

WELCOME WEEK AND WEEK 1

How to maximise your university experience

Thursday 27 September 2018
11am–12pm
Chancellor's House, Room G03

Thursday 27 September 2018
3pm–4pm
Edith Morley, Room 175

Find out about how to manage the transition to university, set up for effective studying and have a positive experience.

REPEATED TALKS

Do you want to attend a talk, but can't due to another academic commitment? Don't worry. During the year we will be adding and repeating popular talks (according to demand). You can keep up to date about the Life Tools programme, by going to:

reading.ac.uk/life-tools

blogs.reading.ac.uk/life-tools-programme

or email: talks@reading.ac.uk

You can find further information and resources related to the Life Tools programme on Blackboard. To access the Life Tools course you can enrol by visiting bit.ly/lifetools2018

LIFE TOOLS BLOG

The Life Tools blog, which you can access at any time, provides you with research based information and strategies to manage academic challenges, maintain your health and feel motivated, so that you enjoy your learning.

blogs.reading.ac.uk/life-tools-programme

LIFE TOOLS TALKS PROGRAMME 2018–19

Manage academic demands effectively

Improve resilience when life becomes challenging

Enhance your personal wellbeing

If you would like more 'tools' in your academic and personal toolkit, come to one of our Life Tools talks – run by experts in personal development and wellbeing.

In today's demanding job market, employers place a lot of emphasis on finding applicants with specific skills and abilities for their organisations.

More than this, they are looking for candidates with behaviours and competencies which complement their academic achievements.

Our programme of 'Life Tools' talks is designed to educate and equip you with a range of highly desirable abilities and attributes which will complement and enhance your academic portfolio.

Start gathering these attributes and abilities now, further develop those you already have and stand out from the crowd when you send in your C.V.

Academic tools

Increase your concentration, stop procrastination, overcome perfectionism and effectively manage exam pressure.



Resilience tools

Manage stress, cope with change, develop skills to deal with conflict and acquire problem-solving skills.

Personal development tools

Achieve your potential, work effectively with others and increase your sense of wellbeing and optimism.

The 2018–19 Life Tools programme has been tailored to provide the three main components shown above.

Select a range of talks from each of these three areas to develop your personal portfolio.

Life Tools talks are open to all students. They have been designed to get you thinking, to increase your knowledge and provide you with **life tools for university and beyond**.

Student Services

LIFE TOOLS

Increase **your** knowledge, enhance **your** life
ACQUIRE ASSIMILATE APPLY

Talks in 2018–2019



reading.ac.uk/life-tools

blogs.reading.ac.uk/life-tools-programme

LIFE TOOLS

For more information, please contact:

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reading.ac.uk/life-tools
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LIFE TOOLS PROGRAMME

2018–2019

AUTUMN TERM

Techniques for increasing concentration and memory

Monday 1 October 2018

2pm–3pm

Business School, Room G03

Thursday 22 November 2018

5pm–6pm

Business School, Room G04

Find out how to focus better, remember what you are learning and work more productively.

Successful strategies to manage academic pressure

Thursday 4 October 2018

4pm–5pm

Palmer Building, Room G01

Wednesday 28 November 2018

1pm–2pm

Business School, Room G03

Learn strategies to manage pressure and meet deadlines.

Strengthen your resilience

Wednesday 10 October 2018

3pm–4pm

Palmer Building, Room G01

How to prepare for upcoming challenges and develop a confident mindset.

Ways to stop procrastination and finish your work

Thursday 11 October 2018

2pm–3pm

Henley Business School, Room 102

Thursday 15 November 2018

4pm–5pm

Edith Morley, Room 301

Difficult to get started? Can't get finished? Find out what you can do to get started and hand your work in on time.

Simple ways to minimise stress and improve your health

Monday 15 October 2018

4pm–5pm

Palmer Building, Room 111

Advice and tips to help reduce the impact of stress and maintain your health to study productively.

A brief introduction to mindfulness, part 1: getting started

Wednesday 17 October 2018

1pm–2pm

Business School, Room G03

Find out what mindfulness is about, and the benefits for health and learning.

How to succeed in group working

Monday 22 October 2018

1pm–2pm

Business School, Room G04

Find out how to work better with others and manage group projects effectively in this joint session with Study Advice.

Men and relationships

Thursday 25 October 2018

3pm–4pm

Edith Morley, Room 124

Understanding relationships in the age of social media, understanding emotions and creating meaningful connections.

Mind-body conditioning: the role of nutrition

Monday 29 October 2018

4pm–5pm

Edith Morley, Room 175

Find out about the benefits of food that provide you with energy and improve your sense of wellbeing.

Mind-body conditioning: the benefits of exercise

Wednesday 31 October 2018

1pm–2pm

Business School, Room G03

Find out how exercise benefits learning. Simple exercises to release tension, restore your energy, and increase focus to learn better.

Mind-body conditioning: getting a good night's sleep

Thursday 1 November 2018

4pm–5pm

Business School, Room G03

Advice on improving your sleep pattern and tips to help you sleep better.

Alcohol, caffeine, sugar: treats or threats?

Monday 5 November 2018

4pm–5pm

Business School, Room 101

Learn how to have a treat while maintaining your health, and be productive in your studies.

Boost motivation and increase your productivity

Thursday 8 November 2018

3pm–4pm

Business School, Room G03

Develop strategies to enhance your motivation and get things done.

An introduction to mindfulness, part 2: keeping going

Wednesday 14 November 2018

1pm–2pm

Business School, Room G03

Learn some "mindful" activities and find out how to make it part of your everyday life. You don't need to attend part 1 to come to this talk.

