

# CEMPS Digital Learning Writing Retreat

Run in conjunction with the Education Incubator, we are really looking forward to welcoming you to the inaugural Digital Learning Writing Retreat on 24<sup>th</sup> August.

We have revised the schedule of the event slightly, added in the different buddies that you will be teamed up with, and colour-coded the different aspects of the Writing Retreat as follows:

Whole Group
Buddy Group
Individual

<b>24<sup>th</sup> August morning</b>  2 hours focused development work	09.30 - 09.35	Log on and hello – Group
	09.35 - 09.50	15-minute individual warm-up and, Introductions with buddies (including what are you planning to write)
	<b>09.50 - 10.45</b>	<b>ELE Design Session</b>
	10.45 – 11.00	Morning break
	<b>11.00 - 11.55</b>	<b>Planning Blended Learning Session</b>
	11.55 - 12.00	5-minute reflections (How did it go this morning? What did I learn?)
<b>24<sup>th</sup> August afternoon</b>  2 hours focused development work	13.00 - 13.10	Log on and hello – Group
	13.10 - 13.25	15-minute individual warm-up and, Introductions with buddies (including what are you planning to write)
	<b>13.25 - 14.20</b>	<b>Recording and Uploading Session</b>
	14.20 - 14.35	Afternoon break
	<b>14.35 - 15.30</b>	<b>Captioning and Embedding Session</b>
	15.30 - 15.35	Buddy check-in (How did you get on? Plans for future?)
	15.35 - 16.00	Review themes and wrap-up discussion as a group

## CEMPS Retreat Theme: Digital Learning

In response to the COVID-19 crisis, we will need to be ready to teach online. We have chosen this theme for the retreat as we want it to be a space where we can discuss how we – as a community of academic and professional services staff – can best design, use, and evaluate ELE modules.

### 1. What we are asking you to do during the retreat

#### Focused Digital Learning Development Work

There will be space for four focused hours during the event. This will be ‘deep work’ that needs concentration, so we ask that you are ready to start promptly at the beginning of each session and that you turn off emails, social media, the internet, and your phone. While life happens and you may not be able to completely protect this time, please aim to do your best. At the end of each session you should stop working and take the opportunity to go outside, move about and refresh before the next.

#### Peer support

Peer support plays an important role in a structured social writing retreat. Simply by all getting together to write in the same room we have previously been able to create an environment that has been shown to be conducive to each person’s productivity. To replicate this virtually, we will pair you up as ‘buddies’ with other attendees. You will check-in before and after development slots to share plans for the slots and progress during them.

### **Specialist support**

Our Digital Learning Directors will be present at the event, helping to guide the groups in each session, troubleshoot any technical challenges, and provide 1:1 support on any more detailed issues.

### **Review progress and note your achievements.**

Planning what you will be working on and reviewing these plans is an important aspect of attending the event and identifying what approaches work for you. We would encourage you to keep a record of what you achieve in each session.

## **2. Preparing for the retreat**

### **Plan what you will work on.**

With increased workloads across the University during this time, we want the retreat to function as a space for you to develop and complete a specific module. We would recommend you start the retreat having decided what you aim to complete in this concentrated time. You could usefully set yourself goals for each of the slots in the retreat programme and discuss these with your buddies during the breakout sessions.

### **Collect the material you need to make the most of your retreat development time.**

The retreat is a time for focused development. Activities such as planning, reading, checking references, and social media are neither focused, nor development. In other words, the more of that sort of 'stuff' that you can do ahead of time the more productive the retreat will be for you.

Our best advice is to get your notes, plans, and outlines together to bring to the retreat, and if you can turn off your emails and put your phone on silent.

## **3. During the retreat**

### **Where will I work?**

You will be invited to Teams meetings for the whole group activities and given the contact details of your buddies for you to 'chat' with on Teams during the allotted sessions.

### **What are the likely distractions be? How will I manage my responsibilities during this time?**

We know that working from home brings another set of responsibilities, but we ask that you plan your workspace to allow you focus as much as possible. We invite you to spend some time thinking about if or how you can do some of these things for the online retreat (there is space under the heading 'Planning your time' below for you to write some notes).

### **How should I spend breaks?**

In keeping with our desire to create a supportive and nurturing space in the retreat, we want you to take advantage of the breaks provided. If you have an outdoor green area, we recommend going out, stretching, laying on the grass, and enjoying the fresh air.

## **4. Contact details**

If you need to contact someone before day of the event, please email [educationincubator@exeter.ac.uk](mailto:educationincubator@exeter.ac.uk).

If your internet cuts out during the event, you can contact Tom on 07791 414538.