2018–19
Researcher Training and Development Opportunities

www.mpls.ox.ac.uk/training
MPLS RESEARCHER TRAINING CONTACTS

Dr Justin Hutchence, FHEA
Researcher Training & Development Manager
e: justin.hutchence@mpls.ox.ac.uk
t: +44 (0)1865 282622

Mr James Cunning
Divisional Training Coordinator
e: james.cunning@mpls.ox.ac.uk
t: +44 (0)1865 282589

Dr Michaela Livingstone-Banks
Public Engagement Facilitator
e: michaela.livingstone@mpls.ox.ac.uk
t: +44 (0)1865 289714

Dr Anne Miller
Enterprise Education Programme Manager
e: anne.miller@mpls.ox.ac.uk
t: + 44 (0) 1865 282591

Ms Alison Trinder
Researcher Training Advisor
e: alison.trinder@mpls.ox.ac.uk
t: + 44 (0) 1865 282470

OTHER TRAINING AND DEVELOPMENT CONTACTS

Research Support
http://researchsupport.admin.ox.ac.uk

Bodleian Library
www.bodleian.ox.ac.uk/using/skills

Careers
www.careers.ox.ac.uk

ITS
http://courses.it.ox.ac.uk

Oxford Learning Institute
www.learning.ox.ac.uk

Oxford Research Staff Society
www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society

Support for Researchers Webpage
www.ox.ac.uk/research/support-researchers

OTHER DIVISIONAL TRAINING & DEVELOPMENT PROVISION

Medical Sciences
www.medsci.ox.ac.uk/study/skillstraining

Social Sciences
http://researchtraining.socsci.ox.ac.uk

Humanities
www.humanities.ox.ac.uk/researcher-development

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INTRODUCTION

Welcome to the 2018–2019 Researcher Training Development brochure for the Mathematical, Physical and Life Sciences Division.

There is a major change this year: research staff in the MPLS division are now eligible to take ten days for their training and development per annum.

You may choose to come on some of the courses listed in the brochure as part of your ten days this academic year. The courses get consistently excellent reviews from participants: a mean average of 8.4 out of 10 for the last two years.

The aim of our provision is to equip you to be the best researcher you can be and enable you to acquire skills that will help you to achieve the career you want.

This brochure is a snap shot of the courses that will be available for you this year. Other courses will be added as the year goes on so keep an eye out for our publicity via email and on our website (www.mpls.ox.ac.uk/training). If you have any feedback about the brochure, the courses, or ideas for future provision please feel free to contact me at the email address below.

Best wishes

Justin

Dr Justin Hutchence, FHEA
MPLS Researcher Training and Development Manager
justin.hutchence@mpls.ox.ac.uk
WHAT WILL I GAIN FROM TRAINING AND DEVELOPMENT?

IT HELPS YOU BECOME A PROFESSIONAL RESEARCHER

“The prime function of leading-edge research is to develop new understanding and the creative people who will carry it into society”

The training and development available through the University is designed to enable you to be a highly effective researcher. It addresses issues such as: creativity, writing skills, research integrity, data management, presentation skills, networking, public engagement and impact. There are courses to help you get the most out of your relationship with your supervisor or principal investigator. For DPhil students the programme is focused on enabling you to do a better, faster degree.

IT HELPS YOU DEVELOP YOUR CAREER

The graphic below illustrates how challenging it is to pursue an academic career in the UK. Our training provision enables you to develop skills and career management tools to give you greater choice over the future direction of your career.

IT ENABLES YOU TO BE MORE PRODUCTIVE

The courses and support will enhance your skills at time and project management so that you make the best use of your time here at Oxford.

IT GIVES YOU SKILLS TO SUCCEED IN ACADEMIA AND BEYOND

There are many roles that people have to adopt within the academic setting. Our programme provides support for those of you who need to enhance their skills in: teaching, communications, being a team player, leadership, management, and enterprise and innovation.

IT IS EXCELLENT PROVISION

The average feedback on our sessions for 2016–18 was 8.4 out of 10. You will find examples of the feedback from participants throughout this brochure.

1 Boulton, G. (2010). Harvesting talent: strengthening research careers in Europe, League of European Research Universities (LERU), January 2010
8.4 out of 10
average feedback for courses 2016-18
WHAT TRAINING AND DEVELOPMENT AM I ENTITLED TO?

Research Staff within the MPLS division are entitled to a minimum of ten days per annum for their professional development and training.

BACKGROUND

‘Training and professional development’ is anything that enhances researchers’ skills and abilities to do their work. It may directly contribute to their current role or to their future career. Much of this training and development will be conducted within research groups or departments and can include amongst others:

- writing up a paper from a previous research project
- training so the researcher can co-supervise a research student
- attending a training course or programme in: the department; the division; a central provider such as the Careers Service, Oxford Learning Institute, ITS; or outside the University.
- being mentored by someone inside or outside the University.
- Outreach / public engagement with research (developing ideas, delivering, sourcing funding).

The entitlement to ten days of training and development is based on the recommendation of Sir Gareth Roberts in his influential report on the supply of people with skills in the STEM subjects, SET for Success. There is no intention to count or audit the provision of or take up of the ten days of professional development and training. Nor are PIs are expected to set up and establish ten days or equivalent of such professional development and training. Rather, the policy sets out an entitlement for postdocs to ask for time away from the office or laboratory, if needed, for professional development.

