**MPLS Training Needs Analysis: skills for graduate students**

The list of generic skills and resulting training needs analysis have been compiled at the request of MPLS DPhil students, to provide a supporting structure for you and your supervisor to talk about and plan for the skills and experience you will need and want to develop throughout your DPhil. While the first part of the training needs analysis is structured around the generic skills, you will need discipline and research specific skills, so there is space provided at the end of the document for these. You might want to start the training needs analysis process by discussing the latter with your supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Generic and discrete skills** | **Standard** | **Yes/ No / Partly / Other notes**  **Is this a current development need?** | **Action ( What? By when?)** |
| Writing   * Referencing * Grammar, punctuation and spelling * Structure * Clarity and narrative flow * Argument and critical analysis | 1. Able to write a thesis to a high standard  2. Coherent, purposeful, structured, critical writing  3. (In later years) Able to write to the standard of lead author on journal article / funding application |  |  |
|  |  |  |  |
| Research Ethics and Integrity | Able to design, carry out, and report on research to meet the ethical and integrity standards of your discipline(s) |  |  |
|  |  |  |  |
| Owning a Successful DPhil / Managing your Supervisor   * Independence * Confidence * Assertiveness * Responsibility * Communication * Commitment * Time management * Resilience | Actively taking responsibility for the success of your DPhil |  |  |
| **Generic and discrete skills** | **Standard** | **Yes/ No / Partly / Other notes**  **Is this a current development need?** | **Action (What? By when?)** |
| Presentation skills   * Understanding your own presentational style * Planning, selecting and structuring content * Creating AV materials * Delivery – body language, tone of voice, audience engagement | Able to communicate scientific ideas effectively within your discipline and engage with questions in a variety of contexts. |  |  |
|  |  |  |  |
| Managing your DPhil Project   * Basic project management skills | Able to devise and maintain a comprehensive and up to date plan for completing your DPhil on time |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Generic and related discrete skills** | **Standard** | **Yes / No / Partly /Other notes**  **Is this a current development need?** | **Action (What? By when?)** |
| Completing your DPhil / Writing your Thesis and  Viva Preparation | 1. Able to complete a DPhil that meets the requirements of the University’s examinations procedures  (See guidelines for examiners: <https://www.mpls.ox.ac.uk/study/additionalinformation/examinations-for-higher-degrees> and  <https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1>  2. Understand the formal requirements and purpose of the viva  3. Understand the formal processes and possible outcomes  4. Able to employ strategies to prepare effectively |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Generic and related discrete skills** | **Standard** | **Yes / No / Partly /Other notes**  **Is this a current development need?** | **Action (What? By when?)** |
| Career development   * Taking ownership and responsibility * Assessment of skills and experience * Presenting self effectively through CV and other means * Awareness of career landscape * Networking and collaborating | 1. Have an awareness of the need to consider careers early in the DPhil  2. Think and plan for the career at appropriate times during the DPhil |  |  |
| Additional Career skills  For example teaching, internship, public engagement, enterprise.  These should be added as appropriate throughout your DPhil |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Generic and related discrete skills** | **Standard** | **Yes / No / Partly /Other notes**  **Is this a current development need?** | **Action (What? By when?)** |
| Research Basics  Discrete skills will be appropriate to and defined by your discipline and department. Examples include:   * Keeping lab books * Finance – e.g. for field work * Researcher data storage and management * Technical skills * Understanding the importance of doing reproducible / repeatable research * How to make your research useful * The scientific method * Good laboratory practice * Lab safety * Basic Statistics * Statistical analysis * Programming * Health and Safety | You will have the essential skills and training you need to be able to make timely progress in your discipline and department |  |  |

**Additional skills to be added by student and supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline specific skills, and those related to individual needs / aspirations** | **Standard** | **Yes / No / Partly /Other notes**  **Is this a current development need?** | **Action (What? By when?)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |