

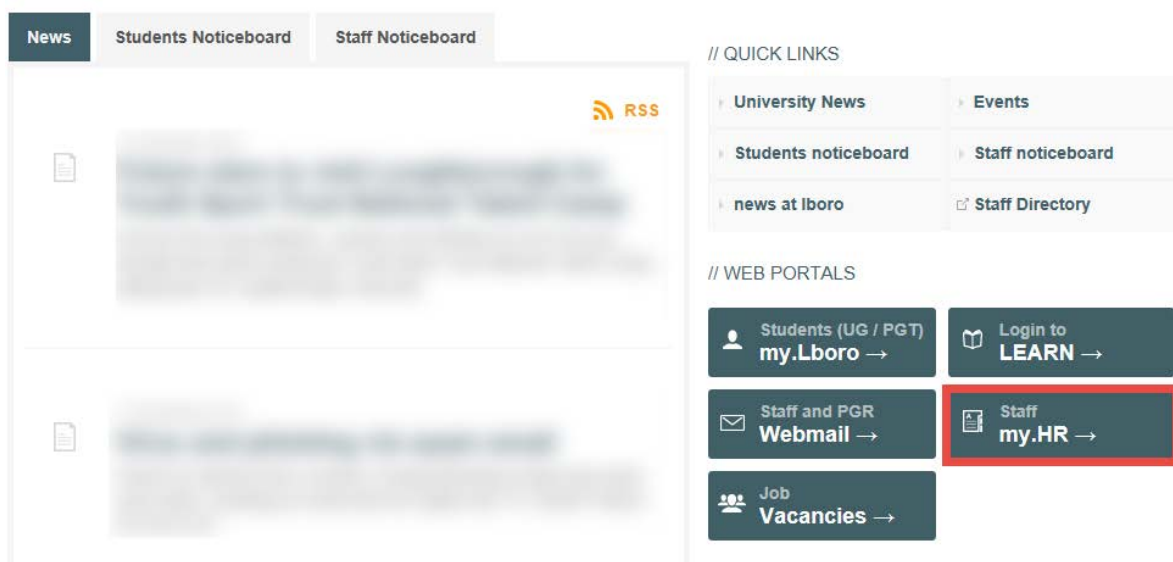
How do I book study days and professional development workshops?

It is your responsibility to book your Study Days and workshop choices. At Loughborough we use **my.HR** which keeps a record of attendance and notifies your line manager if you do not attend. **my.HR** is a secure web-based employee self-service facility that gives staff direct access to their own personal information and job-related details as held by Human Resources. It enables bookings for Study Days and workshops relevant to the PGCAP.

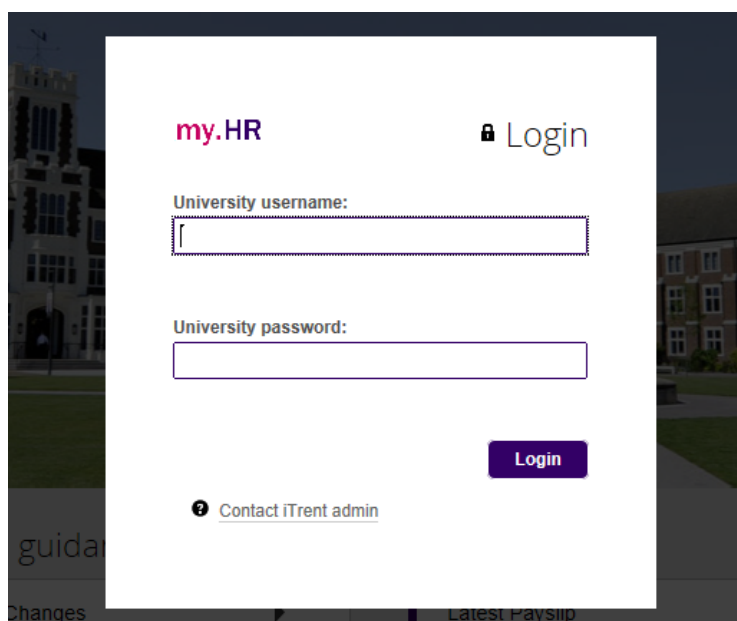
Your workshop choices must be selected from the [set list](#). Further information about each workshop can be found on **my.HR** and on the [Centre for Academic Practice](#) website.

To book your place on a workshop or professional development event, use the following steps:

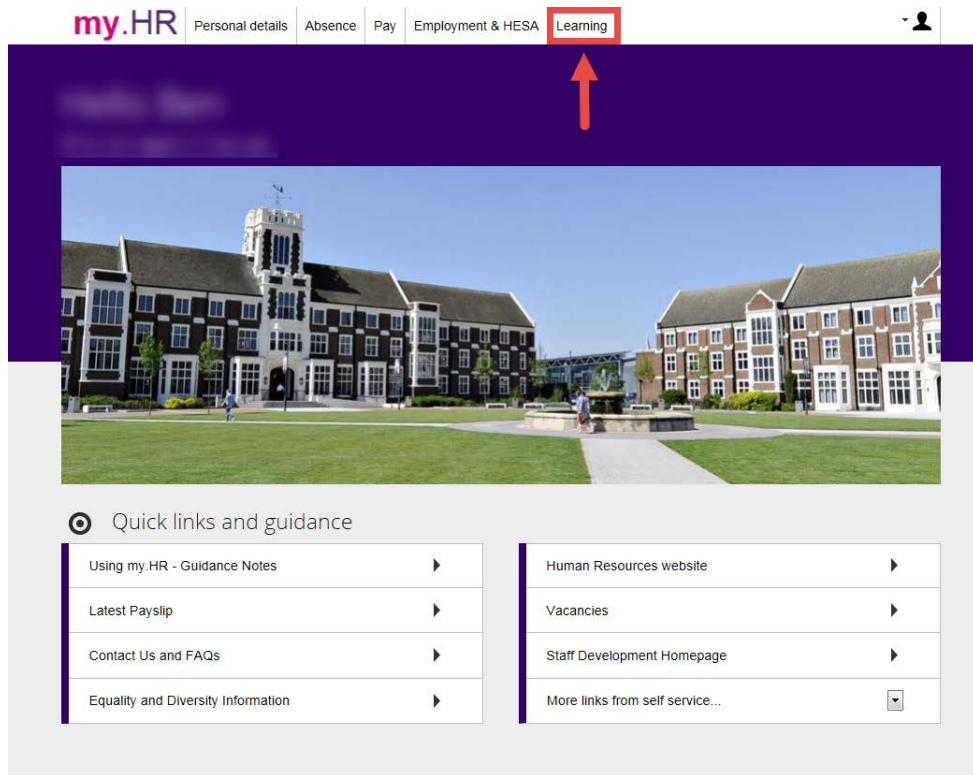
1. Log onto my.HR: on-campus from the following link <https://my.hr.lboro.ac.uk> . Off campus access is available from www.lboro.ac.uk/staff.



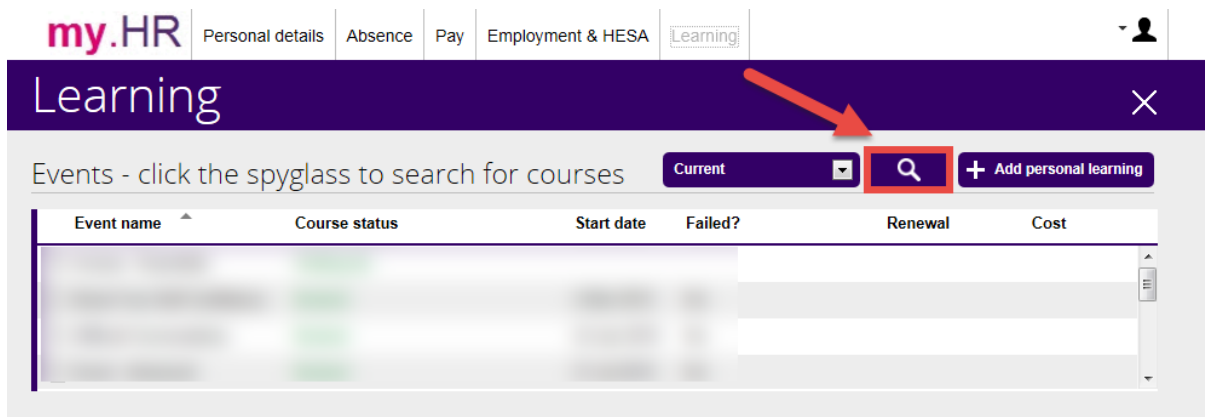
2. Enter your University username and password.