RATIONALE:

Like any employee in any organization, early career researchers need to develop their skills and understanding in order to be more effective and develop their careers. As employers, Universities have an important role in developing the next generation of professional researchers to work in academia, national laboratories or industry. Some early career researchers are hesitant to ask for time out of the laboratory or office for these activities, and some PIs may have little feel for what is a reasonable balance. A statement of the minimum entitlement gives the researcher an understanding of what is considered a reasonable. This and other policies for the development of early career researchers will also demonstrate our approach to this important group of apprentice researchers to bodies such as Athena SWAN and REF panels (through the environment statement), and will be similar to Imperial where the ten day entitlement is included in early career researchers’ contracts. The Medical Science Division has recently done the same as Imperial but to the tune of five days per annum.

PROCESS

Whilst researchers are entitled to this time for development and training they should agree a process to arrange this with their PI. The activities should be agreed with the Principal Investigator well in advance (a month is good practice). Ideally these matters should be discussed within the annual Career or Personal Development Review (CDR/PDR). If the latter happens with a mentor, the training and development activities should also be discussed with the Principal Investigator as well. There is no commitment by the University to fund training.

1 Staff paid to conduct or assist with research, grades 6, 7 & 8. Typically post-doctoral researchers or research fellows.
2 Roberts, Gareth Gwyn, HM Treasury, corp creator. SET for success : the supply of people with science, technology, engineering and mathematics skills : the report of Sir Gareth Roberts’ review

Passed by MPLS Divisional Board Jan 2018
All the training provided in the MPLS division aims to support you in becoming an effective researcher, and in making good decisions about your career. It’s a good idea to assess your skills and experience regularly, identify areas for development, and plan what you are going to do to address those areas.

There are a number of tools available to help you do this:

- The Researcher Development Statement (RDS) (see opposite page) sets out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers. The Researcher Development Statement is the key reference statement for the development of postgraduate researchers’ skills and attributes. Four domains encompass what researchers need to be effective in their approach to research, when working with others and in contributing to the wider society and environment.

  **Domain A:**
  Knowledge and intellectual abilities

  **Domain B:**
  Personal effectiveness

  **Domain C:**
  Research governance and organisation

  **Domain D:**
  Engagement, influence and impact

- For DPhil students the division has developed a training needs analysis template and training framework. Information on both can be found here: [www.mpls.ox.ac.uk/training/graduate-training-framework](http://www.mpls.ox.ac.uk/training/graduate-training-framework)

  The training needs analysis has been structured around the core skills that are essential to becoming a good researcher, and provides guidance on the standards required for each skill. It also includes space to add needs related to research methods, your particular discipline, and your own aspirations.

- The training framework sets out broad phases of the DPhil to help you plan what kind of skills and experience you will need to develop and when.
ABOUT VITAE

Vitae is the global leader in supporting the professional development of researchers, experienced in working with institutions as they strive for research excellence, innovation and impact. They are a non-profit programme, with over 45 years experience in enhancing the skills and careers of researchers. They strengthen their members’ institutional provision for the professional development of their researchers through:

- research and innovation
- training and resources
- events
- consultancy
- membership
HOW TO BOOK
All courses are available to book via accessplanit through our website. Go to https://www.mpls.ox.ac.uk/training and use the course search. Each course will have a link to accessplanit where you can book your place. You will need your single sign-on ID to access this service.

Terms and Conditions
When you apply for a place on one of our courses your registration will be acknowledged by email. Your place will be confirmed and you will receive joining instructions 1–2 weeks before the course. If when you register the course is full, you will be put on a waiting list and advised if a place becomes available.

By accepting a place on a course you are agreeing to attend, to arrive punctually and to stay for the whole duration of the course. If a course consists of multiple workshops or classes you are agreeing to attend all of them.

If you find you are unable to attend a course for which you have registered/ been offered a place, it is essential that you advise us so that your place can be offered to someone else. If you repeatedly register for and then do not attend courses without advising us in advance, then after three such non-attendances you will be barred from registering from further divisional courses and your department will be advised.

Regular reports of non-attendance, naming individuals, will be sent to departments and closely monitored.

ONLINE COURSES AND PODCASTS

Online Courses
The University has a number of online courses and podcasts designed to support you in your research, which you can complete at your own pace. They cover:

- **Entrepreneurship** – the University has three self-paced online courses that will help you understand entrepreneurship in an academic context, why and how entrepreneurial opportunities arise, and how to evaluate ideas and raise resources.
- **Research Integrity** – these self-study courses have been designed as an introduction to good practice in research, and include links to related University of Oxford policy and guidance.
- **Avoiding Plagiarism** – this online course provides an introduction to the issues surrounding plagiarism. It will help you to acquire some of the necessary skills and judgement to apply to your academic work and publications.

You will need your single sign-on for each and they can be accessed at the link below: https://www.mpls.ox.ac.uk/online-courses

