



## Learning at Work day 26 May and Adult Learners' week 23-28 May special

Over the last few years, Learning at Work Day has become something of an LSE institution, and this year, for the first time, the Staff Development Unit, which co-ordinates the event for the School, is running a programme across the whole of Adult Learners' Week, of which Learning at Work Day forms a crucial part.

Our overarching theme for 2005 is **LSE talent**, to coincide with the launch of this new cross-organisational project. Details of this are set out on its new web page at: [www.lse.ac.uk/talent](http://www.lse.ac.uk/talent)



## Adult Learners' week: Diary of events

### Monday 23 May

#### THE NAVY LARK, FROM 12.30PM, STUDENT SERVICES CENTRE

The week kicks off with the lunchtime launch of a photo exhibition detailing the recent exploits of a mixed group of LSE staff who, in March, spent a day at sea with the Royal Navy. Come along and meet some of the crew.



The exhibition will continue for the rest of the week.

### Tuesday 24 May

#### TRAIN TO BE A UNION LEARNER REPRESENTATIVE (ULR), LUNCHTIME

This special session is for trade union members interested in becoming a ULR. This is a new role which focuses on workplace learning from a union point of view.

At LSE, we have a long-established and hardworking ULR team who helped edit the Diversity Toolkit. They have also been instrumental in setting up the popular Learn for You lifelong learning scheme whereby colleagues earning less than £20,500 can claim up to £100 to go towards a learning course – as long as it has nothing to do with their main job. We are keen to expand this team and will be offering advice on how to train up as a ULR.

#### GUEST SPEAKER, 11AM-12PM, A698

Jon Tennyson, from TUC Learning Services, will give a talk on being a Union Learner Representative. This event is open to all union members in all three recognised trade unions – the AUT, T&G and Unison.

There is no need to book in advance.



### Tuesday 24, Wednesday 25, Thursday 26 May

#### LEARNING ENGLISH AT LSE, 10-11AM AND 3-4PM, LANGUAGE CENTRE, CLARE MARKET BUILDING

Would you like the opportunity to improve your English? The Staff Development Unit is keen to provide and fund English conversational classes for staff members for whom English is not their first language.

With that in mind, we would like to invite all potential learners to

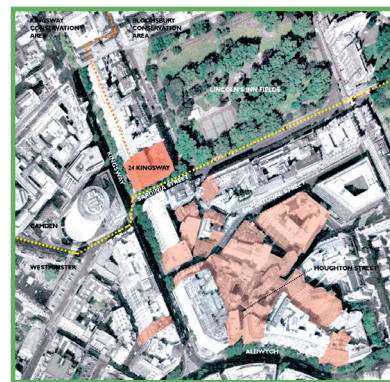
drop in to the Language Centre during the above times to discuss their needs and to find out what the Language Centre can offer.

If you or any members of your team are interested in attending one of the drop in sessions, or if you would like to know more, email: [n.nawathe@lse.ac.uk](mailto:n.nawathe@lse.ac.uk)



### Wednesday 25 May

#### CAMPUS TOUR, 11AM-12PM



Staff, both new and not so new, can take part in the popular campus tour delivered by Chris Connelley, head of LSE Staff Development Unit.

Chris will take you on a walk around some of the key buildings, signposting key services and current

issues for the School, along with some valuable history and context.

The tour sets off from the Old Building lobby and is a great chance to get an overall perspective of the School in just over an hour. To book your place, email: [staff.development@lse.ac.uk](mailto:staff.development@lse.ac.uk)

### Thursday 26 May

#### LEARNING AT WORK DAY

This day provides the major focus of the week's activities. It kicks off with an LSE Talent breakfast briefing in the Shaw library hosted by School Director Howard Davies and director of administration Adrian Hall.

The briefing will focus on four main themes:

- 1 feedback on recent sampling activities with black and minority ethnic staff on their perceptions of working in the School
- 2 the launch of our brand new staff volunteering scheme, V4A (Volunteering 4 All)



### 3 the launch of 'accessible learning matters' – an online resource

which is aimed at raising awareness of disability matters in higher education

### 4 celebrating some of the successes of our staff learners.

#### HEALTH AND SAFETY, 12-1PM AND 1.30-2.30PM, H216

Ann O' Brien, the School's health and safety officer, has arranged for an osteopath from Osteopaths for Industry to come in to give a talk to staff on back care and how to avoid aches and pains, both at work and at home.



