

Staff Development Week November

Welcome to the Staff Development Day programme for 18th to 22nd November 2024

Hello, and welcome to the Staff Development Week programme.

This Staff Development Week will take place in person from Springburn Campus with some sessions running online, we hope that this provides you with a great opportunity to learn something new, to update your skills and/or knowledge, and to consider how you can play your part in enhancing the staff and learner experience.

In this document you will find:

1. Descriptors for each session
2. Additional CPD and other activity suggestions
3. Details of the Flu Vaccination Clinic details Wednesday 20th November
4. Details for the Marketplace Wednesday 20th November

Tuesday 19th November

Trauma Informed Approach & Maintaining Wellness while Managing Safeguarding and Mental Health Issues

9.00am till 12.00pm | Springburn Winter Garden 2 | March Training & Development

This session is for targeted staff, for more information please contact Lesley Phee

EIS Financial Advisor

10am till 11am | Online | Education Institute for Scotland

Details TBC

Adapting Lessons for the Neurodivergent Brain

13.00pm till 16.00pm | Springburn Winter Garden 2 | March Training & Development

This course will provide practical ways in which we can encourage neurodivergent learners to flourish in the classroom. Both teaching ideas and behaviour strategies will be considered for ADHD, dyslexia and dyspraxia. This course will illustrate how teaching ideas, often thought of as neurodiverse, are just good teaching strategies that work for all learners

Wednesday 20th November

Bookshelves E-Book Central Platform

09.00 to 09.45 | Online | Jisc

Andrew will give an overview of the Jisc e-book collection and the functionality of the Ebook Central Platform where they live. This will include aspects of functionality in the e-books, adding notes, bookmarks, highlighting sections and downloading chapters for studying. He will then focus on the Bookshelf feature which allows teaching staff to create reading lists of their chosen e-book titles and distribute them to students with a single permanent URL

Q&A will be available at the end of the session.

Helping you save energy at home

09.30 till 10.30 | Springburn 416 | Home Energy Scotland

Energy bills are a big worry for many of us, this workshop has been designed to help us stay in control of our costs and energy usage as well as reduce our impact on the environment.

Green Screen Video Workshop One to One's

09.00am till 12.00pm | Springburn SA Office 1st Floor| David Webster (GKC)

David will demonstrate screen capture using green screens and video equipment, ideal if you want to capture a practical demonstration of a subject/task that can be recorded and then uploaded and viewed by both students and staff. This will save time on repetitive demonstrations of subject/task in class or for training new and existing staff.

Stress Management and Wellness Workshop

09.00am till 12.00pm | Springburn Winter Garden 2 | March Training & Development

This course will provide participants with the opportunity to access their stress tolerance points and recognise the signs and causes of stress. Practical ideas will be provided to reduce the personal stress in the workplace and participants will be taught stress-busting exercises. Participants will also be taught to look for the signs of stress in their behaviours as well as in their colleagues.

LGPS Information Session (support staff only)

10.00am till 11.00am | Springburn 421 | Strathclyde Pension Fund

This session will provide an overview of the Scottish Local Government Pension Scheme (LGPS) administered by Strathclyde Pension Fund Office. The LGPS delivers:

- A pension based on your pensionable pay
- A pension that increases each year in line with price inflation
- the flexibility to exchange some of your pension to provide a tax-free lump sum
- A permanent ill health pension paid from any age for those with two years' service who are unable to work in their present job
- Lump sum death in service protection of three times your pensionable pay; and
- A pension payable to your surviving spouse, surviving registered civil partner or surviving nominated cohabiting partner on your death in service or on your death after retirement.

Using Teams and Microsoft Forms for Evidence Submission

10.00am till 11.00am | Springburn 10 | Thomas Nicol (GKC)

The Building Engineering Services cohort has developed a system that uses Microsoft Teams to track formative and summative assessment of students using Microsoft Forms as the vehicle for learners to submit classwork.

Within this session you will be walked through the working example of how the department are operating this live system as well as how to create forms quickly from notes and text. This will then be utilised and applied to Microsoft Teams.

If you are attending this session a MS team will be created in advance and you will be added as a student. This will allow you to see both sides Student and Lecturer side of the operation.

Coping With Change

10.00am till 12.00pm | Online | Wellity Global

Following on from our previous delivery of Coping with Change in March we are delighted to offer an additional date for staff who were not able to attend previously.

In this session we will explore a series of practical examples to help attendees remain resilient in the face of change and learn the tools to regain their footing in the face of uncertainty.

Feedback from GKC March 2024 sessions:

"Upbeat session, good pace and delivery, useful information"

"The way the information was delivered, very relevant and thoughtful"

Equip Yourself with Key Strategies to Stay Vigilant and Safe Online

11.15am till 12.00pm | Springburn 406 | Sharjeel Afridi

In this session we will cover real-world events can trigger phishing attacks and subsequent phishing simulation result in college. We'll also introduce password managers as essential tools for secure access management.

An Introduction to Teachermatic

13.00 till 14.00 | Springburn 408 | Lesley Young (GKC)

This introductory session is about familiarising staff with Teachermatic and opening them up to the different possibilities it offers to:

- Work SMARTer
- Enhance teaching and learning
- Support staff in updating to NEW GEN and Metaskills requirements
- Potentially increase student engagement and experience

There will be an overview of Teachermatic as well as time to try it out.

Customer Care for Specialist Environments

13.00pm till 16.00pm | Springburn Winter Garden 2 | March Training & Development

How we treat both internal and external customers reflects the values our organisation stands for and demonstrates our commitment to empathy, inclusivity and, cultural respect. The course aims to provide practical strategies for handling customer-based situations illustrating excellent customer care and reinforcing our dedication to respect and integrity for all customers.

This session will initially be for a targeted group of staff but will be opened up if places are still available

Discover Renewables

13.00pm till 14.00pm | Springburn 416 | Home Energy Scotland

Learn about the current renewable technologies, how they could be of benefit to you and your home, and funding support available including grants and installation offers. We can also advise you on our free and impartial Home Renewables Specialist service.

Library Resources and Study Skills

14.15pm till 15.15pm | Springburn 420 | Katie McAnenay (GKC)

Since the start of the term, the library has been providing information sessions for classes. Explore the resources students are using and get a sneak peek at the upcoming study skills section designed to support all students.

The Social Hub - find out about all things Social and Marketing at Kelvin

14.15pm till 15.15pm | Springburn 429 | Liz Breckenridge (GKC)

Come along to The Social Hub session to find out about all things Marketing and our Socials at Kelvin. The team can update you on our latest social media activity, help to promote your service or curriculum area and answer any marketing questions you might have.

Exploring AI for College Staff

15.30pm till 16.30pm | Springburn 403 | Steven Donnelly (GKC)

We are pleased to invite all college staff to a Continuing Professional Development (CPD) session focused on the practical use of Artificial Intelligence (AI) in the workplace. This session is specifically designed for those who have little to no experience with AI or have only experimented with it briefly.

Session Details:

Duration: 1 hour

Agenda:

Introduction (15 minutes): Discover real-world examples of how AI has been effectively utilised and explore innovative ideas that could enhance your work.

Hands-On Experience (45 minutes): Engage in practical activities to start using AI tools and applications.

AI may not be a universal solution, but it can significantly aid in overcoming various challenges we encounter in our professional roles. Join us to explore how AI can become a valuable asset in your toolkit.

We look forward to your participation and to collectively enhancing our skills and confidence in using AI. Please bring your own laptop where possible however we will have PC's available for use as well.

Drop In Clinics - Wednesday 20th November

We will be hosting two "drop-in clinics" on Wednesday 20th November for staff to pop along with any questions/issues they may have, no need to book just come along and see us:

ICT Drop in Clinic

10.30am till 12.00pm & 14.30 till 16.00pm | Springburn 404

Our ICT Team will be hosting an all staff drop-in clinic where you can pop in and get advice/guidance on anything from Moodle to Teams, Notebook to technical information.

