

## Careers Workshops for Early Career Researchers and DPhils Trinity Term 2017

Positive steps in career development come from meeting others and learning. See our bespoke opportunities below, plus Careers Days, invited speakers and skills sessions run by your department, division or post-doc network.

For appointments with Rachel Bray, Bekki Shaw or another Careers Adviser of your choice at the Careers Service on Banbury Road, please book through CareerConnect. Rachel Bray offers regular appointments for scientists at the JR and Old Road Campus, bookable by phoning reception on 01865 274646. If you have any queries about the workshops/events please email [courses@careers.ox.ac.uk](mailto:courses@careers.ox.ac.uk)

### Week One

#### **Career Management for Research Staff and DPhils**

**Date: Wednesday 26th April. Time: 13.00 – 16.00. Location: Careers Service**

Looking to manage your career more effectively? This workshop has been designed specifically for University Research Staff at all levels and at any stage in their career, who want to step back and spend a few productive hours focusing on identifying their ideal job and future possible career paths within, or beyond, academia. An interactive mix of short individual exercises and small informal group discussions will help you to build a clearer picture of the key factors relating to your career and personal circumstances and to explore career pathways.

The session will cover: reflections on where your career is right now; creating your ideal job; job satisfaction and career motivations; identifying your values and transferable skills; how to identify possible career pathways and move forward effectively. You will be encouraged to draw your insights together to begin a realistic personal career plan and to consider your next steps. An interactive mix of individual exercises and small group discussions will help you to build a clearer picture of the key factors relating to your career and personal circumstances and to explore career pathways.

**To reserve a place please go to Career Connect**

### Week Two

#### ***Insight into Academia: Academic CVs with Impact***

**Date: Tuesday 2<sup>nd</sup> May. Time: 13.00 - 14.00. Location: Careers Service**

This seminar will focus on how to create an effective CV for early and mid-career academic posts. We will consider how to organise and present your qualifications and experience in ways that meet current criteria for recruitment and the foreseeable priorities of academic departments.

**To reserve a place please go to Career Connect or phone reception.**

**Please feel free to bring your lunch. --**

#### ***Don't miss our annual... OX Postcode Careers Fair***

**Thursday 4<sup>th</sup> May 15.00-18.00**

Come along to meet a wide range of employers located in the Oxford area. This is an excellent opportunity for conversations with recruiters and current employees about the value they see in your research training and experience, and how to make the transition into roles beyond academia.

### Week Three

#### **CV and Cover Letter Skills for Roles beyond Academia**

**Date: Tuesday 9<sup>th</sup> May. Time: 9.00 - 12.00. Location: Careers Service**

This intensive workshop on producing effective CVs and Cover Letters is specifically for research staff and doctoral students, considering jobs in the policy, commercial, public or other non-academic sectors.

Using a mix of individual and informal small group exercises, we will

- understand and recognise the characteristics of effective CVs and cover letters
- critique the strengths and weaknesses of our own and colleagues' draft CVs and cover letters

**To reserve a place please go to Career Connect**

## Week Four

### **Academic Application and Interview Skills for Research Staff and DPhils**

**Date: Monday 15<sup>th</sup> May. Time: 13.00-16.00. Location: Careers Service**

Do you want advice on how to prepare academic applications and to improve your interview skills? This workshop, designed specifically for University of Oxford researchers, is for you.

This interactive course will equip you with the skills to maximise your chances of getting academic employment. Emphasis will be given to understanding the processes which universities use to select staff and the importance of tailoring CVs, applications, research and teaching statements accordingly. We will discuss and practice the skills required for effective performance at interview; preparation, self-presentation and how to deal with typical academic interview questions.

**To reserve a place please go to Career Connect**

## Week Five

### ***Insight into Academia: Coping with a sense of academic failure***

**Date: Tuesday 23<sup>rd</sup> May. Time: 13.00 - 14.00. Location: Careers Service**

This informal seminar aims to open discussion on feelings that can trouble many early career academics in order to understand where these might be coming from, how they can affect us, what we can learn from them and how to move on in healthy ways that do not limit us. We will introduce some new resources developed in collaboration with postdocs and professionals from the University. All questions and contributions will be kept confidential.

**To reserve a place please go to Career Connect or phone reception**

**Please feel free to bring your lunch**

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### **Too late to Change Direction? For research staff**

**Date: Wednesday 24<sup>th</sup> May Time: 9.30 - 12.00. Location: Careers Service**

Are you considering a career change? Wondering if you are employable and/or what you might be giving up?

In this workshop we will explore our understanding of the pros and cons of staying in academic research, whether and how we can move to another sector (or combine aspects of academia with another role) and what we feel we might be risking in making this move.

In small groups, we will then

- become familiar with an evidence-informed framework for assessing a potential career move,
- think about how to use this in our current roles,
- develop some practical strategies to assist decision-making.

**To reserve a place please go to Career Connect**

## Week Seven

### **Interview & Presentation Skills for Research Staff and DPhils**

**Date: Wednesday 7<sup>th</sup> June. Time: 1.30-4.00. Location: Careers Service**

New job or direction in mind? Do you want to brush up on the practicalities of preparing for interviews and presentations? This workshop, designed for University Research Staff and final year DPhils, is for you.

A highly interactive session, it will equip you with the skills to play the 'recruitment game' to best effect. We will discuss and practice the skills required for effective performance at interview; preparation, self-presentation and how to deal with typical interview questions.

The workshop will cover the skills required for both academic and non-academic interviews, with particular focus on the latter. Follow up one-to-one career discussions can then be used to review intended applications and to prepare for particular interviews.

**To reserve a place please go to Career Connect**

## Week Nine

### ***New for 2017* \*\*\* Careers Conference for Researchers \*\*\***

**Date: Wednesday 21<sup>st</sup> June. Time: 9.30 - 16.00. Location: Careers Service**

This exciting one-day conference is prompted by a growing mutual enthusiasm for interaction between research staff/DPhil students across the University and employers seeking analytical minds and research-related experience.

Our aim is to build understanding of trends in key employment sectors, the skills sought by each, and of the steps involved in transitioning from academia, or into the interface between academia, applied and/or policy work.

We will hear from employees who moved from a DPhil or research position into jobs that make the most of their research training and experience, and have plenty of time to ask questions.

Panel sessions will cover the following broad areas:

- Policy
- Specialist Consulting
- Science R&D, Start-Ups and Biotech
- Data Analytics
- Research and Impact-related roles
- Marketing yourself effectively for freelancing or a portfolio career

Over a Networking lunch, you will meet with employers actively seeking skills gained during a doctorate or early research career.

**This event is aimed at late stage DPhil students and research staff.**

**Places are limited so please book promptly via CareerConnect or phoning reception**