#### THE STREETS OF LONDON, 6PM, ROSEBERY HALL

A representative from English Heritage will lead a group of LSE staff by the hand (well, maybe not exactly by the hand!) through the streets of London.



Farringdon

This year's tour will leave from Rosebery Hall and take in the sights, sounds and history of Farringdon and Clerkenwell.



Clerkenwell

Suzanne Waters, our tour guide for the evening, is an architectural historian specialising in 20th century architecture. She is also a sessional lecturer at Birkbeck College and is currently working for English Heritage's *Survey of London*. The event is sponsored by Bates, and transport to and from Rosebery and a free post-walk drink will be provided.

Places on the tour are limited so to register, please email Neela at: [n.nawathe@lse.ac.uk](mailto:n.nawathe@lse.ac.uk)



### Friday 27 May

#### BLIND WINE TASTING, 1-2PM

##### LED BY JANE PUGH

Places are limited and must be reserved so don't delay, book your place today by emailing:

[staff.development@lse.ac.uk](mailto:staff.development@lse.ac.uk)





# Happenings on offer throughout the week

## Shadowlands

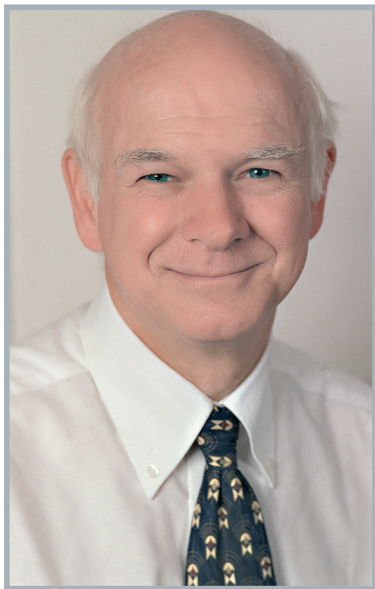
One of the most popular elements of Learning at Work days over the years has been the chance to sample other colleagues' working experience by taking part in job swaps and shadows.

This year, we will be running Shadowlands throughout Adult Learners' week, with large numbers of staff and work areas already signed up as willing to open their doors and/or take part in the swaps and shadows. They include: LSE Director Howard Davis; director of administration, Adrian Hall; deputy director Henrietta Moore; and director of finance, Andy Farrell.

Areas opening up to scrutiny include LSE Catering, Security, the Student Services Centre and Estates.

If you'd like to become part of the Shadowlands experience then register with us at [staff.development@lse.ac.uk](mailto:staff.development@lse.ac.uk), specifying either when you are available and what you'd like to sample, or what service you are opening up for shadowing and when.

Don't delay – it's an excellent way to expand networks, showcase services and get feedback on how you do things where you are.



From l-r: Howard Davies, Andy Farrell, Adrian Hall, Henrietta Moore

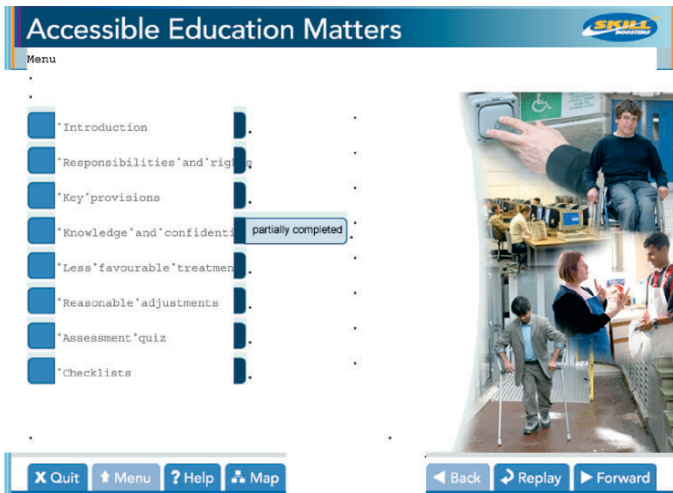
## Raising disability awareness

### DISABILITY AWARENESS: AIMING FOR 100 PER CENT COVERAGE!

*Accessible Education Matters*, produced by BP Media as part of their 'SkillBoosters' series, is an online package to raise awareness of disability issues in higher education.