Podcasts

- **The Balanced Researcher** – describes the most useful strategies that thousands of researchers have found helpful in balancing the many demands on their time
- **The Imposter Syndrome**: how is it that successful people often feel like frauds? This podcast draws on research in psychology to explain where these feelings come from, and presents and discusses strategies to deal with them.
- **How to Plan your DPhil**: you need some very specific skills and tools to plan a PhD. This talk will introduce you to the PhD Planning Toolkit
- **The Seven Secrets of Highly Successful Research Students**: this session describes the key habits that research shows will make a difference to how quickly and easily you complete your DPhil

https://www.mpls.ox.ac.uk/online-courses
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<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Time</th>
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<td>RS: Welcome event for research staff</td>
<td>09.30-14.00</td>
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<td>11 Oct 2018</td>
<td>ALL: Inkpath: introducing the fitbit for your career &quot;New&quot;</td>
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<td>RS: Optimising your time at Oxford</td>
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<td>ALL: MPLS developing learning and teaching programme (1 of 3)</td>
<td>09.30-12.30</td>
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<td>17 Oct 2018</td>
<td>ALL: Introduction to enterprise and the researcher: How does this fit into my research and career development?</td>
<td>12.00-14.00</td>
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<td>18 Oct 2018</td>
<td>ALL: Introduction to public engagement</td>
<td>09.30-12.30</td>
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<td>23 Oct 2018</td>
<td>ALL: An introduction to presentation skills</td>
<td>13.30-17.30</td>
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<td>24 Oct 2018</td>
<td>ALL: Generating ideas: creating and evaluating new ideas for research</td>
<td>09.30-13.00</td>
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<td>ALL: Telling stories that matter: communicating your research through story</td>
<td>09.30-16.30</td>
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<td>27 Oct 2018</td>
<td>ALL: Researchers @ science, engineering and technology fair</td>
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<td>30 Oct 2018</td>
<td>ALL: Enterprising women</td>
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<td>07 Nov 2018</td>
<td>ALL: Protecting your intellectual property</td>
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<td>08 Nov 2018</td>
<td>RS: How to manage your principal investigator</td>
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<td>09 Nov 2018</td>
<td>RS: RisingWISE: developing enterprising women in STEM (1 of 4)</td>
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<td>ALL: Developing your ideas: planning to add value</td>
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<td>RS: Introduction to writing successful research proposals</td>
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<td>ALL: Beyond communication: effective two-way engagement</td>
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<td>ALL: Scientific writing: core skills</td>
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<td>ALL: How to be an enterprising researcher MT (1 of 2)</td>
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<td>20 Nov 2018</td>
<td>ALL: Scientific writing: getting your paper published</td>
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<td>ALL: Podcast your science</td>
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<td>22 Nov 2018</td>
<td>ALL: Introduction to public engagement</td>
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<td>30 Nov 2018</td>
<td>RS: RisingWISE (networking with entrepreneurs)</td>
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<td>RS: RisingWISE: developing enterprising women in STEM (3 of 4)</td>
<td>09.00-18.00</td>
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<td>14 Jan-17</td>
<td>ALL: How can we fund Sustainable Energy? (programme run jointly with the Smith School)</td>
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<td>RS: Optimising your time at Oxford</td>
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<td>ALL: Telling stories that matter: communicating your research through story</td>
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<td>ALL: From researcher to entrepreneur</td>
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<td>PGRs: Foundations for a successful DPhil</td>
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<td>05 Feb 2019</td>
<td>ALL: An introduction to presentation skills</td>
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<td>ALL: Enterprising women</td>
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<td>ALL: MPLS developing learning and teaching programme (2 of 3)</td>
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<td>ALL: Pathways - for women researchers aiming for an academic career (1 of 3)</td>
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<td>ALL: Pitching for funding</td>
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<td>27 Feb 2019</td>
<td>ALL: Marketing your research to the outside world</td>
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<td>RS: Face your fears and deal with them</td>
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<td>ALL: Podcast your science</td>
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<td>01 Mar 2019</td>
<td>PGRs: Managing your supervisory relationship</td>
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<td>ALL: Scientific writing: Core skills</td>
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<td>ALL: Being part of an effective and enterprising team</td>
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<td>How to peer review journal papers</td>
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<td>Scientific Writing: Getting your paper published</td>
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<td>1 Apr 2019</td>
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<td>Springboard workshop (1 of 4)</td>
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<td>11 Apr 2019</td>
<td>RS</td>
<td>Managing researchers: an introduction for postdocs</td>
<td>09.30-17.00</td>
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<td>24 Apr 2019</td>
<td>RS</td>
<td>How to write a fellowship application</td>
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<td>Trinity Term</td>
<td>Welcome Event for research staff (date to be confirmed)</td>
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<td>29 Apr 2019</td>
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<td>30 Apr 2019</td>
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<td>Beyond Communication: Effective two-way engagement</td>
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<td>01 May 2019</td>
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<td>The art of job applications</td>
<td>09.30-16.00</td>
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<td>03 May 2019</td>
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<td>Navigator workshop (1 of 4)</td>
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<td>07 May 2019</td>
<td>ALL</td>
<td>An introduction to presentation skills</td>
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<td>08 May 2019</td>
<td>RS</td>
<td>So you want to be a principal investigator?</td>
<td>09.30-11.30</td>
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<td>14 May 2019</td>
<td>ALL</td>
<td>Telling stories that matter: Communicating your research through story</td>
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<td>15 May 2019</td>
<td>ALL</td>
<td>Pitching Yourself: How to get people interested in you and your research</td>
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<td>15 May 2019</td>
<td>RS</td>
<td>Optimising your time at Oxford</td>
<td>12.00-14.30</td>
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<td>09.30-12.30</td>
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<td>09.30-16.30</td>
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<td>PGRs</td>
<td>Graduate Summer School: Leadership and innovation (1 of 3)</td>
<td>09.00-17.00</td>
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<td>PGRs</td>
<td>Graduate Summer School: Leadership and innovation (2 of 3)</td>
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<td>23 May 2019</td>
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<td>An introduction to project management</td>
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<td>24 May 2019</td>
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<td>Viva preparation &amp; practice</td>
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<td>Podcast your science</td>
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<td>30 May 2019</td>
<td>ALL</td>
<td>Scientific Writing: Core skills</td>
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<td>04 Jun 2019</td>
<td>ALL</td>
<td>Introduction to public engagement</td>
<td>09.30-12.30</td>
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<td>05 Jun 2019</td>
<td>RS</td>
<td>Networking: A systematic approach</td>
<td>09.30-16.30</td>
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<td>PGRs</td>
<td>Completing your DPhil</td>
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<td>06 Jun 2019</td>
<td>ALL</td>
<td>Defeating self-handicapping, the imposter syndrome and your inner critic <em>New</em></td>
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<td>10 – 13 Jun 2019</td>
<td>ALL</td>
<td>Making an Impact: Innovation, enterprise and developing your ideas for funding</td>
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<td>14 Jun 2019</td>
<td>ALL</td>
<td>Scientific Writing: Getting your paper published</td>
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<td>PGRs</td>
<td>Graduate Summer School: Leadership and innovation 3 of 3</td>
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<td>11 - 13 Sept 2019</td>
<td>RS</td>
<td>Leadership in action</td>
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“Good communication is just as stimulating as black coffee and just as hard to sleep after.”

Anne Morrow Lindbergh

Come and improve your coffee making skills with MPLS Researcher Training!

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<thead>
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<td>Pitching yourself: how to get people interested in you and your research</td>
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<td>Marketing your research to the outside world</td>
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<td>Pitching for funding</td>
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<td>Networking: A systematic approach</td>
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<td>Poster design and presentation</td>
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<td>Scientific writing: getting your paper published</td>
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<td>Telling stories that matter: Communicating your research through story</td>
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<td>Podcast your Science</td>
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<td>An introduction to presentation skills</td>
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<td>Advanced Presentations</td>
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<td>Scientific writing: core skills</td>
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“The session is very well structured covering key aspects of job application comprehensively”

The art of job applications
CAREERS

Inkpath – “the fitbit for your career” *New*

12.00-13.30 | 11 Oct 2018

Inkpath is a new app developed at Oxford specifically for researchers. We’re looking for a small number of pioneers in the MPLS Division to pilot this exciting new technology. The app gives you instant access to the diverse range of researcher development opportunities offered by MPLS and the University. Choose career development paths, or create your own, and Inkpath automatically logs your activities. Even better, Inkpath updates you with an intelligent weekly ‘nudge’ and puts your skills profile at your fingertips: very handy for research funding and job applications.

Bring your phone or laptop to this informal workshop and grab some lunch while you check out Inkpath. Participants for this lunchtime session will benefit from a free lifetime licence to use the Inkpath app.

RS: Moving towards a non-academic career

09:30-13.30 | 06 Mar 2019

Are you interested in exploring alternatives to the academic career path? This course is for you. You will learn about the benefits of working outside academia and hear from recruiters from other sectors. You will find out how you can apply your expertise in research in a different environment and the other skills they are looking for and how you can develop these whilst at the University. You will hear about a range of non-academic recruitment processes and how to approach different employers.

RS: The art of job applications

09:30-17.00 | 02 May 2019

An interactive workshop for researchers on making successful job applications. Topics will include presenting your CV, how to approach employers, writing covering letters and interview skills.

ALL: Researchers @ science, engineering and technology fair

10.00-11.00 | 27 Oct 2018

Venue: Exam Schools, High Street. Book via the Careers Service www.careers.ox.ac.uk

Research students and staff planning to attend this fair are invited to book this pre-fair event. We will discuss how to get the most out of the fair, job search strategies and networking, and ways of presenting DPhil or postdoc experience to potential employers. There may also be opportunity to consider CVs, cover letters and interview technique.

“Overall, excellent. Extremely useful for meeting other like-minded researchers”

The Enterprising Researcher
**ALL: Science engineering and technology fair**

11.00-14.30 | 27 Oct 2018  
*Venue: Exam Schools, High Street. No booking req.*

Explore STEM careers – from pharma to infrastructure, and from robotics to patents! Meet over 80 employers with grad schemes and internships, many of whom are keen to recruit post-docs. Attend panel talks with employees on:

- Working in the Pharma/Biotech Industry
- Science Alternatives
- Finding Scientific and Technical Internships
- Great Graduate Schemes for Scientists.

Get feedback on your CV in our one-to-one clinics. Places are on a first-come, first-served basis.

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**ALL: Pathways - for women researchers aiming for an academic career (three full-day workshops):**

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<td>12 Feb 2019</td>
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Are you aiming for an academic career? This three day course will help you think in detail about what you want from an academic career, and how to start to take control and design your own pathway. Participants will:

- Design their individual definition of career success within academia
- In a supportive environment work with professional presentation coaches on their personal impact
- Working together in groups, undertake a project in between workshops 2 & 3
- Present the findings and outcomes of the group project on day three, and receive feedback
- Plan ongoing action.

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**COMMUNICATIONS**

**ALL: An introduction to presentation skills**

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If you have little or no experience of giving presentations, this course is for you. It will cover the key principles of planning and delivering a successful talk, and help to build your confidence. Each subject area within the MPLS Division has its own specific requirements for research presentations: please note that this course does not seek to address these.

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**ALL: Advanced presentations**

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<td>31 Jan 2019</td>
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This session is for people who have experience of presentations and want to hone their skills. 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.
“So helpful. I will definitely approach making slides in a new way!”

Presentation Skills
ALL: Scientific writing: core skills

09.00-17.00 | 16 Nov 2018
09.00-17.00 | 6 Mar 2019
09.00-17.00 | 30 May 2019

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 proof reading
- Scientific table and chart critique.

