



Staff Catalogue

AY 25/26

Meeting your students where they are



CONTACT

+ 353 21 490 3839
www.ucc.ie/en/skillscentre/
Q-1 Boole Library, UCC Campus



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2025/2026

1 Introducing the Skills Centre

What is the Skills Centre?

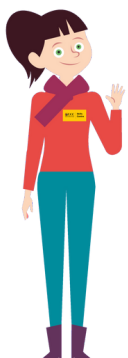


The Skills Centre first opened its doors in 2017. Founded by Kathy Bradley, its ethos of kindness, support, and inspiring a passion for learning has always been at the centre of its foundation. Kathy Bradley, with the support of the Vice President of Learning and Teaching, Professor Paul McSweeney, has fostered a space where students can come, free of judgement, and ask for the help they need in navigating the transition into university life and learning. Since 2023, the Skills Centre has been led by Dr Éadaoin Regan.

The Skills Centre provides peer-led dedicated, responsive, and active learning supports and is committed to further contributing to a positive and successful student experience here in UCC. It enhances the student experience through the provision of workshops and one to one services. Since its founding, the Skills Centre has facilitated over 80,000 engagements from students.

While many students come to the Skills Centre seeking support independently, the majority of our student engagement with the service is in thanks to the workshops privately booked by lecturers across the four colleges and ACE. This collaboration across the university has allowed the Skills Centre to deliver sessions directly to students and aid in their development of discipline specific skills. These Skills Centre resources have been booked on both an ad hoc basis or embedded in modules.

When and where can you find us?



All year round
Q-1 Boole Library

Mon - Fri
9am-5pm

Semesters 1 & 2
Makerspace, The Hub

Tues 1pm - 3pm
Thurs 10am - 12pm



Who are the Skills Centre?



Our Tutors

The Skills Centre is committed to the students as partners approach. Our tutor team is made up entirely of students from the four colleges.



**To learn more
about our team,
why not take a
look our our 'Meet
the Team!' page on
our website**

Our postgraduate tutors lead all group sessions and one-to-one support for students. They also help revise existing sessions, develop new resources, and continuously improve our services. Throughout the academic year, they staff promotional stands, answer queries about the Skills Centre, and guide students to appropriate services. Tutors also assist with soft skills such as Word formatting, PowerPoint, Canvas, Canva design, and more.

Each tutor undergoes a rigorous interview and training process to ensure professional workshop delivery and supportive one-to-one interactions.

Core Staff



Dr Éadaoin Regan - Skills Centre Coordinator

In June 2023 Éadaoin became interim Skills Centre Coordinator following four years as a Postgraduate Tutor in the Skills Centre and the Department of English. She oversees the management, scheduling, planning, reporting, and improvement of both the Skills Centre and the Access Skills Centre.

Éadaoin will be on leave for the 25/26 academic year but is delighted to say that while an interim cover is organised, the team of core staff listed here will be more than happy to assist you in bookings, queries, and more.



Tadhg Dennehy - Interim Skills Centre Coordinator

Tadhg has worked in the Skills Centre as a Postgraduate Tutor since 2021 and is also a PhD Researcher in Film Studies. From September 2023, Éadaoin was delighted to have Tadhg step in to assist the core office team with administrative duties such as scheduling, tutor cover, and new workshop creation, in addition to his role as tutor. Tadhg has been selected to cover Éadaoin's leave for this academic year.



Dr Loretta Goff - Academic Integrity Education Officer

Loretta is UCC's Academic Integrity Education Officer, based in the Skills Centre. She creates, manages, and delivers training and resources on academic integrity and academic misconduct for both students and staff at UCC, fostering a culture of academic integrity across the University. Prior to this, Loretta was also a Skills Centre Tutor while completing her PhD in Film and Screen Media.



Dr Luke Watson - Executive Assistant, Skills Centre

Following his doctoral graduation in June 2025, we are delighted to welcome long term Skills Centre and School of History tutor, Luke Watson, to his official role as Executive Assistant of the Skills Centre. Luke will be available for all student and staff queries on our inbox or via phone.



Derek O'Meara - Senior Executive Assistant, ACCESS Skills Centre

Derek has worked in UCC since 2018 and has held various roles across the university. Most recently Derek has graduated from UCC in 2022 where he studied a PG in Irish Food Culture as a mature student. Derek's varied background and his broad administration experience makes him a huge asset to our ACCESS Skills Centre, a solo position which requires the facilitation of subject specific tuition requests for students registered with our colleagues in ACCESS.



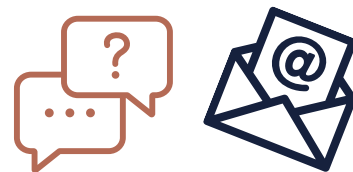
Hayley O'Connell Vaughan - Postgraduate Tutor and Digital Administrator

The Skills Centre has historically hired students from the Digital Humanities to undertake their placement in the Skills Centre. Yasmine, Evan, and Ruairí have all created new resources over the past few years. For the 2025/2026 academic year, these duties will be carried out by Hayley O'Connell Vaughan, a Postgraduate Tutor in Skills Centre and a research masters student of BEES

2 Booking Instructions For Staff

Group Sessions

To book Skills Centre sessions for your students please follow the below instructions:



- Email skillscentre@ucc.ie
- Subject: Group Booking (*Insert College*) or Digital Badge Booking (*Insert College*)

and include the below template of information (completed where possible):

- Time and Date of session/s
- Online/in person
- Location/online
- College year/module code
- Approx. number of students attending
- Session title/s
- Any other accommodations

Please feel free to include any other accommodations you require to be disclosed at this time and we will do our best to accommodate. Following receipt of your request, a member of our team will email to arrange a time and date to call you and confirm any outstanding details. When the sessions are booked in, you will receive confirmation of the relevant time, date, and any other details of the booking. If there is a cost involved in your particular session, you will be informed at the time of booking and contacted following the session so we can collect some feedback and provide all financial information.

Our group sessions typically take 45-60 mins and are adapted to suit UG - PhD level students.

Academic Integrity
Assignment Writing Essentials
Blogs & Press Releases
Cite Seeing - A Guide To Why We Reference
Creating Your Timetable & Canvas Basics
Critical Thinking, Reading & Writing
Cultures of Academic Writing
Developing a Business Case
Email Etiquette
Evidence & Incorporating Research
Exam Prep
Giving & Receiving Feedback
Grammar, Punctuation & Editing
How to Build an Academic Argument
How to Write a Conference Paper & Abstract
How to Write an Essay
Intros & Conclusions
Lab Report Writing

Literature Reviews & Research Skills
Netiquette
Notetaking (For Lectures & Reading)
Paragraph & Sentence Structure
Paraphrasing
Conference Presentation Skills
File Management
Mapping Out Your PhD Thesis
Making Supervisor Feedback Work For You
Time Management
Presentation Skills
Reflective Writing
Report Writing
Responsible Use of Generative AI
Skills For Academic Success
Study Skills
Time Management
Unpacking the Question
...and more

2 Group Sessions - Digital Skills

30 Minute Sessions

Our 30 Minute Sessions focus on digital skills, more specifically short accessibility tips. These sessions were designed in conjunction with colleagues in Access UCC and are intended to be delivered alongside our regular academic skills focused sessions.

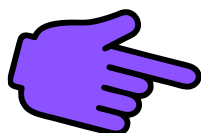
These shorter sessions can be delivered alongside our regular workshops. Feel free to get in touch to work out a format that works for your students.

The short sessions we have are as follows:

- **Word and Assignment Basics**
- **Canvas Basics**
- **Email Etiquette**
- **Exam Prep**
- **File Management**
- **Powerpoint Planning**
- **Presentation Skills**
- **Unpacking the Question and Mindmapping**



For more in depth training, we recommend the excellent resources provided by UCC Student IT or our colleagues in the Digital Scholarship Studio (Library):



CLICK HERE

**UCC Student IT -
Learning Pathways**

**UCC Library:
Digital Scholarship Studio**



2 Digital Badges

A digital badge is a validated representation of a skill/achievement earned or knowledge gained. They can be displayed or shared online via a range of platforms including virtual learning environments, blogs, e-portfolios, and social media sites such as LinkedIn. These badges are advertised across our website and social media pages at several points in the academic year for students to self-enroll for free.

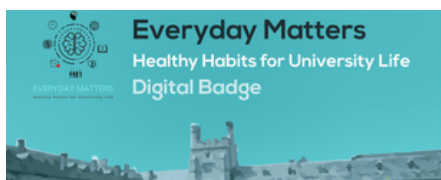
Staff members are always appreciated for their promotion of the digital badges to students and can avail of the SPEAK Digital Badge themselves, as circulated by Human Resources in semester one and two. Staff can also elect to have students take the digital badge as part of a module for credit. For example, if students complete the digital badge they receive 10% toward their overall grade for a module.

Note: The SPEAK digital badge requires 6 hours minimum teaching time in addition to assessment of presentations. There is, therefore, a charge for booking this digital badge. Please contact us to discuss in advance of booking as the overall charge will depend on the amount of students and assessment hours involved for your group.



Successful Presentations Effectively Articulating Knowledge (**SPEAK**) is a presentations development programme that is designed to enable participants to create and deliver effective presentations.

The SPEAK Programme is designed to be delivered over 7 weeks (incl presentation showcase). Each session will deliver a specific element of presentation skills that will allow students to become aware of the broad spectrum of performance in everyday life, as well as to develop specific techniques to enhance presentation skills and visual communication. These techniques include expanded approaches to audience awareness and techniques in non-verbal communication. Storytelling, improvisation, scripting, messaging, and digital skills will all be explored in the sessions. **(7 hours long)**



The ‘**Everyday Matters – Healthy Habits for University Life**’ digital badge was designed by multi award winning occupational therapist and university lecturer Dr. Eithne Hunt, based on her doctoral research and further training in mindfulness, self-compassion and growth mindset and her extensive academic experiencing teaching students about daily activities and wellbeing.

The ‘Everyday Matters: Healthy Habits for University Life’ digital badge is delivered online over 8 sessions and open to all students registered with UCC. You can expect to spend about one hour on each of the 8 sessions, at a time during the week that suits you best, with additional time for reading, watching videos, and preparing your short reflective paper at the end of the programme. Learner effort guideline is about 18 hours in total. All the materials are available on Canvas. Content will be released weekly at the beginning the of week. Past participants recommend setting aside about 1 hour in your weekly schedule to go through the content for that week.

3 Frequently Asked Questions



I have a student who is struggling generally with organisation/time management and/or assignments. Other than directing them to Skills Centre resources, is there anything I can do?

Yes, we would be delighted if you would email our Coordinator directly at eadaoain.regan@ucc.ie to discuss your concerns and the needs of the student. The student will of course have to be aware that you are referring them to us for support. The Coordinator will then arrange to meet with the student before setting them up with regular supports. We can also help put together study/research/assignment completion timetables and/or generally aid students in upskilling in any areas that will make their college experience more positive.

How many students can the Skills Centre sessions accommodate?

We cater to groups of all sizes and are flexible in where and how we deliver - which brings us to our next FAQ!



Where do these sessions take place?



We are able to accommodate groups of up to 23 in our classroom in Q-1, Boole Library. We also have a camera and microphone to facilitate hybrid sessions from this classroom. Our tutors are very confident in teaching in the lecture halls pre-booked for specific lecture times or tutorials. If you want our tutors to come to your usual teaching environment, we can absolutely do so.

The Skills Centre tutors are flexible to deliver sessions both online (via Microsoft Teams or Google Meet) or in person. If you have a recurring link to deliver lectures online, our tutors can join you on that link also. Essentially, we accommodate whatever best suits you and your students.

Is there a charge for Skills Centre services?

Students who seek support from the Skills Centre will receive it free of charge. However, there may be some charges for services booked by departments to be delivered exclusively to their students. This can be discussed at time of booking.



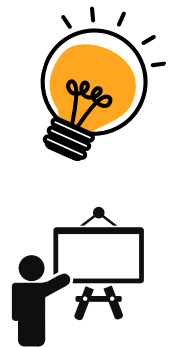
3 Frequently Asked Questions

Do Skills Centre tutors cover subject specific content?

No. Skills Centre tutors offer workshops on important academic organisation, writing, research, presentation, group, general calculation skills, and IT skills. We are conscious that the lecturers and department tutors are first port of call for students seeking subject specific support. Our subdepartment, the Access Skills Centre, does organise subject specific tutorials but only for Access UCC students and through official processes on CRM put forward by their support officers. For information about recruitment of tutors for this area of the Centre, please email accessskillscentre@ucc.ie

Are Skills Centre open to creating bespoke material?

Absolutely. If you feel there are skills we have not yet designed a session for, we are more than happy to have our tutor team work together to create one. Similarly, if your students require more focused assistance we are always open to creating a package of workshops especially for your students with the discipline's requirements in mind. The period of notice we will need to prepare new workshops will depend on the requirements but feel free to contact the Coordinator directly to discuss.