Life Tools talks are:

- Free to attend
- Open to all students
- No booking required

Getting ahead of the game: improving your employability by thinking success

Wednesday 21 November 2018

4pm–5pm

Business School, Room G03

Discover your strengths, explore your potential to find the job that fits you. A joint session with Careers.

How to prepare for and give successful academic presentations

Monday 26 November 2018

2pm–3pm

Business School, Room G04

Develop your presentation style, build your confidence when speaking in public and communicate effectively. A joint session with Study Advice.

SPRING TERM

Techniques for increasing concentration and memory

Monday 14 January 2019

2pm–3pm

Business School, Room G03

Monday 11 February 2019

2pm–3pm

Edith Morley, Room G74

Find out how to focus better, remember what you are learning and work more productively.

How to use critical feedback constructively

Thursday 17 January 2019

2pm–3pm

Business School, Room 102

Taking critical feedback without taking it personally. How to read your feedback comments as a learning tool and improve your work. A joint session with Study Advice.

Enhance your emotional intelligence

Monday 21 January 2019

4pm–5pm

Business School, Room 101

Boost your capacity to understand yourself, your reactions and behaviour. Learn strategies to communicate with others effectively. A key competency for work and life.

A brief introduction to mindfulness, part 1: getting started

Wednesday 23 January 2019

1pm–2pm

Business School, Room G03

Find out how to focus better and work more productively

The thief of time: organisation and time management

Monday 28 January 2019

2pm–3pm

Business School, Room G03

Learn how to manage your time effectively and achieve more in the time available. A joint session with Study Advice.

Capturing confidence: learn strategies to do and feel better

Wednesday 30 January 2019

1pm–2pm

Business School, Room G03

Find out ways to develop a confident mindset, and make progress in your academic learning.

Challenge negative thinking and learn strategies to maintain your health and wellbeing.

Simple ways to minimise stress and improve your health

Wednesday 6 February 2019

3pm–4pm

Business School, Room G03

Advice and tips to help you reduce the impact of stress and maintain your health to study productively.

Ways to stop procrastination and finish your work

Thursday 7 February 2019

4pm–5pm

Palmer Building, Room G01

Wednesday 13 March 2019

3pm–4pm

Business School, Room G03

Difficult to get started? Can't get finished? Find out what you can do to get started and hand your work in on time.

Achieving your potential

Wednesday 13 February 2019

2pm–3pm

Palmer Building, Room G01

Identify your preferred style of doing things, understand and develop your strengths.

An introduction to mindfulness, part 2: keeping going

Wednesday 20 February 2019

1pm–2pm

Business School, Room G03

Learn some "mindful" activities and find out how to make it part of your everyday life. You don't need to attend part 1 to come to this talk.

Successful strategies to manage academic pressure

Thursday 21 February 2019

4pm–5pm

Business School, Room G03

Learn strategies to manage pressure and to meet deadlines.

Mind-Body conditioning: the role of nutrition

Monday 25 February 2019

1pm–2pm

Business School, Room G03

Find out about the health benefits of food for health and wellbeing.

Mind-body conditioning: the benefits of exercise

Wednesday 27 February 2019

2pm–3pm

Business School, Room G03

Learn simple exercises to release tension, restore your energy, and increase focus to learn better.

Mind-body conditioning: getting a good night's sleep

Thursday 28 February 2019

4pm–5pm

Business School, Room 101

Advice on improving your sleep pattern and tips to help you sleep better.

Essential techniques to overcome perfectionism

Monday 4 March 2019

1pm–2pm

Business School, Room G03

Thursday 14 March 2019

1pm–2pm

Business School, Room G04

Why good enough is good enough: completing work and handing it in on time.

Strengthen your resilience

Thursday 7 March 2019

4pm–5pm

Palmer Building, Room G01

How to prepare for upcoming challenges and develop a confident mindset.

SUMMER TERM

Managing exam pressure successfully

Wednesday 24 April 2019

3pm–4pm

Edith Morley, Room 301

Learn strategies to manage revision and exams pressure.

Ways to stop procrastination, finish you work and revise better

Thursday 25 April 2019

4pm–5pm

Business School, Room G03

Wednesday 22 May 2019

1pm–2pm

Business School, Room G03

Difficult to get started? Can't get finished? Find out what you can do to get started and hand your work in on time.

Mindfulness for stress reduction

Monday 29 April 2019

1pm–2pm

Business School, Room G03

Learn some practical techniques to enable you to cope with the challenges of the exams period.

Techniques to increase concentration and memory

Wednesday 1 May 2019

2pm–3pm

Business School, Room G04

Thursday 23 May 2019

2.30pm–3.30pm

Business School, Room G03

Find out how to focus better, remember what you are learning and work more productively.

Simple ways to minimise stress and improve your health

Wednesday 8 May 2019

4pm–5pm

Business School, Room G03

Advice and tips to help you reduce the impact of stress and maintain your health to study productively.

Strengthen your resilience

Thursday 9 May 2019

1pm–2pm

Business School, Room G03

How to prepare for upcoming challenges and develop a confident mindset.

Mind-body conditioning: getting a good night's sleep

Monday 13 May 2019

4pm–5pm

Business School

Advice on improving your sleep pattern and tips to help you sleep better.

Capturing confidence: learn strategies to do and feel better

Thursday 16 May 2019

3pm–4pm

Business School, Room G03

Find out ways to develop a confident mindset, and make progress in your academic learning. Challenge negative thinking and learn strategies to maintain your health and wellbeing.