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| **I** **The training program for academic and administrative staff is comprised of the following courses:**Training and workshops at the University are run by a variety of departments and divisions. Some are tailored for researchers; some are for all staff:These programs are designed to enhance participants' understanding of conflict and their conflict management skills. Each program can be tailored to fit the group or department's individual needs. Additional related topics may be developed upon request. Here are the most common presentations: |

| **Training program:** | **Objectives :** | **Date** | **Start - End Time** | **Presenter:** | **Venue** | **Places Taken** |
| --- | --- | --- | --- | --- | --- | --- |
| **Digital Education training for Staff****Human-computer interaction** | Covid-19 Teaching Continuity training sessions:In response to Covid-19, Digital Education is running the following online webinars and drops ins:* Moodle general help (drop-in): Bring your questions and receive support;
* How to record lectures and instructional material using Lecturecast Universal Capture Personal;
* How to run seminars and group study using Blackboard Collaborate.
 | 18.02.2022 | 15:00 to 17:00 | Betim Gashi | Courses running via Zoom | 5-50 |
| **Moodle Virtual Learning Environment (VLE) training courses** | Getting Started with Moodle (online training) is a self-paced online course that introduces the basics of Moodle. It is designed for staff members who are new to Moodle or who require a refresher. * Administering your Moodle course (online training) is a self-paced online course that provides intermediate Moodle training.

**Lecturecast training courses*** An introduction to Lecturecast is an instructor led training workshop that provides an overview of the basics of Lecturecast. It is designed for staff members who are new to Lecturecast or who require a refresher.
* [Dynamic teaching using the Active Learning Platform tools](https://www.ucl.ac.uk/staff-training/enroll.php?code=ELEXLALP)is an instructor led training workshop that covers using Lecturecast's engagement tools to support active student learning.

**Assessment training courses**Hands on with Moodle Assignment (online training) is a self-paced online course that introduces Moodle assignment assessment tool for collecting submissions, marking and returning feedback. Hands on with Turnitin Assignment (online training) is a self-paced online course that introduces the Turnitin assignment tool for collecting submissions, marking and returning feedback.  | 25.02.2022 | 15:00 to 17:00 | Betim Gashi | Courses running via Zoom | 5-150 |
| **Aboriginal&Torres Strait Islander Cultural Course** | * Core Cultural Learning provides a detailed exploration of Aboriginal and Torres Strait Islander peoples and issues; as a means of assisting you to enhance your cultural understanding; gain a deeper sense of self­ awareness and critical reflection; and enhance your personal and professional capacity to engage respectfully and effectively in an intercultural context.
* The required Core Cultural Learning is to complete Modules 0: Introduction, 1: Thinking about Cultures and Identities and 2: My Country, Our Country will take approximately 2.5 hours to complete. This will go towards your Aurion induction and staff training record.
* You can choose to complete the remaining eight modules to deepen your knowledge, critical reflections and enhance your personal and profession capacity. The entire 10 modules will take around 10-12 hours to complete.

**This course will enable participants to:*** Reflect on the notion of culture and how your own culture influences how you think and behave towards others
* Develop understanding and reflect on ways of engaging with Aboriginal and Torres Strait Islander people and peoples from cultures different to your own.
* Explore some of the diverse Aboriginal and Torres Strait Islander peoples, cultures, worldviews and fundamental elements of laws and societies
* Develop an understanding of the central importance of Country
 | 27.02.2022 | 15:00 to 17:00 | Hasan Metin | Courses running via Zoom | 5-150 |
| **Entrepreneurship Community of Practice****Teaching 21st Century Skills** | * The Entrepreneurship Community of Practice seeks to bring together academic, research, and professional staff who are interested in supporting a culture of entrepreneurial teaching and learning at UBT. It is a space for exploring, connecting, sharing, and collaborating, to strengthen and develop entrepreneurial teaching and learning in and outside of the classroom at UBT.

**The community enables members to:*** Share experiences, advice, resources, and best practice
* Network and foster collaboration
* Reflect on our practice
* Support each other to learn and improve our practice in entrepreneurial teaching and learning
* Signpost to further development opportunities, internal and external.
 | 15/03/202227/05/2022 | 1:00 PM to 3:00 PM1:00 PM to 3:00 PM | Hasan MetinBesnik SkenderiVisar Hoxha  | 008 | 10-50 |
| **Integrity Officers' Community of Practice** | * This event will provide Academic Integrity Officers with an opportunity to engage and connect with each other and with key integrity-related staff at UBT.
* It provides a venue for Integrity Officers across all academic disciplines to share their practices and learn from the approaches of others. Key UBT staff with responsibility in the area of academic integrity will attend so that Integrity Officers can seek clarification about current UBT policy and procedure and bring issues to the attention of UBT central.

**This course will enable participants to:**- Raise issues particular to the activities of Integrity Officers- Learn about developments in the UBT approach to academic integrity- Learn ways to deal with suspected and actual breaches of integrity by students- Share effective approaches to investigating and maintaining standards of integrity- Network with other Integrity Officers and key integrity staff at UBT. | 25/02/2022 | 10:00 AM to 11:00 AM | Artan Tahiri | Running via ZOOM | 5 of 100 |
| **Learning Design Community****Interactive learning through computers** | * This informal community supports and enhances technology-enhanced learning through collaboration and communication across the University and provides a forum to discuss opportunities. The community will occasionally invite guests to share in discussions with the community.

**Composition:*** Faculty and School Learning Designers, Educational Designers, and eLearning CoordinatorsITaLI Learning DesignerseLearning ProfessionalsOther personnel with an interest/involvement in eLearning and learning design

**This course will enable participants to:*** Identify opportunities to address the effective pedagogical application of technologies to support faculty and institutional teaching and learning related to faculty priorities.
* Support communication about such activities between community members.
* Support the sharing of pedagogical practice and resources between community members, and wider dissemination across the University.
* Identify common or recurring issues and opportunities.
* Provide professional development for participants.
 | 25/02/202225/03/202229/04/202227/05/202224/06/2022 | 10:00 AM to 11:00 AM10:00 AM to 11:00 AM10:00 AM to 11:00 AM10:00 AM to 11:00 AM10:00 AM to 11:00 AM | Besnik Skënderi Denis Çelçima | Running via ZOOMRunning via ZOOMLearn Innov 008Learn Innov 008Venue to be Advised | 5 of 605 of 605 of 605 of 605 of 60 |
| **UBT Learning & Teaching Focused Network** | * The UBT Teaching Focused Network is open to all UBT staff interested in scholarly approaches to teaching, although teaching focused (TF) staff are the primary audience.
* This network connects TF academics from across UBT, promotes sharing of practices, nurtures support for career development, enables consultation on strategic planning, and exchanges information relevant to TF roles.
 | 11/03/202229/04/2022 | 2:00 PMto 4:00 PM2:00 PM to 4:00 PM |  | Venue to be AdvisedVenue to be Advised | 5 of 25 |
| **Research Advisor Masterclass for HDR Advisors** | * This sesion will look at how to help both the advisor and the student get the most out of the post-graduate research experience.
* It draws on the facilitator's experience of working with thousands of research students and research advisors across the world and there is also the opportunity for advisors to share their experiences of what works and what doesn't.

**The Masterclass will cover issues such as:**1. Dealing with different types of students;2. Getting students to write;  3. Getting students to show you their writing;4. Giving constructive feedback;5. Students who write too much;6. Students for whom English is not their first language;7. Motivating stalled students; and  8. Problem situations.**Supporting the Welfare of HDRs during Candidature** | 14/06/2022 | 10:00 AM to 12:00 PM | Violeta Zefi | Running via ZOOM | 10 of 80 |
| **Supporting the Welfare of HDRs during Candidature** | * Understanding the journey of HDRs and the mechanisms by which they can be supported through their research degree is critical for advisory teams.  This session will provide an overview of some of the issues that can arise through candidature and the University services that are available to support students and assist them in building resilience.
* The session will focus predominantly on mental health support but also include support services relating to:  sexual assault, gender and equity, migration, financial welfare and learning.
* Professional staff from a range of student support services will facilitate this session.
* Participants are encouraged to undertake the Mental Health First Aid course as a follow-up to this overview session.