Do Skills Centre share their slides?

While this used to be our process, we no longer do so as our team of tutors and Digital Interns have expanded our self-guided resources to match all workshops. These resources are available 24/7 for students on Canvas in our **Student Success Zone**. These resources provide core information about each topic covered in our workshops and include interactive material. **Staff can request access to the Student Success Zone. Simply email skillscentre@ucc.ie.**



Is it possible to record the sessions, whether in person or online?

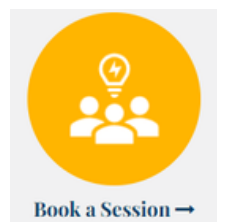
Yes, our tutors are more than happy to record online sessions. For in person, our tutors are trained to use Panopto recording via Canvas. When booking, ensure to let us know so we can confirm you have allowed the tutor all relevant recording permissions and that they are temporarily added as a teacher on Canvas to the relevant module for Panopto recording to take place. For Teams sessions, we will use recording features within the app.



How can I encourage students to attend the Skills Centre outside of booking sessions directly? My course schedule is jam-packed already so I could not accommodate a booking of a private session for my students

This is completely understandable. There are a few ways you can promote our services to your students and encourage them to attend independently of their course:

- Request for one of our tutors to attend your orientation days/lecture slots for 5-10 minutes to give an introduction to our services
- Direct students to the 'Book a Session' page of our website so they can see our Public Calendar which provides a monthly overview of all our open sessions, drop-in clinics, calculation centre, and pop-up centre times.
- Follow us on @UccSkills on X and Instagram. You can also find us on Facebook under UCC Skills Centre. We post regularly on all of our socials to advertise any upcoming supports.



4 Academic Integrity and AI



What is the Skills Centre's position on Academic Integrity and AI?

The Skills Centre takes a positive, proactive approach to academic integrity, separating it from academic misconduct to highlight the values that underpin it and its importance in terms of developing your skills and placing value in your own work.

When it comes to generative artificial intelligence (GenAI), these tools pose a challenge to academic integrity when misused to bypass learning. However, there are also possibilities to use them responsibly to enhance the learning process. If using them, it is important to understand how to do so responsibly.

Explore some of the options for resources and training related to academic integrity and to the responsible use of GenAI for both staff and students below. **If you have any questions or would like to further discuss these topics, please contact the Academic Integrity Education Officer directly: loretta.goff@ucc.ie.**

Digital Badge for Staff: Fostering Academic Integrity in Learning and Teaching.

This Digital Badge is relevant to all staff who support student learning. You can self enroll at any time in this self-paced, asynchronous course which is divided across six modules that will support you to:

1. Identify the core principles of academic integrity.
2. Describe key points of engagement or intervention across the student journey in relation to academic integrity.
3. Analyse reports from plagiarism detection software from different disciplinary perspectives.
4. Evaluate responses to potential academic misconduct examples based on your understanding of relevant policies and procedures.
5. Reflect on your role in fostering a culture of academic integrity in the university.

Enrol here:

<https://www.ucc.ie/en/cirtl/professional-development/badge/academic-integrity/>

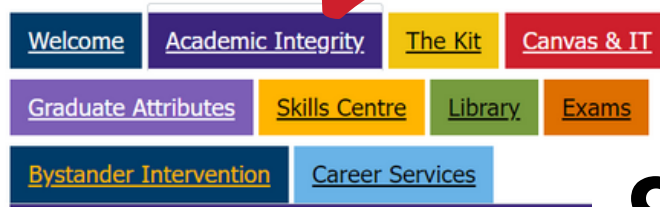
Short course for your students: Academic Integrity Fundamentals

This short course is available to all students in the **Success Zone** on Canvas and consists of 2-3 hours of learning content that covers:

- The principles of academic integrity and skills that support it
- Responsible use of GenAI
- What constitutes academic misconduct and particular risks from file-sharing sites, online plagiarism checkers and contract cheating
- How Turnitin works
- Supports available in UCC

Upon completion, students are issued with a certificate that can serve as proof of completion should you wish to make the course a requirement for your students. **It is strongly recommended that all students complete this short course.**

Select the Academic Integrity tab on the Success Zone!



4 Academic Integrity and AI



Workshop for your students: Responsible Use of Generative AI

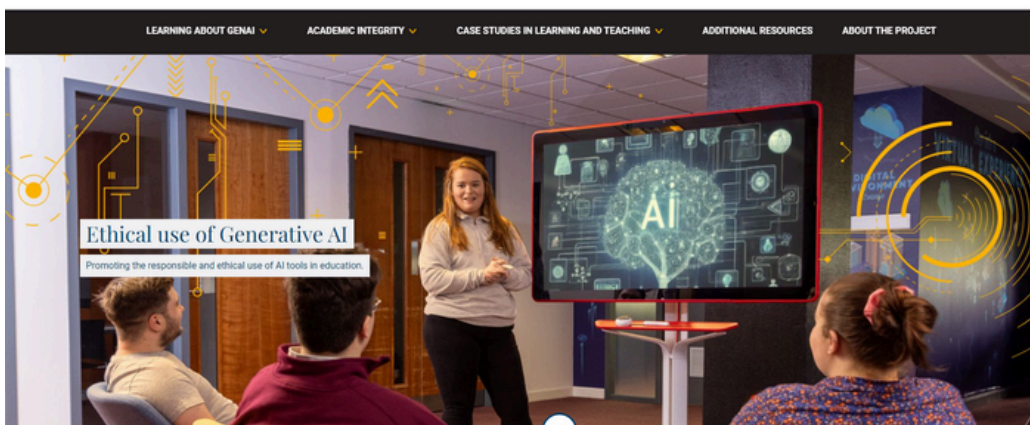
This workshop explains how GenAI tools work, introduces critical AI literacy and ethical concerns regarding the use of GenAI, and reminds students of the tenets of academic integrity and skills that support it. The workshop highlights how UCC's Academic Integrity policy deals with the question of GenAI use and offers guidance on how students can use it responsibly without breaching this policy.

Workshop for your students: Academic Integrity

This workshop encourages students to take a positive approach to academic integrity, focusing on the benefits of learning, skill development, and taking pride in their work. It covers the values that underpin academic integrity and skills that support it. An overview of the various forms of academic misconduct is also covered, with advice on how to avoid committing these so students can tackle their assignments with confidence.

The Toolkit for Ethical Use of GenAI in Learning and Teaching

This toolkit was designed to assist staff in considering the responsible integration of GenAI into their learning and teaching practices. Explore this toolkit to learn more about how GenAI works, critical AI literacy and ethical concerns, and potential responsible uses within education, including case studies from all four Colleges.



<https://www.ucc.ie/en/ethical-use-of-generative-ai-toolkit/>

NEWS AND UPDATES

New Resource: The GenAI Learning Hub is now available. This open resource was developed in collaboration with students to support their responsible and effective use of GenAI. While aimed primarily at students, it is useful to anyone using GenAI and contains information, activities and examples across three sections: what to know before you use GenAI, what to know when you use GenAI, and what to know about AI-generated content and assessment. Check it out and share with your students!



Congratulations to our Academic Integrity Education Officer, Dr Loretta Goff, who was appointed to the Steering Committee of the National Academic Integrity Network (NAIN) in June. If you have any questions about or would like support with fostering academic integrity at UCC, please feel free to reach out to Loretta: loretta.goff@ucc.ie.

5 For Your Students: 1-2-1 Supports



Academic Writing Support

The Writing Clinics are one-to-one, 30 minute appointments facilitated by our Postgraduate Tutors. These appointments are to aid students struggling to begin an essay, unpack the question, or unsure of their structure, querying if there is evidence of critical thinking, and more. Students can book in through the 'Bookings' section of our website, attend with no booking at our Drop-In Clinics, and attend the Makerspace to meet with a tutor..



Academic Study Coaching

Organisation of assignments, time management, or study skills can be difficult and students may be unaware of what techniques best suit their learning style. Students can book in or attend our drop-ins to meet with a tutor for an academic study coaching appointment. Together, tutor and student can create a detailed, personalised plan to help the student tackle their academic workload and find a method to their approach to studies that suits them as an individual.



Asynchronous Feedback

Do you struggle with formatting your assignments through Microsoft Word? Creating presentation slides through PowerPoint? Are you looking to improve your digital skills to enhance your time at university? Well, you can book into an IT Clinic! An IT clinic is a 30-minute one-to-one appointment with one of our trained undergraduate tutors that can help you improve your digital literacy skills.