ALL: Scientific writing: getting your paper published

09.00-17.00 | 20 Nov 2018
09.00-17.00 | 21 Mar 2019
09.00-17.00 | 14 Jun 2019

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 is suitable for DPhil students and postdocs who want to understand the publishing process better, whether or not you have already submitted a paper.

ALL: Poster design and presentation

13.30-17.00 | 19 Feb 2019

Understand how to select one aspect of your research to interest and stimulate a given target audience and conference theme. The workshop will include: understanding what posters can (and cannot!) do and what their objective should be; understanding the viewers they wish to interest; planning the content of a poster; elements of good graphic design; understanding the role of the presenter, and how to carry this out effectively; practising mocking up a poster in a small group.

RS: Networking: A systematic approach

09.30–16.30 | 5 Jun 2019

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.
ENTERPRISE

Improving your enterprise skills and your ability to identify and develop opportunities (as well as enhancing the impact of your work) will benefit you whether you pursue a career in academia or decide to move into a business, corporation, the public or voluntary sectors.

ALL: Scientific entrepreneurship. *New*

13.30 – 16.30 | 10 Oct 2018 (plus every Weds until 5 Dec 2018)

Success in a start-up business is significantly enhanced with an understanding of key entrepreneurial characteristics and competencies. This weekly, term-long course provides potential science/engineering entrepreneurs with knowledge to help succeed in an entrepreneurial opportunity. Topics include: how creativity, opportunity and feasibility are best evaluated; business strategies for new businesses; achieving success in a new business; financial aspects. At the end of the course students will have skills and confidence to evaluate starting a science-based business, in addition to becoming more enterprising in how they approach their roles should they decide to work in start-up organisations. The course will consist of lectures accompanied with practical casework and readings.

ALL: An introduction to enterprise and the researcher: how does it fit with my research and career development?

12.00-14.00 | 17 Oct 2018

An interactive workshop exploring the attributes of an enterprising researcher and how these can be enhanced during research activities, leading you on to other opportunities for developing these further. Lunch included.

ALL: Generating ideas: Creating and evaluating new ideas for research

09.30-13.00 | 24 Oct 2018

Generating ideas is the essence of what makes a researcher: whether those ideas are what to research next, how to tackle a tricky research question or thinking about the impact of your discoveries. Knowing how to evaluate these ideas is the obvious next important step and a key part of the entrepreneurs’ toolkit! We will use creativity and evaluation tools from a wealth of sources to get beyond the “blank page” and uncover the gems in the ideas generated. This interactive course will teach you all of this, conveniently using your research as a starting point.

ALL: Enterprising women

12.00-14.00 | 30 Oct 2018
12.00-14.00 | 05 Feb 2019
12.00-14.00 | 21 May 2019

A series of inspiring enterprise speakers plus a networking lunch hosted in different departments across the division. Further details will be available each term.

ALL: Protecting your intellectual property

9.30-13.00 | 07 Nov 2018

Invention is the birthplace of every innovative journey: from new ideas to ingenious products and flourishing businesses. With the power the intellectual property can hold, it is critical to know how to protect these ideas and thoroughly understand the process of patenting. This course will take you through this key process.
RS: RisingWISE: developing enterprising women in STEM *New*

09.00-18.00 (plus evening dinner)  |  9 Nov 2018
09.00-18.00 (plus evening dinner)  |  10 Nov 2018
17.00-19.00 (networking with entrepreneurs)  |  30 Nov 2018
09.00-18.00 (plus evening dinner)  |  01 Dec 2018
17.00-19.00 (networking with entrepreneurs)  |  18 Jan 2019
09.00-18.00  |  19 January 2019

A new programme run jointly with Cambridge, bringing enterprising women together over three weekends to:

- inspire and strengthen the Oxbridge WISE network,
- improve early-careers researchers' (ECR) knowledge and understanding of how research works within industry, explore the different mindsets and learn how their skills could apply to industry,
- create a space for ECRs to meet other women who are already working within industry, breaking down barriers which may lead to more women taking up internships and secondments within industry and/or collaborative R&D.
- offer mentoring and leadership skills development opportunities to women in industry, and
- help participants to develop their confidence, learning techniques to apply these skills and attributes in their own working environments.

ALL: Developing your ideas: planning to add value

09.30-13.00  |  14 Nov 2018

Possession of a ‘thunderbolt’ idea is not enough to guarantee success in research or business. Planning the practicalities and routes to an end ‘product’ (publications, further funding, marketable items) is the next pivotal step. Often this planning process brings opportunities and threats to light that can make or break your business. This interactive course will use Kanban and the value proposition canvas. With your research project as a starting point, participants will develop their projects further, learning how to add value at every step.

ALL: How to be an enterprising researcher (two day workshop)

09.00-17.00  |  20 Nov 2018
09.00-17.00  |  21 Nov 2018
09.00-17.00  |  5 Feb 2019
09.00-17.00  |  6 Feb 2019

This fast-paced two day workshop explores all stages of the enterprise cycle – from idea generation for a new product, through to business launch. It starts with identifying potential entrepreneurial opportunities from your research or research-related skills and transforming these into business ideas through the application of creative problem solving processes. Teams then work with potential applications of a new discovery to explore novel product ideas, developing insights into aspects of business through producing a prototype model of the new product, a marketing website or plan, a cash flow, and an IPR statement.
“I got a lot out of the course, even some improved confidence in my abilities, which has been lacking since joining Oxford. I loved the activities and got really engaged in them (as we all did).”