 | 21/04/2022 | 1:00 PM to 3:00 PM | Vjollca Pllana | Running via ZOOM | 10 of 40 |
| **Graduate Teaching Associates Program** | The Graduate Teaching Associates (GTA) program is designed to foster the next generation of great teachers.The program will provide participants with the knowledge and skills to motivate and engage with students, embed active learning practices into their teaching, manage group dynamics, give and receive feedback, and design assessment and evaluation.The program runs across four months, for each semester, respectively between March and July, for semester 1, and between August and December, for semester 2. **The program will develop understanding and skills regarding:**• Developing a Teaching Philosophy• Lesson planning• Motivating and engaging with students• Managing group dynamics• Giving and receiving feedback• Assessment, marking and moderation• Face-to-face teaching and active teaching strategies• E-learning and technological aids• Case-based and problem-based learning• UBT policies regarding teaching & learning• Engage in peer review and educational evaluation.Successful GTA participants will also be recognised as an Associate Fellow of the Higher Education Academy (HEA). | 21/04/202201/06/2022 | 10:00 AM to 12:00 PM2:00 PM to 4:00 PM | Edmond Hajrizi | 008 UBT Prishtina | 10 of 20 |
| **HEA@UBT Program** | HEA@UBT is a professional recognition program that supports those with teaching and learning experience and expertise to gain accreditation through the Higher Education Academy (HEA). The HEA@UBT Program provides applicants with the opportunity to not only gain credit for what they have already achieved, but also to plan and work towards future development, with the support of UBT’s HEA Fellowship community and ITaLI staff.HEA@UBT participants will:• Develop a written application to evidence their teaching and/or learning support experience that includes: * a peer observation report
* a statement of support (or teaching reference)
* a philosophy of teaching
* evidence of practice
* Be recognised with a relevant HEA Fellowship.
* Be entitled to use the post nominals AFHEA, FHEA or SFHEA (depending on level of application).

A range of support is offered to assist HEA@UBT participants to develop their application for HEA Fellowship, including a series of workshops, a writing retreat and drop-in writing sessions. Academic and professional staff and RHD students can apply for an HEA Fellowship through the HEA@UBT program. Participation in this program is through expression of interest EOI.  | 01/06/202210/06/202215/06/202220/06/202225/06/202230/06/2022 | Duration: 36 hours (6x6 hours ) | Muhamet Ahmeti | 008 UBT Prishtina | 10 of 30 |
| **The Teaching@UBT Program** | The Teaching@UBT Program runs over four non-consecutive days (four x four hour sessions) and includes a range of activities outside these face-to-face workshops.The Teaching@UBT Program prepares academic staff new to UBT for teaching and learning.  The program is grounded in good practices that define effective learning environments whilst being contextualised within faculties to ensure relevance and implemented to foster social teaching networks amongst new academics. Teaching@UBT is an important component of induction and staff development - the gateway to teaching professionalism, innovation and excellence at UBT.Teaching@UBT is designed by academics for academics with facilitators from several faculties teaching in partnership with colleagues from the UBT's Institute for Teaching & Learning Innovation (ITaLI).The Program is structured around four face-to-face non-consecutive sessions spread across the semester, each four hours in length including lunch. An online learning environment hosted in the University's learning management system, Blackboard, supports face-to-face sessions. This models UBT's blended learning approach.The program is supplemented with specialised workshops and a peer observation process providing personalised feedback to all participants.This program is designed for academic staff new to UBT and is designed to support such academics as they are teaching across the semester, across four face-to-face workshops supported by additional activities. This program is not designed for RHD students or tutors. This course will enable participants to:1. Explore professional expectations for teaching at UBT2. Engage in effective course and assessment design practices to enhance student learning3. Connect with a network of teaching colleagues to support ongoing professional practices. This course is facilitated by staff from across UBT including: Professor Julie Duck, Professor Peter Adams, Associate Professor Kelly Matthews, Professor Lydia Kavanagh, Associate Professor Gwen Lawrie, Dom McGrath.The **first iteration** will run on the following dates and times: • Session #1 – 1/02/2022 - 9:30 - 13:30 - Room 008 & Room 002, Learning Innovation Buildling #17, St Lucia campus• Session #2 – 3/02/2022 - 9:30 - 12:30 - zoom *(coordinator will email Zoom details)*• Session #3 – 7/04/2022 - 09:00 - 13:00 - Room 202 & Room 202a, Learning Innovation Buildling #17, St Lucia campus & zoom *(coordinator will email Zoom details)*• Session #4 – 7/05/2022 - 09:00 - 13:00  | 07/06/202214/06/202221/06/202228/06/2022 | Duration: 16 hours (4x4 hours ) | Muhamet Ahmeti | 008 UBT Prishtina | 10 of 30 |