3. Click on 'Learning' along the top banner. If the 'Learning' tab is not visible please contact the CAP Administrator.



4. Click the magnifying glass to summon the search box.



5. Enter the name of the workshop into the search box. The example below is searching for the workshop 'Teaching Small Groups'. Select your preferred date/time from the results shown.

Search courses

Course name/type
Teaching Small Groups ?

Start date
? ?

End date
? ?

Click courses for programme details and dates available:

Only show courses with spaces
 ?

Results:

Teaching Small Groups Academic Practice	10 Jun 2015 – 10 Jun 2015	14:00 – 17:00	0.02 - Ground floor - Rutland
---	---------------------------	---------------	-------------------------------

6. You will be presented with a brief overview of the course along with the date, time, location and availability of the session. To book your place click again on your selected session.

Details: click a date to book a place

Teaching Small Groups

--- TARGET AUDIENCE ---
New Academic Staff
Optional for those undertaking the PGCAP or the ATP, this workshop may also be of interest to other members of staff (particularly those new to teaching) who are involved in teaching and the support of student learning. Please note that the input and participation of experienced staff is also welcome.

--- OVERVIEW ---
Small group work is one of the most powerful teaching methods available to us

10 Jun 2015 – 10 Jun 2015	14:00 – 17:00
----------------------------------	----------------------

Dr Maurice FitzGerald
0.02 - Ground floor - Rutland
9 spaces available

- To book your place complete the 'Origin of request' and 'Reason' fields (select from the options in the dropdown menu) and then 'Save'.

Course booking details ✕

Teaching Small Groups (TC&0601061)

Course information

Date: 10 Jun 2015 – 10 Jun 2015
Venue: 0.02 - Ground floor - Rutland
Time: 14:00 – 17:00
Tutor: Dr Maurice FitzGerald

Event booking details

1

2

Overview

--- TARGET AUDIENCE ---

New Academic Staff

Optional for those undertaking the PGCAP or the ATP, this workshop may also be of interest to other members of staff (particularly those new to teaching) who are involved in teaching and the support of student learning. Please note that the input and participation of experienced staff is also welcome.

--- OVERVIEW ---

Small group work is one of the most powerful teaching methods available to us. This session considers how to make the most of this method by looking at issues such as:

- * the nature of small groups and various approaches to small group teaching;
- * the skills of small group teaching; and
- * integrating small group teaching into your own practice.

Objectives

By the end of the session, participants will have:

- compare various methods of small group teaching in delivering the curriculum
- identify skills important for successful small group teaching
- recognise the roles of personality and group dynamics
- select appropriate techniques for their own teaching with small groups

3

- The selected session will now show under 'Events'. You will also receive an email confirming your booking. To cancel the booking click on the session, make a selection from the 'Cancel reason' dropdown menu and click 'Save'.

Events - click the spyglass to search for courses Current 🔍 + Add personal learning

Event name	Course status	Start date	Failed?	Renewal	Cost
Teaching Small Groups	Booked	10 Jun 2015	No		

9. If you have particular needs (for example special dietary requirements where refreshments are provided) click on Personal details along the top banner and 'Special Requirements' under 'My personal details'. The system retains this information for subsequent bookings.

The screenshot shows the 'my.HR' interface. At the top, a navigation bar contains the following items: 'my.HR', 'Personal details' (highlighted with a red box and a red circle containing the number '1'), 'nce', 'Pay', 'Employment & HESA', and 'Learning'. To the right of the navigation bar is a user profile icon. Below the navigation bar is a dark purple header with the text 'Personal details' and a close button (X). Underneath this header is a section titled 'My personal details'. This section contains three panels: 'Personal details', 'Sensitive information', and 'Special requirements'. The 'Special requirements' panel is highlighted with a red box and a red circle containing the number '2'. The text in the 'Special requirements' panel reads: 'Click here to view or amend your special requirements for learning event bookings'.