IT Clinics

For students who struggle with formatting assignments through Microsoft Word, are unsure how to upload to Turnitin, have never created presentation slides through PowerPoint, or simply need some advice on useful technology to aid in their studies. Students can book in with into an IT Clinic! An IT clinic is a 30-minute one-to-one appointment with one of our trained, undergraduate tutors, that can help you improve your digital literacy skills.



Practice Presentation

These 30-minute one-to-one appointments with a Skills Centre tutor give students the opportunity to practice a presentation before the big day. In these appointments, the tutor does not only provide helpful feedback in a friendly manner that can bring presentationd to the next level, but it also gives the student the chance to carry out their presentation in a welcoming environment in advance of the official assessment to help with any anxiety brought on by public speaking.



ACE Students Saturday 1:1s

For Adult Continuing Education (ACE) students exclusively, these 1-2-1 slots can cover anything of our one to one supports listed above that the ACE student attending would like and are bookable through our 'Bookings' section of the website.



5. For Your Students: 1-2-1 Supports

Success Zone

All students are automatically enrolled in the Success Zone Canvas module!

This contains all our resources on writing, study, time management, research skills, and more.

Don't have access? email us!



****Our Assignment Calculator gives a clear step-by-step guide on how to approach essays, providing set dates and tasks based on the deadline inputted, easing the stress of managing deadlines.**

Skills Centre Website

- ☐ Book Sessions
- ☐ Access resources
- ☐ Read tutor blogs
- ☐ Asynchronous Feedback
- ☒ Assignment Calculator**

Social Media

We regularly update our social media channels with upcoming workshops, sessions and academic tips!

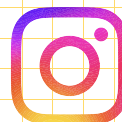
On our YouTube channel you can find our 'Gimme Two Minutes' series which explains dense topics such as cognitive bias and academic integrity in under two minutes!



UCC Skills Centre



UCC Skills Centre

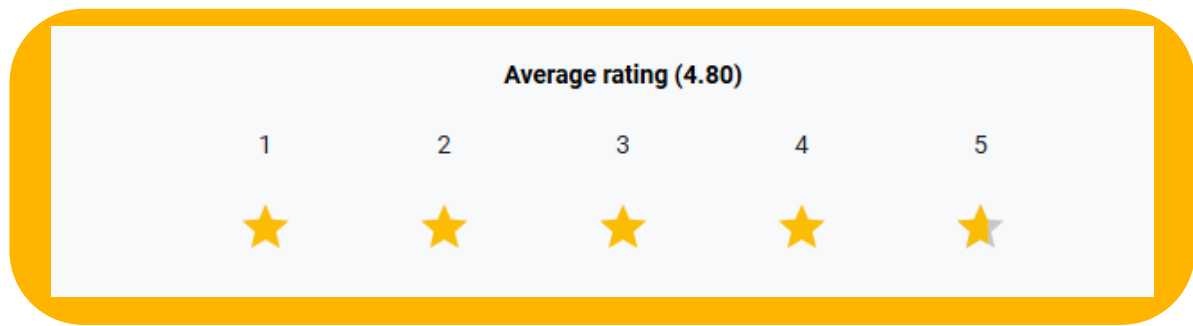


@uccskills



@uccskills

6 Staff Testimonials



The support services that the Skills Centre provides to our students are excellent, professional and extremely important. The Skills Centre also provides helpful, timely and important support to lecturers in assisting them with embedding generic study skills sessions into our courses, which is especially important for our first year students who are entering university - this is invaluable and vital work. Thank you for all of your (ongoing) help and support! [\(CACSSS\)](#)

Keep up the fantastic work. The Skills Centre is an amazing resource and a huge support to the Schools [\(M&H\)](#)

The Skills Centre sessions are a foundational part of our orientation workshops with our Executive MBA students. We strongly recommend that they all avail of its services throughout the two years of their programme [\(B&L\)](#)

Their training is the best! [\(SEFS\)](#)

The Skills Centre provides invaluable support to students, especially those returning to education after a long absence [\(ACE\)](#)

I just want to thank all staff in the Skills Centre for the excellent, professional and important work that you do for us (as lecturers) and our students - it is much appreciated. [\(CACSSS\)](#)

Session was very interactive which was great [\(B&L\)](#).

We have had extremely positive feedback from this years sessions [\(M&H\)](#)

**Thank you for all of your support
from
the Skills Centre team**



STAFF Feedback Form



We welcome any and all feedback you are able to provide. Click on 'Feedback Form' above to be linked directly.

