HOW TO BOOK

Visit [www.mpls.ox.ac.uk/training](http://www.mpls.ox.ac.uk/training) and look for the ‘Course Booking Trinity 2022’, which is a list of our courses sorted by date. Select the one you want, and booking details are contained on the individual pages. Most of our courses are booked via the Cosy booking system, but some may require application forms and/or deposits.

Unless otherwise indicated, all of our courses will be online this term, although this is subject to change according to restrictions.

ADDITIONAL RESOURCES

We also have a range of self-access online resources for DPhil students and research staff. These cover topics such as orientation to the University, Time Management, working with others, Career Development, and many more. You can access them on our website: [www.mpls.ox.ac.uk/training/resources-for-researcher-and-career-development](http://www.mpls.ox.ac.uk/training/resources-for-researcher-and-career-development)

KEYS

RS: research staff, post-docs or early career researchers.
DPhil: DPhil students or post-graduate researchers.
All: All researchers
Gaining a research fellowship is a major step on the academic career ladder. This session will help you to understand the dos and don’ts of application. It will guide you through the process and explain the support that is available. A holder of a research fellowship will discuss their application experience.

The course will cover the key principles of planning and delivering a successful talk and help to build your confidence. Each subject area in the MPLS Division has its own specific requirements for research presentations; please note that this course does not seek to address these.
All
RE-FOCUS, RE-ENERGISE AND BOUNCE FORWARD
10th May 2022 16:00-17:30

This interactive and participatory webinar session aims to provide researchers with the space to focus on themselves, review where they are now and gain a renewed perspective on their next steps and goals. Participants will have the opportunity to reflect on what helps them be at their best, what motivates them and how to bounce ‘forward’ with resiliency in times of uncertainty.

RS
OPTIMIZE YOUR TIME AT OXFORD
11th May 2022 12:00-15:00

Congratulations, you have got a research post at Oxford. But, what next? How do you manage your time at Oxford? This session looks at what being a post-doc means, what the opportunities and constraints are. It will also outline the support available to help you make the most of your time at the University. You will hear from the Careers Service, Equality and Diversity, Research Services, the Oxford Research Staff Society, Public Engagement & Impact, Research Integrity and Enterprise.

All
PUBLIC ENGAGEMENT WITH RESEARCH 101
12th May 2022 10:00-13:00

Engagement describes the myriad of ways that we can share our research and its value by interacting with wider public audiences, generating mutual benefit. We look at what public engagement is and some of the reasons why you might want to do it. We’ll highlight the multitude of different approaches you can take, including real examples from the University and further afield. We’ll provide tips on getting started and where to get support. Researchers will present their experiences and answer your questions.
Ever walked into a meeting and questioned your right to be there? Have you ever taken on a new job and then you felt you weren’t really the right person for it? For many people this is a common life experience and one which can be quite debilitating if left unchecked. This session focuses in identifying the implications for yourself and your work environment of the set of related behaviours that are often referred to under the title of ‘imposter syndrome’.
GETTING AHEAD OF THE CURVE: HOW STATISTICS CAN STRENGTHEN PUBLIC POLICY TO TACKLE INFECTIOUS DISEASE

13th May 2022 12:00-13:30

Professor Christl Donnelly (Professor of Applied Statistics and Academic Champion for Policy Engagement) has provided scientific advice to policymakers on a range infectious disease outbreaks, including COVID-19, bovine tuberculosis, SARS and Ebola. She is joined by Professor Steven Riley (Director General Data & Analytics at the UK Health Security Agency) and Dr Maria Van Kerkhove (COVID-19 Technical Lead of the World Health Organization and Honorary Lecturer, Imperial College London) to discuss their experience of working together on some of these, and the value of doing so for their respective communities. Participants will have the opportunity to put their questions to the speakers, as well as reflect on how they can engage better with public policy through their own research.
All
HOW TO PEER REVIEW JOURNAL PAPERS
17th May 2022 14:00-17:00

The ability to review manuscripts should be a core skill of every research scientist. This course will explain how the system works, and what is expected of reviewers. By participating in exercises and discussions the attendees will learn how to review manuscripts quickly and effectively. This course is designed for science postdocs and researchers at an early stage of their career who have little or no experience of reviewing manuscripts for journals.

