Development offer for temporary lecturers

June 2019

For the current offer, dates and costs (if applicable), see intranet.uu.nl/developmentguide
UTRECHT UNIVERSITY BELIEVES IT IS IMPORTANT TO SUPPORT ALL EMPLOYEES IN THEIR PROFESSIONAL DEVELOPMENT. AS A TEMPORARY LECTURER, WE ALSO OFFER OPPORTUNITIES FOR YOU TO DEVELOP FURTHER DURING YOUR TIME AT UU.

Of course, this is already happening as you are growing and developing as a result of your work. In addition, you can take advantage of the development opportunities offered by UU during your appointment. Some of these are specific to temporary lecturers. The development offer focuses on three themes:

**Didactics:** training courses to help you get started as a lecturer or deepen your didactic knowledge when you have more experience.

**General skills:** development offer targeting a wide range of skills. Although these skills can come in handy during your time as a lecturer, they can certainly also be useful in the next steps of your career.

**Career development:** support that focuses on thinking about the next steps in your career and taking targeted action to achieve the desired next step.
Didactics

• **START TO TEACH** is a two-day programme with two teaching observations and a peer review for Utrecht University employees who are starting to teach.

• The **BLENDED LEARNING** online modules will teach you exactly what UU means by Blended Learning, which tools you can use for this and how you can redesign your teaching into a blended learning format.

• On the **FEEDBACK TOOLS AND REFLECTION** website, you will find various evaluation tools for the most widely used teaching methods at UU. You can use these to collect feedback on your skills as a lecturer or supervisor. Only available in Dutch.

• The workshops/lectures of the **CENTRE FOR ACADEMIC TEACHING** focus on themes within academic education that are close to lecturers’ hearts, e.g. interdisciplinary education, authentic tests, intercultural competences, blended learning and scholarship of teaching and learning.

• Stressed by marking? Students trying to scrape through? Especially for the **TAUU LECTURER COMMUNITY**, Willemijn shares her experience and wisdom in the Lieve Willemijn section. Read questions from other lecturers and exchange teaching experience on TAUU.uu.nl. Only available in Dutch.

• You can contact the **EDUCATIONAL DEVELOPMENT & TRAINING** department for sustainable competency building, individual supervision, thematic workshops or courses. There are certain costs connected to this training.
General skills

• **ENGLISH LANGUAGE PROFICIENCY FOR ACADEMIC STAFF** assessments and training give you the opportunity to test and improve your level of English language skills.

• The **DEVELOPING INTERCULTURAL COMPETENCES FOR TEACHERS** training helps lecturers to develop (intercultural) skills, knowledge and attitudes in order to effectively adapt their education to the specific needs of a diverse student population.

• The **TIME MANAGEMENT** training focuses on personal effectiveness and dealing efficiently with workloads and tasks. You will gain insights into working and thinking habits and the effects of these habits.

• The **GETTING STARTED WITH FEEDBACK** online training allows you to practise the best ways to give and receive feedback by means of video role-playing games.

• **MENTORING** supports employees in their personal and professional development by means of various discussions with an experienced colleague, their mentor.

• **INTERVISION** is a form of learning from and with your colleagues. This consists of advising each other on specific work-related questions, as a group of equal professionals.

• The two-day **IMPACT AND INFLUENCE** training on influencing skills will teach you to look beyond content, self-interest and goals. Your communication methods take centre stage.

• **COACHING** involves working with an independent, external coach so you can learn how to analyse and improve work-related problems or situations. Coaching is not a free service.
Career development

• The SHAPE YOUR CAREER development path is a (blended) programme that provides insight into your talents, helps you discover where you want to go and how to get there.

• The knowledge clip on WRITING YOUR CV is a short video that explains how to create a well-designed CV, both for follow-up steps in academia and beyond.

• The SELF-ANALYSIS FOR CAREER ORIENTATION workshop helps you to explore where you want to go, where your passion lies and what is possible for you. Soon available in English.

• The TRANSFERABLE SKILLS WORKSHOP will make you aware of the transferable skills you have developed during your studies, in part-time jobs and in other activities. These are skills that you can use in all kinds of activities and bring with you to any job. Soon available in English.

• The LABOUR MARKET EXPLORATION & NETWORKING workshop allows you to explore the labour market based on your preferences, motives and attributes. You will learn how to find vacancies, use LinkedIn and make the most of your network. Soon available in English.

• The CAREER-CHOICE TEST will give you more insight into what kind of work suits you best by testing and combining your personality, type of activities, behaviour and values.

• The PERSONALITY TEST provides insights into who you are and what makes you unique.

• The COMPETENCY TEST measures the 16 most common and work-related competences.

• The WORKPLACE VALUES TEST indicates which of the 14 fundamental work values you consider important.
COSTS
Part of the offer is financed from central resources. Participants will not incur costs for these components. However, various other components do involve costs. The prices are specified on intranet.uu.nl/developmentguide.

Submit a request for participation to your manager once you know the costs involved. Your participation in centrally funded training must also be coordinated with your manager.

SHARE YOUR EXPERIENCES
Your experiences are important for the development offer. We are therefore curious to hear your reaction, by means of training evaluations or a message to developmentguide@uu.nl. You can also contact us or the HR department of your faculty if you would like us to supplement the offer.

MORE INFORMATION
For the current and additional offer, consult intranet.uu.nl/developmentguide
Any questions? Simply email developmentguide@uu.nl