THE UNIVERSITY
of LIVERPOOL

UNIVERSITY INDUCTION COURSE
FOR ACADEMIC AND RELATED STAFF

***Day 1*:**
Monday 20 September 1999
12.30 p.m. – 5.00 p.m.

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***Day 2*:**
Tuesday 21 September 1999
9.00 a.m. – 5.00 p.m.

Presenters:
Members of the University of Liverpool Staff

The morning of Monday 20 September may be used for Faculty induction programmes.

If your Faculty is going to use this time for a programme, your Faculty office will advise you

Induction Course & Staff Development Queries to:

Moragh Litherland or Linda Kinsella
Training Office
Senate House
Ext 2214 or Ext 3289
e–mail: training@liverpool.ac.uk

DAY 1 – MONDAY 20TH SEPTEMBER 1999

Morning	***Introduction to Your Faculty*** If your Faculty is running a session on this date you will receive notification.	Faculty
12.30 p.m.	***Lunch*** and a welcoming address by the Vice–Chancellor. Everyone who has attended the Faculty sessions and accepted an invitation to attend the University Induction Course is invited to a buffet lunch.	Staff House Main Dining Room
1.45 p.m.	***Registration***	Senate Room Foyer
2.00 p.m.	***Introduction*** Dr Anne Merry – Centre for Careers and Academic Practice Mrs Moragh Litherland – Training Officer	Senate Room
2.15 p.m.	***Career Matters for New Academic Staff*** Mrs Susan Rutherford, Director of Personnel Professor J. W. Bruce, Department of Mathematical Sciences (Special Adviser on Staffing Matters)	Senate Room
2.45 p.m.	***Break for refreshments***	Senate Room Foyer
3.00 p.m.	***Assessing Your Own Teaching*** Ian Taylor, Centre for Careers and Academic Practice Some methods of assessing your own performance.	Senate Room
3.45 p.m.	***Services for Students*** Pamela Bell–Ashe Assistant Registrar (Student Services)	Senate Room
4.15 p.m.	***The Association of University Teachers*** Dr Andrew Taylor	Senate Room
4.45 p.m.	***Close***	

DAY 2 – TUESDAY 21ST SEPTEMBER 1999

9.00 a.m.	***<u>Introduction</u>*** Dr Anne Merry, Centre for Careers and Academic Practice Mrs Moragh Litherland, Training Officer	Senate Room
9.15 a.m.	***<u>Certificate in Teaching & Learning in Higher Education</u>*** Ms Janet Strivens, Education	Senate Room
9.45 a.m.	***<u>Audio–Visual Aids for Teaching</u>*** Dr N. Jedynakiewicz, Clinical Dental Sciences	Senate Room
10.20 a.m.	***<u>Break for refreshments</u>***	Senate Room Foyer
10.40 a.m.	***<u>Computing Services to Support Your Teaching and Research</u>*** Dr Chris Wooff – General User Services, Computing Services	Senate Room
11.15 a.m.	***<u>O.R.S.I.L.</u>*** Dr David Prior, Director – Research Support & Industrial Liaison The role of O.R.S.I.L. in research funding, administration of grants awards; intellectual property.	Senate Room
11.40 a.m.	***<u>Safety</u>*** Dr Chris Bowes, Safety Adviser	Senate Room
12.15 p.m.	***<u>Exhibition and Lunch</u>*** Exhibitors: Centre for Careers and Academic Practice Computing Services Department The Counselling Service Finance Library	Senate Room Foyer
1.45 p.m.	***<u>Mini Lectures</u>*** An opportunity for staff to present a part of their lecture which will be recorded on video and played back to the group for constructive feedback. Experienced teaching staff will facilitate this session. Three simultaneous groups will be run for staff in the following areas: Group 1 – Medicine/Dentists and Vets Group 2 – Science and Engineering Group 3 – Arts/S.E.S/Law/and others	Rendall Building Rooms 1, 2 and 3
5.00 p.m.	***<u>Close</u>***	