**Power Hours**

A programme of short, focussed workshops for staff and students. Delivered by subject experts from across the university they are a great way to develop the skills you need to support your studies, teaching and research.

Choose from:
- Academic Writing
- Citing, Referencing and Avoiding Plagiarism
- Finding and Evaluating Information
- IT workshops
- Presentations and Posters
- Study and Lifestyle Tips
- Workshops for Staff & Postgraduate Research Students

**Power Hours last 1 or 2 hours and we also have Power Bites which are 30 minute sessions. Many topics are repeated throughout the semester. Most workshops are held in the Edinburgh Campus library with some also delivered online as webinars. Booking is required for all workshops and we operate a waiting list: [http://hw.ac.libcal.com](http://hw.ac.libcal.com)/. PhD students should also check the Research Futures programme provided by ALD: [www.hw.ac.uk/services/ald/research-futures.htm](http://www.hw.ac.uk/services/ald/research-futures.htm).

**Power Hours A-Z**

- Adjusting to a Scottish Curriculum
- Citing & Referencing Harvard
- Citing & Referencing in Academic Writing plus Endnote
- Citing & Referencing Numeric
- Copyright for Learning and Teaching
- Critical Reading of a Journal Paper
- Critical Reading: Hints & Tips for Undergraduate Students
- Endnote Desktop
- Endnote Online
- Evaluation of Online Resources
- Excel: Fundamentals
- Excel: Make it Work
- Excel: Go Further
- Excel lookups: Power Bite
- Excel Pivot Tables: Power Bite
- Finding patents
- How to Manage Exam Stress
- How to Manage Stress
- How to plan and structure essays
- How to Stop Putting Things Off
- How to plan and structure essays
- How to structure in succession
- HW VPN: Getting Connected
- Keeping Control of Your Data
- Literature Searching
- Making the Most of Lectures
- Making the Most of Your Personal Tutor
- Measuring Impact: Citations, the h-Index and Journal Impact Factors
- Mindmap with MindGenius
- Mindfulness with MindGenius
- Note taking
- Open access and the REF
- Poster Design
- PowerPoint for Posters
- PowerPoint for Presentations
- Presentations and Posters
- Study and Lifestyle Tips
- Study Support Software
- Style in Academic Writing
- Teamworking
- Technical Report Writing
- Time Management
- Understanding Turnitin
- Word: Heading Styles, Numbering and TOCs
- Word: Page Layouts and Numbering
- Word: Links, Footnotes & Captions
- Writing a Literature Review for Postgraduate Students

...Absolutely more confident after this.

Clearly laughed and questions answered well.

I’ll be coming back to the other workshops.

Keep up the good work! I loved the Power Hours.

The training style is great... learning is helpful and approachable.

Great presentation and competent support, love the workshop so far at HWU.

Keeping up to date

- News: [www.hw.ac.uk/is/news-from-is.htm](http://www.hw.ac.uk/is/news-from-is.htm)
- Twitter: [https://twitter.com/HWU_IS](https://twitter.com/HWU_IS)
- Facebook: [www.facebook.com/HWUInformationServices](http://www.facebook.com/HWUInformationServices)
- Contact us: [www.hw.ac.uk/is/contact-us.htm](http://www.hw.ac.uk/is/contact-us.htm)

**What participants have said about the Power Hour Workshops?**

- In 2017/18 we had over 760 attendances
- 98% would recommend the workshop to others (605 respondents)
- 96% agree or strongly agree that the workshop helped them with their studies/research/teaching (642 respondents)

**News:**

- [www.hw.ac.uk/is/news-from-is.htm](http://www.hw.ac.uk/is/news-from-is.htm)
- [https://twitter.com/HWU_IS](https://twitter.com/HWU_IS)
- [www.facebook.com/HWUInformationServices](http://www.facebook.com/HWUInformationServices)
- [www.hw.ac.uk/is/contact-us.htm](http://www.hw.ac.uk/is/contact-us.htm)
In-class teaching, workshops or support on request

Staff
Arrange a class for your students
We can arrange a session specifically for your class/group, either in the Library or as part of the timetable within the School.

Book an appointment for yourself
If you would like to discuss how IS can support your teaching or research, please get in touch.

Students
Arrange a class for a group of friends/classmates
If your whole class or some of your class-mates would benefit from a Power Hour session, either let your lecturer know or if you would prefer to arrange it yourself, get in touch.

Book an appointment for yourself
Maybe you have missed a session or need a refresher on something you have been told about before - don’t struggle!

Suggest a new topic for the Power Hour programme
If the topic you want isn’t covered by our Power Hours programme, let us know and we can look into providing it.

Online learning and IS Guides

Power Hours
Many of the workshop materials are available online in the Power Hours Workshops organisation in Vision.

Skills for Success
A resource to support undergraduate students on all campuses, studying full or part time, or by distance learning. Skills for Success will help you:

• Find high quality academic sources for your assignments - and use them appropriately in your coursework and assignments.
• Use desktop software to prepare and present your work.
• Develop good study and organisation skills.

Skills for Success is available in ‘My Organisations’ in Vision.

IS Guides
Subject guides
For information on locating, searching and accessing resources for your subject

User guides & handouts
Printable PDFs helping you use IS resources and services

Video guides
Video clips demonstrating IS resources and services.

See www.hw.ac.uk/is/is-guides.htm

European Computer Driving Licence (ECDL)
Staff and students at the university can register with us and sit ECDL examinations on the Edinburgh campus. The ECDL is managed and promoted in the United Kingdom by the British Computer Society (BCS) on behalf of the ECDL Foundation. We are an A-Status, BCS-accredited Test Centre for ECDL.

See www.hw.ac.uk/is/skills-development/ecdladvanced-ecdl.htm

Skills Development
Information for staff and students

Information Services offer a comprehensive skills development programme to support learning, teaching and research activities which includes:
• Our programme of workshops (Power Hour)
• In-class teaching, workshops or support on request
• Online learning and IS Guides

Full details can be found at: www.hw.ac.uk/is/skills-development.htm

Get in touch to discuss your requirements
libhelp@hw.ac.uk
Appointments can be face-to-face or online.