Leadership in Action
“Good networking opportunities, buzzy feeling of excitement”

Enterprising women
ALL: How can we fund sustainable energy? (programme run jointly with the Smith School)

09.00-17.00 | 14 Jan 2019
09.00-17.00 | 15 Jan 2019
09.00-17.00 | 16 Jan 2019
09.00-17.00 | 17 Jan 2019

Technological innovations alone will not deliver a sustainable energy future: the financing and politics of energy change creates significant obstacles and opportunities that must also be understood and addressed. This four-day programme will enable technical students with limited knowledge of economics and financial markets to understand the players and the drivers behind markets and other funding models for energy, carbon risk and disclosure in the developed and developing worlds.

ALL: Innovation & entrepreneurship – bringing Oxford ideas to life

09.30-13.30 | 16 Jan 2019

A whistle-stop tour of how to be enterprising with your research! Be inspired by established academics sharing their stories of innovation and enterprise, discover key insights as Oxford University Innovation explain how to make the most of your work whilst protecting your ideas and finally, learn from the best with CEOs of recent start-ups offering eye-opening case studies on how to create successful ventures.

ALL: What did I miss? Visualizing your whole research project

09.30–13.00 | 23 Jan 2019

Got a great idea? Bring it to reality by learning the art of careful detailed planning and visualizing your project on a single page! Planning the practicalities and routes to an end ‘product’ (publications, further funding, marketable items) will prove to be the pivotal step that brings both opportunities and threats to light. This interactive course will use the popular business model canvas combined with your research project as a starting point to develop your ideas further.

PGRs: From researcher to entrepreneur

09.00–17.00 | 30 Jan 2019

A one-day course exploring how the two worlds of research and entrepreneurship overlap and how - through the application of a creative problem solving framework - business opportunities in research activity can be identified and progressed. This framework (which is also useful for streamlining the research activity itself) includes a number of tools and techniques that can help nurture a more creative mind-set, applicable to both business development and research.

ALL: Pitching for funding

09.30–13.00 | 13 Feb 2019

Those with money need to know about you and why they should place their investment in you and your venture. This may be a pitch for research funds, a pitch in an enterprise competition or a presentation asking for an R & D budget. It is a skill that is much needed for the next career step. This interactive course will use your research as a starting point but feel free to come with a business venture idea too.
ALL: Marketing your research to the outside world

09.30-13.00 | 27 Feb 2019

Science seldom exists in a vacuum – working with other ‘stakeholder’ groups brings an array of benefits not to mention the potential for funding. Ensuring you have the right message for the right person in a language they can understand will foster the necessary relationships that will lead to success. A personal history of collaboration and funding is increasingly sought after on fellowship and lectureship applications. This course aims to get you thinking about widening your research through collaboration with others (academics, companies, charities, patients…).

ALL: Being part of an effective and enterprising team

09.30-13.00 | 13 Mar 2019

Science and technology simply could not thrive without teamwork – research groups, start-ups and corporate R&D all use teams to move projects forward. Bringing a mixture of talents and personalities together can be extremely fruitful but can also cause friction. Understanding people’s team preferences, what motivates a team and some common pitfalls will give you an advantage not just as an entrepreneur but in other areas of your life.

ALL: Pitching yourself: how to get people interested in you and your research

09.30-13.00 | 15 May 2019

“Make the most of every opportunity” is often stated as key to a successful career but how can we make the most of those opportunities?

Using your research as a starting point this interactive course will get you practising a series of pitches with your peers, interspersed with expert tips and tricks and personalised feedback. The aim is to hook the audience in, whether it is about your research or a new business venture.
ALL: Making an Impact: innovation, enterprise and developing your ideas for funding

09.00-17.00  | 10 Jun 2019
09.00-17.00  | 11 Jun 2019
09.00-17.00  | 12 Jun 2019
09.00-17.00  | 13 Jun 2019

A four-day course for DPhil students and research staff which will offer participants:

• greater understanding of how to communicate the impacts of their research and expertise
• development of skills in problem solving, team working, and project management
• understanding of the significance of intellectual property and patents
• understanding of how to research the needs and requirements of funders, stakeholders and industry partners
• tools for working confidently and productively with business/industry and other partners
• how to pitch successfully to fund projects.

INDUCTION

RS: Welcome event for research staff

09.30-14.00  | 28 Sept 2018
09.30-14.00  | 31 Jan 2019
09.30-14.00  | Trinity Term (to be confirmed)

This event is for research staff (postdocs, research fellows, research assistants etc, typically at Grade 6 or above). In a big university like Oxford, it’s not always easy to find out about the opportunities open to you and how to make the most of your time here. This event will give you an overview of what is available to you in terms of career and personal development and the chance to meet other researchers who, like you, are new to Oxford.

After attending this event, you will be better able to:

• identify sources of help and support for your career and development;
• start to plan what you want out of your time here and how to make it happen.

Book via Oxford Learning Institute: https://www.learning.ox.ac.uk/

PGRs: MPLS welcome event

17.00-19.00  | 23 Jan 2019

This event introduces new postgraduate research students in MPLS to the Graduate School and the Graduate Academic Programme. The MPLS Division coordinates this programme to support you and your research, and enable you to plan individualised training based on your needs and those of your research. Professor David Gavaghan, Director of the MPLS Graduate School, will welcome you and provide an overview of the Division, the Graduate Academic Programme and the support available to you.
“I learned strategies to manage my time and I think I will make my research plan more effectively”

Foundations for a Successful DPhil
PGRs: Foundations for a successful DPhil

09.30-17.00 | 04 Feb 2019

This is an opportunity for you to take some time out and consider your DPhil, the context you are working in and what you need to do to complete it successfully. You will also find out about the support and resources available to you. The course will cover:

- What is a DPhil?
- What do I have to do to get it?
- Where can I get help and how can I help myself?

RS: Optimising your time at Oxford

12.00-14.30 | 16 Oct 2018
12.00-14.30 | 24 Jan 2019
12.00-14.30 | 15 May 2019

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, Research Services, the Oxford Research Staff Society, and about Public Engagement & Impact, Research Integrity and Enterprise. Lunch is included.

LEARNING AND TEACHING

ALL: Teaching: Reviewing first steps and developing the next

13.00-15.00 | 14 Nov 2018
13.00-15.00 | 20 Feb 2019

This is an opportunity for you to think about your first teaching experiences at Oxford, to discuss these with others who are also new to university teaching from within MPLS, and to develop your next steps

The session will include:

- Strategies for identifying your teaching strengths and areas for improvement;
- Ideas for addressing challenges and common issues in teaching;
- Practical suggestions for how to evaluate your teaching;
- Signposting to useful teaching resources and development opportunities at the University.

All participants should have completed a small amount of teaching within the University of Oxford (e.g. a tutorial(s); small group teaching session(s); a laboratory demonstration(s) etc.) and should be prepared to discuss their teaching experience with peers during the workshop.
Developing Learning and Teaching (DLT) is the second level of training in teaching skills at Oxford. Developing Learning and Teaching (DLT) programme for MPLS is led by the Oxford Learning Institute and comprises three interactive workshops during Michaelmas or Hilary Term. As part of the programme, participants will be required to engage in additional, related activities; for example, reading some educational literature, teaching evaluation and session design. The DLT Programme is assessed via a written reflective teaching portfolio (2,500-5,000 words); support for writing the portfolio is provided by the Oxford Learning Institute.

The DLT Programme is accredited by the Staff and Educational Development Association (SEDA) and successful completion and portfolio assessment leads to a SEDA PDF Supporting Learning Award. This is an award recognised throughout the UK, mapped at Descriptor 1 to the UK Professional Standards Framework for Teaching and Supporting Learning in Higher Education.

“The course was nicely run and a good space to network with other people in a similar situation”
“Great course - very useful for new researchers in Oxford”

Optimizing your time at Oxford
“It was an excellent course, a very intensive learning period and I’d even say a formative experience”

Navigator
PERSONAL & PROFESSIONAL DEVELOPMENT

ALL: Springboard (for women) (four full-day workshops):

09.30–16.30 | 1 April 2019
09.30–16.30 | 29 April 2019
09.30–16.30 | 20 May 2019
09.30–16.30 | 17 June 2019

Springboard is a personal and professional development programme for women. It provides an opportunity to undertake a substantial review of your life and work; and helps you take more control by making good decisions based on what is right for you in your individual life and context.

It consists of four one-day workshops each a month apart (attendance at all four workshops is required) and a workbook that supports individual reflection.

ALL: Navigator (for men) (four full-day workshops):

09.30–16.30 | 3 May 2019
09.30–16.30 | 24 May 2019
09.30–16.30 | 14 June 2019
09.30–16.30 | 5 July 2019

Navigator is a personal and professional development programme for men. It provides the opportunity to identify the clear and practical steps you want to take in your life and work, and then develop the skills and determination to work on them.

The course consists of four whole-day workshops spread over three months (attendance at all four workshops is required); a workbook for individual work and reflection.

ALL: One-to-one sessions with a training and development professional

One hour sessions by appointment

These sessions provide the opportunity to talk and gain support for achieving a personal or professional result. The training and development professional will ask questions and challenge you to find your own answers and decide what action you are going to take. Please note that these are not counselling sessions, and they will focus on identifying the action you can take to progress your objective or issue.

Sessions last one hour. If you would like coaching specific to careers, please contact the Careers Service:

www.careers.ox.ac.uk
PUBLIC ENGAGEMENT

Engagement describes the myriad ways that we can share our research and its value by interacting with wider public audiences, generating mutual benefit.

**ALL: Introduction to public engagement**

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This session provides an introduction to public engagement for anyone interested in getting started or looking for a bit of inspiration. 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.

**ALL: Telling stories that matter: Communicating your research through story**

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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: Podcast your science**

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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. *N.B. Please note that you will need to bring a laptop and headphones.*
ALL: Beyond communication: Effective two-way engagement

09.30–12.30 | 15 Nov 2018
09.30–12.30 | 30 Apr 2019

This introductory session will introduce you to what, why and how of turning your engagement into a rich, two-way conversation with your public audiences; dialogue and debate are valuable approaches to move beyond communication to involve and consult wider publics in the research process. It can also 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: One-to-one surgeries

14.00–15.30 | Every Tuesday

Need some advice or a sounding board for a public engagement idea? Want some advice for your Pathways to Impact or Research Enrichment (public engagement) sections of research grants? We offer one-to-one support, just get in touch (michaela.livingstone@mpls.ox.ac.uk) to book an available slot.

Something missing? Let us know by emailing Michaela.livingstone@mpls.ox.ac.uk.

“I’m like a 100% more likely to actually take the leap from just thinking about making podcasts about my research area to actually doing it”

Podcast your science
**PGRs: Thesis and report writing**

13.30-17.00 | 31 Oct 2018  
09.30-13.00 | 19 Feb 2019

This course is relevant to research students at any stage. It focuses on methods of managing and controlling the process and meeting deadlines, as well as principles and practice in high-quality scholarly writing.