| **Tutors@UBT** | The Tutors@UBT program is designed for new tutors from any discipline. We use the word 'tutor' broadly, as an inclusive term encompassing the diversity of learning environments in which UBT tutors might find themselves (classrooms, labs, field sites, work sites, online environments, etc.). Tutor refers to demonstrators, problem-based learning (PBL) leaders and clinical supervisors, as well as tutors of small and large group tutorials. The sessions are facilitated at the faculty level, allowing for discipline specific examples and contextualisation as appropriate.The program is structured around three face-to-face sessions for a total of five hours of contact time delivered in collaboration with ITaLI and faculty teaching experts.**Session 1: Two hours prior to start of semesterSession 2: Two hours prior to start of semesterSession 3: One hour follow-up session during semester**The sessions utilise the principles of active learning, allowing new tutors the opportunity to engage in small group activities while also watching the facilitator model effective small group learning strategies. The Tutors@UBT program is organised around modules, each of which is aimed at answering a broad question (e.g. How do we tutor for learning?).  Each module has a set of clear 'Learning Objectives' (e.g. identify characteristics of supportive and engaging tutorial classes), which are aligned to specific 'Learning Activities' (e.g. respond to case studies).**This course will enable participants to:**1. Explore professional expectations for tutoring at UBT2. Engage in effective teaching practices to enhance student learning3. Develop self-efficacy in taking on a new tutoring role4. Have the opportunity to connect with a network of tutoring colleagues to support ongoing professional practices. | 01/10/202114/11/202101/03/202215/05/2022 | Duration: 6 hours 2hours - I semestër1hours-midel I semestr 2hours - II semestër1hours-midel II semestr  | Halil Bashota | 008 UBT Prishtina | 10 of 30 |
| **Communicating Across Cultures** | This interpersonal learning opportunity will equip student-facing staff across the university with the know-how and assurance to communicate effectively across cultures. In identifying the goal of engaging students as partners, this course has been developed in partnership with students.  Their experience is the most relevant and insightful resource we have.  The facilitation of this course will highlight the experiences of both international and domestic students with culturally and linguistically diverse backgrounds.Skills and knowledge will be acquired through a range of activities and discussions around understanding of our own culture by encouraging a deeper self-awareness, through to a wider exploration of multi-layered communications styles of people from diverse ethnic backgrounds.  This course will enable participants to: • Encourage an approach of valuing the experiences of our students with Indigenous, International and Culturally and Linguistically Diverse backgrounds.• Learn key principles behind effective cross cultural communication, including some skills to facilitate transactional interactions.• Learn key pointers for students from some of our most common source countries.• Inform staff of support pathways for students.• Expose staff to a variety of international and Indigenous student experiences.• Produce a workplace action plan relevant to your workplace. | 11/03/202203/06/2022 | 9:00 AM to 1:00 PM9:00 AM to 1:00 PM | Besnik Skenderi | 008 UBT Prishtina | 10 of 30 |
| **Communicating your research in the media** | Communicating your research in the media introduces senior UBT academics, professional staff and PhD students to the media. It explains how the media operates, what journalists expect and how the University can develop good relationships with the media. It provides participants with theory and practice to help them harness media opportunities to promote their work.**This course will enable participants to:**1. Understand how the media operates2. Frame communications and messages to suit media requirements3. Understand how to make the most of media opportunities to promote their work. | 30/03/2022 | 9:30 AM to 12:30 PM | Ferid Selimi | 309 UBT-Prishtina | 5-15 |
| **Conflict of Interest Awareness - online module** | Conflicts of Interest (COI) can occur from time to time in the workplace and it is important for staff to understand what they need to do should they have a COI or supervise someone who does. A COI is not seen as a negative issue but rather, something that should be disclosed and managed. It only becomes an issue if it is not declared and managed in an appropriate and transparent manner. The purpose of the training is to help improve understanding of the University’s approach of identifying, declaring, managing and monitoring a COI. **Access the module:**1. Click on the following link to access the ‘Conflict of Interest Awareness Training Module’ module in Learn.UBT. You do not need to complete the module in a single sitting. You may enter the module as often as you wish.**Access the assessment:**2. When you have completed the module, select the following ‘\*\*Assessments\*\*’ link to complete the ‘Conflict of Interest Awareness test’.3. When you complete and submit the multiple-choice assessment you will see a results page indicating whether you have successfully reached the 80% correct threshold to pass. If you are unsuccessful, you may attempt the assessment again.4. Upon successful completion of this assessment your completion will be recorded on Aurion. You will also receive an email indicating the date of successful completion.This course will enable participants to understand the following:* + 1. Define a COI;
		2. Identify a COI;
		3. Disclose a COI;

iv. Manage a COI; v. Monitor a COI;vi. Roles and responsibilities for staff and supervisors; andvii. Potential consequences for non-compliance. | 30/04/2022 | 9:30 AM to 12:30 PM | Vjollca Pllana | 309 UBT-Prishtina | 5-25 |
| **Developing a Teaching Philosophy** | All academic staff include a teaching philosophy in their academic portfolio.Beyond a requirement, developing a solid teaching philosophy is a means to enhance teaching practices.Come along to this informal, yet informative workshop on developing a teaching statement or philosophy that can wonder promotion committees and guide your teaching practices to enhance student learning. This course will enable participants to: 1. Evaluate examples of teaching philosophy statements2. Outline their own statements | 30/04/2022 | 2:00 PM to 4:00 PM | Edmond Hajrizi | 309 UBT-Prishtina | 5-30 |
| **Designing Assessment** | The course will explore fundamental concepts influencing assessment practice including purposes of assessment, the ideas of constructive alignment (of learning outcomes, learning opportunities and assessment) and possible roles for students in assessment.Participants will have the opportunity to discuss examples of good practice and to practice assessment design.This course will enable participants to:1. Explore task design that is underpinned by UBT's principles for assessment2. Determine how to collaboratively design and develop quality assessment tasks through engagement with colleagues3. Recognise opportunities to embed constructive feedback into assessment design4. Value the role of criteria and standards in assessment that makes sense to you, your school and your students5. Adopt practices for quality assessment that assures students are genuinely completing their own tasks.As part of Professional Learning at UBT, ITaLI have developed additional resources to support workshops. These resources offer on-line self-paced learning for those who cannot attend face-to-face sessions.  | 3/06/2022 | 2:00 PM to 4:00 PM | Muhamet Ahmeti | 210 UBT-Prishtina | 1 of 25 |
| **Evaluating Student Learning** | What evidence of learning can we gather of our students learning? How do we know that they have learnt something? What evidence will demonstrate what they have learned, because it might not be just content material? This session will cover the basics of evaluation of student learning and explores what strategies can be used to understand the what, when and how of learning. It also addresses what to do in response to the evidence gathered. This course will enable participants to: 1. explore approaches and resources for evaluating student learning2. identify the various sources of data that can be accessed3. develop strategies to interrogate evaluation data4. work on developing responses to evaluation data. | 27/05/2022 | 12:00 PM to 4:00 PM | Besnik Skenderi | Courses running via Zoom | 1 of 25 |
| **Leading Mentally Healthy Work** | This workshop is aimed at University managers and supervisors to assist with understanding mental health in the workplace and how to develop and foster mentally healthy teams.This course will enable participants to:* Increase awareness about mental health vs mental ill-health
* Understand the legal frameworks relating to mental health at work
* Increase awareness of factors contributing to a mentally healthy workplace and strategies for building a mentally healthy team
* Understand the benefits of supportive leadership and how to have a supportive wellbeing conversation
* Supporting people with mental health concerns or conditions at work
* Understand applicable university policies, supports and resources.
 | 26/03/2022 | 10:00 AM to 12:30 PM | Vjollca Pllana | Courses running via Zoom | 10 of 20 |
| **Managing OHS in Laboratories** | The aim of this course is to provide Laboratory Managers, Floor Managers, and Supervisors of laboratory workers with the knowledge and skills to manage the complex range of hazards within a University laboratory.This course will enable participants to:1. demonstrate knowledge of the legislation and the standards that apply to laboratories2. demonstrate an understanding of the principles of safety management for laboratories3. develop effective measures to control the risk of laboratory hazards including chemicals,    infectious substances, manual handling & repetitive processes, machinery, electricity,    radiation & first aid. | 12/03/2022 | 9:00 AM to 1:00 PM | Fisnik Jaha | Courses running via Zoom | 10 of 25 |
| **Teaching Plus @ UBT** | TeachingPlus@UBT supports academic teaching staff to develop evidence-based teaching practices, and connect with research practices in higher education allowing them to systematically evaluate and improve their teaching.**TeachingPlus@UBT will:**• Build on the Teaching@UBT program• Engage academics in applied research that:        - directly impacts student learning        - develops leadership capacity• Extend application of reflective practice in T&L• Provide an opportunity for accreditation as a Fellow of the [Higher Education Academy](https://itali.uq.edu.au/awards-grants/fellowships/hea).**This course will enable participants to:*** improve their teaching practice
* develop into a reflective practitioner
	+ - be conversant with the higher education landscape
		- have developed a network of T&L connections; and
		- be an emerging leader in T&L at UBT.
 | 12/03/2022 | Duration: 6.5 hours | Denis Çelçima | Courses running via Zoom | 10 of 25 |
| **Turnitin** | In this course, participants will be guided through the process of creating a Turnitin assignment, the student assignment submission process and setting up rubrics. Marking assignments online using the GradeMark tool on a computer and offline using the iPad GradeMark app will also be covered.Participants will develop an understanding of the text matching (plagiarism detection) function available in Turnitin, how it can be used as both a formative and summative tool and the basics of interpreting Originality reports.Note, the Learn.UBT Assignment tool should be considered for the submission of group assignments.**This course will enable participants to:**1. Create an online assignment using Turnitin;2. Understand the contents of Originality reports;3. Create rubrics in Turnitin;4. Use Turnitin for online/offline marking;5. Understand how Turnitin links to the Grade Centre. | 12/10/202122/01/202112/03/202217/06/2022 | Duration: 2 hours | Besnik Skenderi | Courses running via Zoom | 10 of 100 |
| **Writing and Presenting Educational Video** | Writing for video is very different from traditional academic writing.In this 2-and-a-half-hour workshop you will learn how to put together a script ready to present to video.In the studio you will be introduced to proven techniques used to ensure that your presentation to camera is professional and engaging for students. You will record a video and then have the opportunity to review this and learn how you might improve.This course will enable participants to:1. Develop a script using a structure that emphasises increased student engagement2. Write a script ready to use in the teleprompter (including mark-ups to identify how this should look)3. Draw on skills learnt to deliver the script to the camera4. Use feedback to adapt the delivery as required. **Courses running via Zoom**: the course coordinator listed against this course will email the Zoom link a day or two prior to course commencement. | 4/03/20228/04/20226/05/20223/06/2022 | 10:00 AM to 12:30 PM10:00 AM to 12:30 PM10:00 AM to 12:30 PM10:00 AM to 12:30 PM | Besnik Skenderi | Courses running via Zoom | 2 of 10 |
| **Research Performance Reporting** | This course is primarily for research administrators who would like a better understanding of research performance data available in Reportal, including an overview of universes and standard reports.This course will enable participants to:- Understand the research universes and research performance data available in UBT Reportal- Find and use standard reports related to research performance- Become familiar with the role and services of the Research Performance Team.This course assumes basic knowledge of Business Objects (e.g. completion of Course 1: Business Objects Fundamentals). | 3/03/2022 | 10:00 AM to 11:30 AM | Hasan Metin | Courses running via Zoom | 2 of 25 |
| **Research Impact: Pathways, Planning and Proof** | This course is primarily for researchers, research administrators and professional staff who would like a better understanding of research impact, linking research activities with intended impacts, designing research projects for greater impact along with examples of impact and collection of evidence types using current systems available to UBT staff.This course will enable participants to: • Understand research impact, research pathways and related terminology • Become familiar with strategies to plan for research impact• Learn examples of research impact evidence and methods of evidence collection• Learn about UBT systems and organisational units which can support research impact. | 12/05/2022 | 1:00 PM to 2:00 PM | Hasan Metin | Courses running via Zoom | 10 of 100 |
| **Online Exams-Preparation & Checking** | This workshop will cover selecting an online exam configuration asnd exam checking.**This course will enable participants to:*** Understand the different exam configuration options
* Develop the technical skills required to set up different types of online xams
* Apply test exceptions for students with alternative exam arrangements
* Undertake exam checking using in-built functionality in Learn.UBT.
 | 01/02/202201/06/2022 | Duration: 1.5 hours | Besnik Skenderi | Courses running via Zoom | 10 of 100 |
| **Introduction to Curriculum Design** **Career orientation and professional development** | This workshop is designed for curriculum leaders and course and program coordinators. It focuses on the fundamentals of course design, from developing learning outcomes to understanding the concepts and principles of good curriculum design.Participants will access, evaluate and share resources on curriculum design.This course will enable participants to:1. Become familiar with UBT policies and guidelines for effective course and program design2. Become familiar with developing learning objectives3. Identify effective teaching, learning and assessment activities to achieve ntended    objectives4. Design and map a course to constructively align their course with a graduate profile5. Consider ways to manage curriculum integrity and quality.As part of Professional Learning at UBT, ITaLI have developed additional resources to support workshops. These resources offer on-line self-paced learning for those who cannot attend face-to-face sessions.  | 14/04/2022 | 10:00 AM to 12:00 PM | Hasan Metin | Courses running via Zoom | 10 of 40 |
| **Graduate Teaching Associates Program** | The Graduate Teaching Associates (GTA) program is designed to foster the next generation of great teachers.The program will provide participants with the knowledge and skills to motivate and engage with students, embed active learning practices into their teaching, manage group dynamics, give and receive feedback, and design assessment and evaluation.The program runs across four months, for each semester, respectively between March and July, for semester 1, and between August and December, for semester 2. The program will develop understanding and skills regarding:* • Developing a Teaching Philosophy• Lesson planning• Motivating and engaging with students• Managing group dynamics• Giving and receiving feedback• Assessment, marking and moderation• Face-to-face teaching and active teaching strategies• E-learning and technological aids• Case-based and problem-based learning• UBT policies regarding teaching & learning• Engage in peer review and educational evaluation.
