

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/>

PhD students should also check the Research Futures programme provided by ALD: www.hw.ac.uk/services/ald/research-futures.htm

Keeping up to date

- News: www.hw.ac.uk/is/news-from-is.htm
- Twitter: https://twitter.com/HWU_IS
- Facebook: www.facebook.com/HWUInformationServices
- Get in touch: www.hw.ac.uk/is/contactvisit-us.htm

Power Hours A-Z

For workshop descriptions, presenter details, dates and times see:
www.hw.ac.uk/is/skills-development/power-hours.htm

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 succeed in exams
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
Note taking
OneDrive
Open access and the REF
Poster Design
PowerPoint for Posters
PowerPoint for Presentations
Presentation Skills
Pure: Managing Content
Research data management
Self-care and your studies
Skype for Business
Study Smartly
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
Writing in Paragraphs
And more

What participants have said about the Power Hour Workshops?

...absolutely more confident after that

Clearly taught and questions answered well

I'll be coming back to the other workshops

Keep up the good work! I love the Power Hours

The lecturer was well informed and was able to answer the questions from the students

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

Great presentation and competent support (the best workshop so far at HWU)

Thoroughly enjoyed

Very well explained, good amount of time to ask questions

In-class teaching, workshops
or support on request

Online learning and IS Guides

Skills Development

Information for staff and students

Staff

Arrange a class for your students

We can deliver 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 classmates/friends 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.

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

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

Information Services offer a comprehensive skills development programme to support learning, teaching and research activities which includes:

- Our programme of workshops (**Power Hours**)
- 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