place please go to:

<http://www.bolton.ac.uk/ResearchAndEnterprise/Events/>

For further information please contact Nicola Dunn, Tel: ext 3615, email: n.g.dunn@bolton.ac.uk

Please contact: Jo Edwards, Professional Development Officer, (pdsbookings@bolton.ac.uk) for further information related to the PDS programme.