 | 12/01/202212/04/202212/06/202212/09/2022 | Duration: 8 hours | Bekim Marmullaku  | Courses running via Zoom | 10 of 50 |
| **Conflict Management Skills:** | * Learn about different ways to manage conflict and some skills and techniques that are successful.
* Conflict management skills help people take a step back from their emotional responses so they can examine problems both objectively and emphatically. Learning to recognize conflicting needs and a willingness to examine those needs with empathy and understanding leads to creative problem solving and improved relationships.
 | 20/10/2021 | Duration: 2 hours | Besnik Skenderi | Courses running via Zoom | 10 of 30 |
| **Dealing with Difficult People** | * earn new approaches to dealing with difficult people in the workplace or your organization.
* How difficult a person is for you to deal with depends on your self-esteem, your self-confidence, and your professional courage at work. Dealing with difficult people is easier when the person is just generally obnoxious or when the behavior affects more than one person.

**Assessment training courses**What is skill of dealing with difficult people?How to deal with difficult people in the office? Dealing With Difficult People at Work* Dealing With Difficult People at Work.
* The Bully.
* Negative Coworker.
* Overcome Your Fear of Confrontation and Conflict.
* Develop Effective Work Relationships.
* How to Hold a Difficult Conversation.
* Tackle Annoying Employee Habits and Issues.
* Dealing With Difficult Bosses.
* Team Building With Coworkers.
* Manage Gossip.
 | 20/12/2021 | Duration: 2 hours | Besnik Skenderi | Courses running via Zoom | 10 of 30 |
| **How to Be an Effective Team** | Teamwork can be challenging. Learn what it takes to be an effective team and skills that help move groups through from destructive conflict to constructive conflict. The first rule of team building is an obvious one: to lead a team effectively, you must first establish your leadership with each team member. Remember that the most effective team leaders build their relationships of trust and loyalty, rather than fear or the power of their positions.**Assessment training courses*** Consider each employee's ideas as valuable. Remember that there is no such thing as a stupid idea.
* Be aware of employees' unspoken feelings. Set an example to team members by being open with employees and sensitive to their moods and feelings.
* Act as a harmonizing influence. Look for chances to mediate and resolve minor disputes; point continually toward the team's higher goals.
* Be clear when communicating. Be careful to clarify directives.
* Encourage trust and cooperation among employees on your team.
* Encourage team members to share information.
* Delegate problem-solving tasks to the team. Let the team work on creative solutions together.
* Facilitate communication.
* Establish team values and goals; evaluate team performance.
* Address teamwork in performance standards. Discuss with your team:
	+ What do we really care about in performing our job?
	+ What does the word success mean to this team?
	+ What actions can we take to live up to our stated values?
* Make sure that you have a clear idea of what you need to accomplish;
* Use consensus. Set objectives, solve problems, and plan for action.
* Set ground rules for the team.
* Establish a method for arriving at a consensus
* Encourage listening and brainstorming.
* Establish the parameters of consensus-building sessions.

**Symptoms that Signal a Need for Team Building*** Decreased productivity
* Conflicts or hostility among staff members
* Confusion about assignments, missed signals, and unclear relationships
* Decisions misunderstood or not carried through properly
* Apathy and lack of involveme
* Lack of initiation, imagination, innovation; routine actions taken for solving complex problems
* Complaints of discrimination or favoritism
* Ineffective staff meetings, low participation, minimally effective decisions
* Negative reactions to the manager
* Complaints about quality of service.
 | 20/4/2022 | Duration: 2 hours | Besnik Skenderi | Courses running via Zoom | 10 of 30 |
| **Civility in Workplace** | How do expectations of workplace conduct impact the ability for conflict resolutions. Civility in the workplace will boost morale and teamwork, enhance employee performance and satisfaction, reduce employee turnover and even the number of sick days. A more positive environment will improve communication and interaction, allow for more innovation, and reduce stress.**Assessment training courses*** What is the culture of civility in the workplace?
* What is incivility in the workplace?
* What are some tips for civility?