We will be hosting this event in one of our ICT suites but feel free to also bring along your own devices.

HR & Payroll Drop-in Session for new HR System and any other enquiries

10.30am till 12.00pm & 14.30pm till 16.00pm | Springburn 422

Our HR and Payroll staff will be on hand to assist demonstrate the new CintraHR system and to discuss any HR or payroll related queries you may have. This is an opportunity to drop in and have a confidential discussion with a member of the HR or Payroll team about

issues such as flexible working, attendance management, staff management, expenses, diary sheets, retirement / pensions.

Flu Clinic Wednesday 20th November

Flu Clinic

We are running the free flu vaccination clinic on Wednesday 20th November all day

[Click here to book a slot](#)

Marketplace Wednesday 20th November

As we are running most of our Staff Development Events in person we have brought back our "Marketplace" where staff can visit throughout the day to visit various stallholders:

- **Incorporate Massage** - indulge yourself with a neck/back massage from Incorporate Massage
- **Scotwest** - find out more about savings and loans etc from Scotwest, one of your benefits of being a college employee
- **Chest, Heart and Stroke Scotland** - CHSS will be offering free staff health checks
- **Home Energy Scotland** - HES will be around to offer free and impartial advice, if you can't make their workshops please feel free pop down and have a chat
- **EIS** - information and advice from your teaching Union
- **Suggestion Board** – anonymously post your feedback and suggestions about the event

More may be added before the event, check out update emails and the Organisational Development intranet page for more details.

Thursday 21st November

Stirling University – Exploring Student Motivation

Springburn Winter Gardens | Stirling University

This participatory session will explore tools and techniques that can be used to motivate and engage your learners. It will draw on ideas from practitioner enquiry and joint practice development, providing an opportunity for you to discuss with teaching colleagues and develop practice collectively

Group A – WDCS Faculty – 9.30am till 11.30am

Group B – SEA Faculty – 1pm till 3pm

Invites will be sent to staff for these sessions.

Friday 22nd November

Planning Your Future Workshop

09.30am till 16.40pm | Springburn 410 | Age Scotland

Each session is led by an expert in their field and covers practical considerations such as legal and financial planning for later life, how to build healthier habits, how to spend your time well in retirement and how to manage the emotional change of leaving starting on a new journey.

Our Planning for Your Future workshop provides independent and impartial information which can help attendees make decisions about and plans for their retirement, empowering them to feel more confident about their future.

"The course was totally different from what I was expecting, very insightful, interesting, well presented and fun, I would recommend this course to anyone of any age, not just over 50's, there's so much good advice, for everyone"

Food and Clothes Donations

During Wednesday 20th November we will be looking to collect donations for the Student Pantry and Clothes bank, there will be a drop off point at our Marketplace where you can submit any donations.

Additional CPD activities you can do

1. Check that you are up to date with your [WorkRite training modules](#)

2. Have a look at these resources:

- [CDN - Latest Events and Training](#)
- [Visit the Unum Hub](#)
- [Trauma Informed Introductory Module \(free\)](#)
- [OpenLearn](#)
- [Free Courses in Scotland](#)
- [Sign up for a free Self Harm information session](#)
- [NextGen: HN Assessment | SQA Academy](#)

3. Look for any external training opportunities relevant to your CPD

(and submit an application to one of our funds if there is a cost)

[Click here to apply](#)

4. Watch back one of our recently recorded CPD sessions available on the Professional Learning channel (GKC Staff), this includes lots of ICT Digital session recordings

[Click here](#)

5. Remember also to also check out our Digital Skills Page

[Click here](#)

6. Be inspired with these Professional Learning example lists

- [GTCS A to Z list for College Lecturers](#)
- [List of CPD activities](#)
- [What are the different types of CPD article](#)

7. Consider joining a CDN Network/Professional Learning Community

- [CDN Networks](#)
- [CDN Professional Learning Communities](#)