All
BEING FOR BEGINNERS
17th May 2022 17:00-18:00
19th May 2022 17:00-18:00
24th May 2022 17:00-18:00
26th May 2022 17:00-18:00
31st May 2022 17:00-18:00
2nd June 2022 17:00-18:00

Do you sometimes hit a ‘low’? Do unwanted thoughts and feelings pop up? Are you feeling worn down or worked up or wondering why you are at Oxford? Intrigued by how to use the mind better? Are you ready to grow? This is a course about three big things: Awareness: wellness begins with awareness. This course explains how to develop a sense of detachment to observe thoughts and feelings without judgement. You will understand why meditation helps and sample various approaches (don’t worry, no chanting ‘om!’) Reflection: The course provides a picture of why we have thoughts and how they relate to feelings. We see how to ‘follow the story’ of a thought and discover the roots of our feelings. Change: Using a simple framework we gain a practical approach to changing habits of thought, feeling and action, so that awareness and reflection can be translated into change.
**All**

**RESEARCH IDEAS WITH ENTERPRISE TOOLS: CHARTING IT OUT**

18th May 2022 09:30-13:00

Bringing all aspects of your research project together for presentation, dissemination or applying for funding can be really tricky. How do you know you have everything? In this interactive course we will explore the Business Model Canvas (our enterprise tool) and then use the Research Model Canvas to chart out the next steps for our research plans.

**RS**

**MANAGING RESEARCHERS: AN INTRODUCTION FOR POSTDOCS**

18th May 2022 09:30-17:00

It is not unusual for postdocs to find themselves managing other researchers, either formally or informally. It is also rare that they have had any training in this crucial role. This workshop seeks to address this gap by exploring what it means to manage others, what makes a research group productive and what the role of the manager is at each stage of a researcher’s contract or career. It is aimed at those postdocs who manage research staff and who supervise students.

**All**

**ADVANCED PRESENTATIONS**

19th May 2022 09:30-12:30

You will learn how to read a group, deal with difficult situations, use humour, match your presentation to the audience, and make impact. You will learn how to get your message across, so it is remembered. You will learn about timing and when you should deliver key messages. You will develop your self-awareness and understand its role in presenting.

**All**

**TELLING STORIES THAT MATTER: COMMUNICATING YOUR RESEARCH THROUGH STORY**

19th May 2022 10:00-13:00

Discover what elements of storytelling and narrative can be used to enhance a profession in the sciences. Craft compelling and moving stories from your experiences as a scientist using these key story elements: character, conflict, structure, metaphor and description. Apply these storytelling and narrative skills to working in the sciences: communicating research to a range of audiences (including publics, media and funding bodies); enhancing presentation skills; telling scientific stories across a range of media. Robert Holtom is a professional storyteller and consultant who has worked with a range of organisations to help them refine and hone their stories for a variety of audiences.
All
TIME MANAGEMENT
25th May 2022 09:30-12:00

An essential skill for researchers. Issues covered will include work-life balance, planning, prioritising, the need to differentiate between importance and urgency, and using a range of strategies and time-saving ideas.

All
BEYOND COMMUNICATION: EFFECTIVE TWO-WAY ENGAGEMENT
26th May 2022 09:30-12:30

In this introductory session you will explore how to introduce opportunities to transform your public engagement into a rich, two-way, interactive experience. Dialogue and debate are valuable approaches to move beyond communication. It can provide the means to make any informative activity more engaging for those taking part. The session will highlight examples, practical tips and provide the opportunity for you to start to develop your own ideas and plans.
All
SCIENTIFIC WRITING: GETTING YOUR PAPER PUBLISHED
1st June 2022 10:00-11:30
8th June 2022 10:00-11:30
15th June 2022 10:00-11:30

This course will look at the aspects you need to consider when constructing your paper; demystify peer reviewed journals by giving insider insights from science journal editors; and show you what they really want. You will learn how to choose the best journal for your work, negotiate the peer review process and deal with reviewer comments. The course will cover: why publish and how that affects how you publish; the structure of a paper; what to include in the title and abstract; open access; impact metrics and citations; ways to get published more quickly; publicising your paper once it is published.

All
PUTTING STORIES TO WORK
2nd June 2022 10:00-13:00

This session builds on the introductory workshop (Telling Stories that Matter, p.8) and introduces new elements of great storytelling including metaphor, clarity and message. This highly interactive workshop will be based around an example of writing an explainer or news article for the wider, non-specialist public website.

It is highly recommended that you will have already attended the introductory workshop, or equivalent introductory workshops on storytelling. Brief reading material will be provided to ensure you are up to date with the fundamentals of storytelling that are the basis of this workshop.

