

TU Dublin Staff Training & Development Checklist for Reference at PDP (Personal Development Plan) Meetings

This checklist has been developed as a useful guide to discussions about training and development needs at PDP meetings. The Human Resources Committee have specified that the activities included on this checklist constitute the normal definition of Staff Training & Development activities.

Through the PMDS process, Reviewing Managers should ensure that staff undertake mandatory training courses and any other training and development that is required to ensure that their skills and knowledge are up to date and for their career development.

Academic Reviewing Managers are reminded that there should be discussion at PDP meetings with Assistant Lecturer staff around the requirements for Progression, as follows:

- Qualifications
- Activities the staff member should become involved in that would help meet the requirement for 'Demonstrated Performance, Ability & Experience'
- Areas of Research & Scholarly activity that the staff member could become involved in

The various supports available in TU Dublin should be explored e.g. the Learning Teaching & Technology services and workshops, the Staff Training & Development programmes, the Fee Support Policy, the Fee Waiver Scheme, and supports available through the Directorate of Research & Enterprise.

Reference should also be made to the [Progression from Assistant Lecturer to Lecturer](#) Policy on the HR web site

Development Activities for All Staff

Appropriate Continuous Professional Development - keep up to date in own area of professional discipline through, where appropriate

- Research Activities (academic staff)
- Conferences and Seminars (attending and presenting)
- Membership of Professional Bodies
- External Networking (e.g. in Higher Education, Business, Industry)
- Internal Networking (e.g. Participation on Departmental & TU Dublin committees)
- Pursuit of Higher Qualifications

Short Courses & Workshops

- Staff Training & Development
- Learning Teaching & Technology Centre
- External Specialist

Mandatory & Essential Training

(Whole-time & Part-time staff - ref: [TU Dublin Health & Safety Training Policy](#))

Health & Safety

- ERT (Emergency Response Training incorporating Fire Safety) – all staff
- Manual Handling – all staff
- Emergency First Aid – All staff working in kitchens, workshops and laboratories
- H&S Induction Training – new staff
- Health & Safety Responsibilities – Management Briefings - all managers
- Health & Safety Responsibilities – Management Workshops – all new managers

Dignity at Work – [see policy here](#)

- Half Day Awareness Training – all whole-time & part- time staff
- Half Day Management Workshop – all managers & supervisors

Child Protection – [see policy here](#)

- Child Protection Presentation – all staff in designated areas & Heads of School
- Child Protection Workshop – all staff in designated areas

PMDS

- Preparatory/Awareness Training – all staff
- Management Workshops – all managers/supervisors who are required to conduct PDP Meetings with staff

Information Technology

- Core ESS – all staff who are required to clock in

Interviewing Skills – Licence to Recruit – [see policy here](#)

- Mandatory for all members of an Interview Board in TU Dublin

Job Specific Training

Learning & Teaching

Post Graduate Diploma in Third Level Learning & Teaching – all new lecturing staff who do not have an equivalent qualification

Specialist Health & Safety Training – Ref: [Health & Safety Training Policy](#) (e.g. Emergency First Aid Training for staff in kitchens, laboratories, workshops and other high risk areas - ref. H&S Training Policy)

Specialist training specific to particular work environments –

(e.g. training for technical and other staff in relation to specialist laboratory work)

Information Technology

Training on TU Dublin applications integral to specific jobs, e.g.

- Agresso - Approving Requisitions - budget holders
- Agresso - Enquiries/Reporting
- Agresso - Goods Received (GRN)
- Agresso - Requisitioning
- Banner - Student Administration System
- Core eRecruit - budget holders/managers who approve expense claims
- Core Expenses - manager/approver
- Core Expenses - staff member
- CoreHR - HR staff
- CMIS - Timetabling
- TU Dublin Business Objects (Infoview)
- Electronic Grade Book
- Webcourses - all lecturing staff
- Millennium - all Library Staff
- Specialist Applications – as appropriate for specific jobs

Personal & Professional Development**Leadership Development**

- TU Dublin Leadership Development Programme Management
- Aurora Leadership Development Programme for Women