Students and staff at LSE were involved in making this programme and much of the filming happened around the School. In return for our involvement, we have been given free access to the package for all staff. This is a wonderful opportunity to offer awareness training to all colleagues across the School.

The resource will be launched on 26 May – Learning at Work Day – with an introduction from the Director and Jane Ripley from BP Media. A link to the programme will be available from everyone's



desktop and teams of colleagues are being offered the chance to work through the programme together.

There is a quiz to complete at the end of the programme. The names of colleagues who complete it before 4pm on Learning at Work day will be put into a prize draw with cash prizes for the winners.

Liz Sutherland, director of the Equality Challenge Unit, will award the prizes, and students from the Society for Students with Disabilities/Dyslexia will make their disability-friendly awards at the same time.

For further information about activities on the day, contact Rebecca Trumble, ext 6624, email: [r.j.trumble@lse.ac.uk](mailto:r.j.trumble@lse.ac.uk)

## Telecoms

From 23 to 27 May, 10am-4pm, the School presents *Telecoms: live and exposed* in the Information Centre (entrance of Old Building). On Thursday 26 May, Telecoms will be presenting live demonstrations. Come along and swap old telephones for new and get some free gifts.

Meanwhile, here are ten things you may not have known about Telecoms:

- 1 the School's main switchboard number is 020 7405 7686
- 2 Telecoms have two operators/administrators, two administrators and two managerial staff
- 3 Telecoms operators take up to 11,000 calls per month
- 4 there are 181 School mobile phone users
- 5 there are 140 departments in the School
- 6 Telecoms are gradually migrating from BT-style sockets to data socket (CAT5e) connection
- 7 there are ten switches across the School voice network and one stand-alone site
- 8 there are 6,300 extensions connected across the switches and 70 on the stand-alone site (Silver Walk)
- 9 there are 1,866 staff listed on the LSE School directory
- 10 the School's call logger is called Proteus, a Greek god, son of Poseidon and a soothsayer, although our Greek god just tells you your telephone expenditure.

Adult Learners' week is co-ordinated by the Staff Development Unit in partnership with the Teaching and Learning Centre, the Language Centre, the Trade Unions Council (TUC) and Volunteer Centre Education. Our sponsors include the Council of Mortgage Lenders (CML) and Bates.



## Volunteering showcase

Volunteering 4 All (V4A) focuses on staff volunteering. On 26 May, 11am-12.30pm, Vera Anstey Room, staff will be introduced to the benefits of volunteering and will also be able to see some of the diverse examples of organisations offering volunteering opportunities in our showcase. The following organisations have been invited to come and share information with us:

- Breakthrough Breast Cancer (based in Holborn)
- London Detainee Support Group: supports refugees and asylum seekers being held at the Heathrow holding centres

- The Food Chain: provides hot meals for people with HIV/AIDS-related illnesses
- Westminster Citizens Advice Bureau
- BTCV: conservation charity
- Samaritans
- School governors one-stop shop
- Bedford House Community Centre: runs a Good Neighbours scheme



## LSE Talent Quiz

The Learning at Work day quiz is another event staple. This fiendish feast has traditionally been devised by Matthew Stephenson, until last year the School's records manager and now based at Salford University. Matthew has agreed to continue the tradition and has written us a new quiz which launches online on Monday 23 May.

Each day five new questions will be posted on the website at 10am. You will need to collect each day's questions and return them answered to the Staff Development Unit by midday on Friday 27 May.

The quiz can be downloaded from: [www.lse.ac.uk/collections/staffDevelopment](http://www.lse.ac.uk/collections/staffDevelopment) or collected from U10 (tenth floor, Tower One). All 25 questions will be available for collection at 10am on Friday morning.

## Special menus for Adult Learners' week

Forget Jamie's dinners. It's more a case of Liz's lunches as LSE's 'queen of the colander', Liz Thomas, and her team present a set of special meal options as their contribution to Adult Learners' week.

'We always try to offer a varied and balanced set of choices but we'll be really pulling out all the stops during Adult Learners' week to present some very special options.' said Liz.

Watch out for the special options in all School catering venues.