DPhil
COMPLETING YOUR DPHIL
3rd June 2022 09:30-12:30

The session will cover:
• What makes a good DPhil
• Planning to write up your DPhil – structure, content and what makes good writing
• What the viva will explore
• What the examiners are asked to consider
• FAQs and Q&A

RS
PROJECT MANAGEMENT – THE ESSENTIALS
7th June 2022 09:30-17:00
23rd June 2022 09:30-17:00

The focus of the day will be to provide a practical ‘project management toolbox’ that you can use in your daily work. During the course you will have the opportunity to manage a project. You will be able to apply the techniques you learn to a project that you bring along. Topics covered: project initiation, managing stakeholders and risk, time estimation, planning.
RS
NETWORKING: A SYSTEMATIC APPROACH
9th June 2022 09:30 – 15:00

Do you feel shy and uncomfortable at conferences? Do you feel networking is self-seeking and smacks of using people? On the contrary,

“The currency of real networking is not greed but generosity.” Keith Ferrazzi

Being at Oxford provides you with an amazing opportunity to meet a wide range of extraordinary people who could help you and who you could help. This session will enable you to develop this important skill, which will: help you make contacts; discover opportunities; open doors; and speak to the right people. It will also enable you to devise a strategic approach to networking which can have lifetime benefits for you.

All
PODCAST YOUR SCIENCE
9th June 2022 09:30-12:30

From inception to publication; this practical session delivered by Emily Elias, journalist and producer of the Oxford Sparks podcast series, is a whirlwind tour through the basics of how to share your research in an engaging manner through podcasting. The session will introduce approaches to podcasting, present inspiration from a range of different podcast styles, and take you step-by-step through the basic technical skills of recording, editing and publishing audio files; you’ll have the chance to develop an idea and have a go recording it with support and feedback during the day.
All

COMMITTEE PARTICIPATION AND IMPACT

14th June 09:30-12:30

Do you find attending committees at the University difficult? Does making decisions in collaboration with senior academics sound a little bit intimidating? Are you unsure how committees work and how to get your voice heard? This session will be for you then. You will learn about

- How committees work and the ways to engage with them
- How to prepare for committee meetings
- Your own strengths and weaknesses in committee participation

You will devise a plan for developing your own skills at engaging with committees positively.
You have brilliant ideas for research collaboration that could have extraordinary outcomes. But how will you engage the people you are relying on? Collaborations can be rewarding or draining, depending on how well people connect. In this course we look at what neuroscience has taught us about how to collaborate. You will make sense of why some of your collaborations have felt great to be part of, while others have been a drag. You will diagnose problems with collaborations you are part of and find practical solutions for improving them. Leave with a clear model for improving all collaborations you are involved in. There is a short pre-course learning element to complete before the live session.

This interactive session helps you navigate the world of podcast interviews. The session will cover preparing for interviews, creating a question line, finding your authentic voice and active listening.

Participants will be paired up and asked to conduct short interviews with a fellow participant which will be recorded over Zoom. As a group we’ll listen back to them and workshop the interviews for constructive feedback. This course is aimed at anyone looking at working on interviewing skills as a presenter but is also useful to those asked to be a guest on a podcast.

Attendance on the ‘Podcast Your Science’ session might be useful but is not a requirement to attend this session.
**All**

**CONNECTING WITH INDUSTRY**

*14th July 2022 09:30-16:30*
*15th July 2022 09:30-16:30*

Do you want to build better, more valuable relationships with people, companies and organisations who could benefit from your expertise? Perhaps you’d like a career outside of academia, or you want to increase the impact of your research or find new funding opportunities. Connecting with Industry is a 2-day interactive training programme that helps you develop the knowledge, skills and confidence to engage with industry in a way that will help you achieve your next-step career goals.

**All**

**SCIENTIFIC WRITING: CORE SKILLS**

*Date TBC 09:00-17:00*

This one-day course provides a sound grounding in the core skills needed to produce accurate and effective scientific writing. The course will include:

- critique of readability in relevant papers;
- use of tenses in academic papers;
- writing with impact;
- concise writing;
- grammar and proofreading;
- scientific table and chart technique

**RS**

**LEADERSHIP IN ACTION**

*6th September 2022 09:00-17:00*
*7th September 2022 09:00-17:00*
*8th September 2022 09:00-17:00*

Leadership in Action will give you the opportunity to think about what leadership is, look at leadership theory, and explore your own leadership style. The course takes an experiential approach; this means there will be presentations on leadership theory, but for the most part you will actively participate in sessions and activities.

By the end of the course you will be able to:

- develop an understanding of what leadership is
- understand how leaders impact others
- develop your own individual leadership style by both participating in and leading group activities
- benefit from reflection, feedback and peer-coaching activities
- identify how to apply leadership skills and style in your current role and beyond

**DPhil**

**VIVA PREPARATION AND PRACTICE**

*Date TBC 10:00-15:00*

This participative workshop provides doctoral students in the third year and above with information about the viva, guidance on planning a pro-active approach to it, and opportunities to practice. The course will look at the rules and expectations of the viva exam and identify and practise practical ways to prepare.
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