Management Training*Workshops on TU Dublin Systems & Procedures***HR Skills**

- Skills for Effective Discipline & Grievance Handling Employment Contracts
- Absence Management & Reporting
- Managing the Probation Policy
- Managing Induction
- Licence to Interview (mandatory for members of Interview Boards)

Finance & Resource Management

- Planning & Budgeting
- Monitoring & Controlling Budget
- Procurement procedures
- Payment Approval Procedures
- Assets Register & Stock Control

- Quality Assurance Procedures (academic & others)**
Workshops to be developed in consultation with all stakeholders
- Strategic Planning Processes**
Workshops to be developed in consultation with all stakeholders
- Academic Processes**
Workshops to be developed in consultation with all stakeholders

Career Development

- Career Development**
Preparing for Interview

Wellbeing in the Workplace

- SeeChange Managing Mental Health : Workshop for Managers
- Jigsaw – supporting young people’s mental health
- TU Dublin Counselling – working with students in distress
- Emotional Intelligence
- Stress Management
- Building Personal Resilience

Training & Development for Academic Staff - LTTC

Workshops

All of the workshops listed below are designed to support specific TU Dublin institutional objectives. See the LTTC website for more details on each workshop: <http://www.dit.ie/aadlt/lttc/>

- Academic Practice: Academic writing, academic publishing
- Academic Practice: Annual Showcase of Learning & Teaching Innovations, LTTC Graduate Conference
- Academic Practice: Digital literacy and education, Plagiarism
- Academic Practice: eLearning Summer School, eLearning Spring Academy
- Academic Practice: Reflecting on your teaching practice
- Academic Practice: Supervising dissertations
- Blended learning: flipped classroom, MOOCs, open educational resources
- Blended learning: switch to online teaching
- New technologies: ePortfolios, Wikis
- New technologies: Game-based learning, gamification, digital badges
- New technologies: mobile learning, apps in education
- New technologies: Online collaboration/group work
- New technologies: Screencasting, webinars, video in education
- New technologies: Social media in education
- Student engagement: practical tips and tools
- Student engagement: transition to first year

- Webcourses: Introduction
- Webcourses: Assessment, Assignments, SafeAssign
- Webcourses: Advanced

Short CPD courses

The following modules are being offered by the LTTC as standalone Postgraduate short courses. Credits from these Modules can contribute towards our Post Graduate Programmes. See each [individual module](#) for more details

- CPD – 5 ECTS Academic leadership in learning, teaching, assessment
- CPD – 5 ECTS Learning, teaching and assessment
- CPD – 5 ECTS Learning Theories
- CPD – 5 ECTS Technology Enhanced Learning, Teaching & Assessment (online)
- CPD – 5 ECTS Supervising undergraduate projects and dissertations
- CPD – 5 ECTS Assessment and Feedback
- CPD – 5 ECTS Creativity and critical thinking in higher education
- CPD – 5 ECTS Supporting virtual communities
- CPD – 5 ECTS Collaborative learning in groups
- CPD – 5 ECTS Internationalising the Curriculum (TBC)
- CPD – 5 ECTS Research in the digital age (TBC)
- CPD – 10 ECTS Educational Research Design
- CPD – 10 ECTS Higher Education Policy
- CPD – 10 ECTS Academic writing and publishing

General Training and Development Programme

- Business Writing Skills (Letters & Emails)
- Chairing Meetings Problem Solving
- Change Management Report Writing
- Communication Skills
- Conflict Handling & Resolution
- Customer Service Presentation Skills
- Giving and Receiving Feedback
- Mediation Skills
- Minute Taking
- Personal Development
- Personal Impact & Influence
- Project Management
- Report Writing
- Solas Safepass (previously FÁS Safepass)
- Time Management

General IT Application Training Courses

- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Project
- MS Word
- Mindmanager
- EndNote
- Qualitative Analysis - NVivo
- Quantitative Analysis - SPSS
- Nvivo Underway - Analysing your data
- Web Foundation Course
- Web Content - Site Manager
- HTML Editing & an Introduction to CSS
- Learning MS Office Online with the IT Academy
- Google Apps for Education
- Microsoft Office 365
- Introduction to Computers

To be reviewed on an annual basis.

Staff Development 08 May 2020