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**PGRs: Viva preparation and practice**

10.00 -15.00 | 23 Nov 2018  
10.00 -15.00 | 24 May 2019

This participative workshop provides third and fourth year DPhil students with information about the viva, guidance on planning a pro-active approach to it, and opportunities to practise. The course will look at the rules and expectations of the viva exam and identify and practise practical ways to prepare. The course also includes talks from a student who has recently completed their viva and will talk about their experience alongside an examiner who will set out expectations of candidates from their point of view, provide advice, and answer questions.

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**PGRs: Completing your DPhil**

09.30 – 12.30 | 13 Mar 2019  
09.30 – 12.30 | 05 Jun 2019

If you are nearing the end of your DPhil, this workshop will help you develop a plan for completing your DPhil and prepare for the viva. 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.

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**RS: Introduction to writing successful research proposals**

14.00–17.00 | 14 Nov 2018  
09.30–12.30 | 19 Feb 2019

External research funding is a crucial part of the research profile of universities and is a major issue for academic staff. The key factors in developing successful proposals will be identified as will the requirements of specific research councils.

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**RS: How to write a fellowship application**

09.30–12.30 | 24 April 2019  
09.30–12.30 | 28 May 2019

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.
RS: An introduction to project management

09.30–17.00 | 22 Nov 2018
09.30–17.00 | 7 Feb 2019
09.30–17.00 | 23 May 2019

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.

ALL: Time management

09.30-12.00 | 27 Nov 2018
09.30-12.00 | 28 Feb 2019

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: How to peer review journal papers

14.00-17.00 | 19 Mar 2019

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.
RESEARCH LEADERSHIP AND MANAGEMENT

PGRs: Graduate Summer School: Leadership and innovation

09.00–17.00 | 21 May 2019
09.00–17.00 | 22 May 2019
09.00–17.00 | 19 June 2019

This three day course will introduce you to the theory and practice of effective leadership and help you develop a creative and innovative approach to your research, and to leadership in your own context.

There will be opportunities to engage in a number of different aspects of leadership relating to the self, others, teams, organisations and society. The course will include a variety of approaches and activities, including self-reflection and applying theory to practice.

RS: Leadership in action

09.00–17.00 | 11 Sept 2019
09.00–17.00 | 12 Sept 2019
09.00–17.00 | 13 Sept 2019

Leadership in Action allows researchers to explore and develop their leadership skills. Participants have the opportunity to look at relevant theory, to practice their unique leadership styles and to receive feedback. This programme takes an experiential approach. It includes presentations on leadership theory, but for the most part researchers actively participate in the sessions and activities.

RS: So you want to be a principal investigator?

09.30–11.30 | 8 May 2019

Are you considering becoming a PI? What does it mean to be a PI and what are the routes to becoming one? The session will explore the perspective of the funders and of departments. Both are critical in enabling the transition from postdoc to research independence. There is no single route to becoming a PI at Oxford, so the session focuses on what you can do to increase your chances of making the most of any opportunity that arises and of what you might need to do to create such an opportunity.

It also looks at what the life of a PI is like, drawing heavily on research that Oxford Learning Institute did in 2015 on the transition from DPhil to PI and using the words of those who have made that transition. There is no set of steps or rules that guarantee success, so the emphasis is on exploration and on learning from those who made the transition, and from each other. There is an element of ‘Are you sure this is what you want?’ as we look at the first year or so in the life of a PI and the challenges they face to keep going.

RS: Managing researchers: an introduction for postdocs

09:30–17.00 | 11 April 2019

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.
RS: How to manage your principal investigator

09:30-17.00 | 8 Nov 2017

This session will look at establishing effective working relationships with your principal investigator and other colleagues. It will help you to understand how you communicate currently and how you can develop your strengths and minimise your weaknesses. It will also look at the ways in which you can contribute to and develop the research group in which you work.

PGRs: Managing your supervisory relationship

10.00-15.00 | 01 Mar 2019

The supervisory relationship is key to the success of your DPhil and we know that positive and effective relationships contribute to the timely completion of the doctorate. As with many things, the more you put into the relationship with your supervisor, the more you will benefit from it. There is much you can do to be proactive and play an active role in the relationship.

The course will cover:

- Where to find key information about guidance and the responsibilities within the supervisory relationship, including rules and regulations
- Who is responsible for what
- Skills and strategies for managing relationships effectively
- Where to go for help if you experience problems.

RESILIENCE

RS: Face your fears and deal with them

09.30–17.00 | 27 Feb 2019

The things that frequently hold people back, restricting their success and affects working lives more than any other issue are negative emotions like fear, nerves and anxieties. This session will help you to analyse your own fears, evaluate and find out what triggers your own nerves and develop techniques to reduce or eliminate them. The session can help you with overcoming anxiety with presentation skills, dealing with change and coping with rejection.

ALL: Defeating self-handicapping, the imposter syndrome and your inner critic

*New*

09.30-17.00 | 06 June 2019

- Do you have a constant fear that you will be exposed as a fraud?
- Do you worry a lot about your own credibility or that you will be criticised?
- Are you your own worst critic and enemy?
- Do you hold back for fear of criticism?

These types of recurring thoughts and fears are part of a process known as self-handicapping and is incredibly common. This workshop will help you understand why you have these fears and engage in self-handicapping, and what to do about it to become more confident and self-assured.