* What are the effects of civility on morale?
 | 16/02/2022 | Duration: 6 hours | Artan Tahiri | Courses running via Zoom | 10 of 30 |
|  |  |  |  |  |  |  |
| **[Academic and Teaching Methods and Modernisation of the Curriculum (University Didactics).](https://en.ru.is/open-university/training-programmes/academic-and-teaching-methods-and-modernisation-of-the-curriculum-university-didactics/)** | * Using Wikis in Education
* Using LMS
* Designing education videos
* Copyright, Registered and Trademark in Education
* Project Based Learning
* Research based learning
* Blended learning
* Online Learning
* JIT Learning
* Experiments
* Understining concepts of RPL
 | 20/09/2022 | Duration: 8 hours | Visar HoxhaDenis Çelçima | Courses running via Zoom | 10 of 30 |
| [**The Methodology of Writing Scientific Papers.**](https://en.ru.is/open-university/methodology/) | * Ethics
* Referencing styles
* Designing research
* Data protection during the research
 | 15/10/2021 | Duration: 6 hours | Edmond Hajrizi | Courses running via Zoom | 10 of 30 |
| **Training on running the International Office** | * Cultural Differences
* Visa Issues
* Code of ethics in communications, Nettique
* Sincron and asinkron communation
 | 22/10/2021 | Duration: 6 hours | Besnik Skenderi | Courses running via Zoom | 10 of 30 |
| **People and Organisational Development (POD):** | * personal and professional development for all staff, including for those teaching
 | 15/08/2022 | Duration: 4 hours | Valdrin Krasniqi | Courses running via Zoom | 10 of 30 |
| **[The Centre for Teaching and Learning](https://www.ctl.ox.ac.uk/) (CTL)** | * offering a range of courses, support and services, for UBT unique learning environment
 | 25/09/2022 | Duration: 6 hours | Blerton Abazi | Courses running via Zoom | 10 of 30 |
| [**The Careers Service**](http://www.careers.ox.ac.uk/)**offers support specifically for research staff** | * Where to publish?
* How to apply for govermnatal research funds?
* How to cooperate with local industry partners in the research proces?
 | 26/10/2021 | Duration: 6 hours | Halil Bashota | Courses running via Zoom | 10 of 30 |
| **Study abroad** | Information and interactive sessions and events to help you discover the possibilities, even in these times:Are you considering studying abroad? Or are you already admitted to a host university? We are committed to assisting you at each stage of your journey, from orientation to pre-departure, to your stay abroad, and after mobility. **Assessment training courses*** [Make the world your classroom. Study abroad!](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-make-the-world-your-classroom-study-abroad-)
* [Orientation activities: what can you do?](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-orientation-activities-what-can-you-do-)
* [Placed: how to start your preparation](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-placed-how-to-start-your-preparation)
* [Predeparture](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-predeparture)
* [During mobility: how to make the most of my study abroad experience](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-during-mobility-how-to-make-the-most-of-my-study-abroad-experience)
* [After mobility: how to build on your experience and share what you have learnt](https://student.uva.nl/en/content/az/training-and-workshops/study-abroad/study-abroad-overview.html#anker-after-mobility-how-to-build-on-your-experience-and-share-what-you-have-learnt)
 | 21/08/2022 | Duration: 2 hours | Erzeza Mehmeti | Courses running via Zoom | 10 of 30 |
| **Fire Safety Training for Wardens & Lab Staff** | This course provides participants with the knowledge required to perform the duties of Chief Warden, Deputy Warden or Floor Warden and ensure the prompt, organised evacuation of their areas of responsibility.Where venue is listed as**Campus 1, Level 2** - please meet the trainer in the **main foyer on level 2, Bashkim Ferati building no. 1,** **Gjilan Kampus**  campus shortly before course commencement as this training will be held at the fire panel on level 2. | 14/09/2022 | Duration: 2 hours | TBD | Courses running via Zoom | 10 of 30 |
| **Fire Extinguisher Training** | To train staff to correctly identify and use Fire Fighting Equipment.**This course will enable participants to:**1. be safe, confident, and competent in the use of portable fire extinguishers.Please be aware that a **minimum of 10 attendees will be required for this training to proceed**.  Training sessions will be cancelled if the minimum number of attendees is not reached.  If the training is cancelled please re-book onto the next suitable date by re-registering.* As this is a course that requires the use of a Fire Extinguisher, courses will be held on an oval or outside a building. Full venue details cannot be displayed due to their locations and system restraints.
 | 12/09/2022 | Duration: 2 hours | Bashkim Ferati | **Courses running via Zoom** | 10 of 30 |