2017–18
Researcher Training and Development Opportunities

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

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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 2017–2018 Researcher Training Development brochure for the Mathematical, Physical and Life Sciences Division. The aim of this 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 is a snapshot 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. I hope you find the brochure useful. If you have any feedback about it, 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 2016–17 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 2016–17
HOW DO I DECIDE WHAT TRAINING AND DEVELOPMENT I NEED?

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

- 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

As members of the University of Oxford you can access Vitae’s resources for free at www.vitae.ac.uk
HOW TO BOOK

All courses are available to book via the Researcher Training Tool on Weblearn.

Go to Weblearn: http://weblearn.ox.ac.uk/graduatetraining and navigate using the ‘browse by department’ option. All of the courses in this brochure are located under the ‘MPLS Division’ banner – alongside many other training opportunities from around the University. You will need your single sign-on ID to access this webpage.

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.

You will be asked to reply to the joining instructions email to confirm that you will be attending the course. If we have not received this reply 48 hours before the course start time, we will assume that you no longer wish to attend and will offer your place to someone on the waiting list. If this happens and you subsequently arrive to attend the course, you may be refused entry.

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/training/course-programme-for-graduate-students/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://weblearn.ox.ac.uk/portal/hierarchy/skills/researchers
### COURSES IN DATE ORDER

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<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Time</th>
<th>Pg</th>
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<td>All: Preparing for learning and teaching at Oxford: tutors and class assistants</td>
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<td>PGRs: MPLS welcome event</td>
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<td>ECRs: Optimising your time at Oxford</td>
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<td>All: The idea generator</td>
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<td>All: Telling stories that matter: communicating your research through story</td>
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<td>All: Innovation &amp; entrepreneurship – bringing Oxford ideas to life <em>New</em></td>
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<td>28 Nov 2017</td>
<td>All: Scientific writing: getting your paper published</td>
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<td>All: Protecting your intellectual property</td>
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<td>04–08 Dec 2017</td>
<td>All: Social enterprise: profits with a purpose – a pop up business school <em>New</em></td>
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<td>PGRs: From researcher to entrepreneur</td>
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<td>TBC: Feb 2018</td>
<td>All: From research to patent: or “I’m a researcher so what use is the patent office to me?”</td>
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<td>14 Feb 2018</td>
<td>All: Promoting your ideas for collaboration and investment</td>
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<td>19–22 Jun 2018</td>
<td>All: Innovation and impact: managing money, projects and people</td>
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<td>29 Jun 2018</td>
<td>All: Navigator (for men): Workshop 4 of 4</td>
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8.4 out of 10 average feedback for courses 2016–17
“So helpful. I will definitely approach making slides in a new way!”

Presentation Skills
CAREERS

ECRs: Moving towards a non-academic career *New*

09.30–12.30  |  14 Mar 2018

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.

ECRs: The art of job applications

09:30–16:00  |  02 May 2018

This session received great reviews last year. 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.

ECRs: Science engineering and technology fair

11.00–15.00  |  28 Oct 2017

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.

COMMUNICATIONS

All: Presentation skills

14.00–17.00  |  18 Oct 2017
14.00–17.00  |  09 May 2018

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.
All: Scientific writing: core skills

09.00–17.00 | 23 Nov 2017
09.00–17.00 | 01 Mar 2018
09.00–17.00 | 31 May 2018

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 | 28 Nov 2018
09.00–17.00 | 08 Mar 2018
09.00–17.00 | 14 Jun 2018

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

09.30–13.00 | 20 Feb 2018
13.30–17.00 | 22 May 2018

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.

ECRs: Networking skills

09.30–12.30 | 06 June 2018

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

This session will enable you to develop this important skill, which will: help you to use contacts to discover opportunities; open more doors; and speak to the right people. All of which can have lifetime benefits for you.
“I’ll be doing a lot of writing in the coming months. This course was very helpful”

Scientific Writing: Core Skills
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: An introduction to enterprise and the researcher: how does it fit with my research and career development?

10.30–13.00 | 18 Oct 2017

This interactive workshop brings to light the attributes of an enterprising researcher, explores how these can be enhanced during research activities and will lead you on to other opportunities for developing these things.

All: The idea generator: creativity and evaluation for research and technology transfer

09.30–13.00 | 25 Oct 2017

Generating ideas is key to being 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. These skills are also part of the entrepreneurs’ toolkit. We will use creativity and evaluation tools from a variety of sources to get beyond the “blank page” and find the gems in the ideas generated. The course will be interactive and use your research project as a starting point.

All: Pop-Up business school: social enterprise taster session

Either 12.00–14.00 or 18.00–20.00 | 6 Nov 2017

This taster session will introduce you to a programme which is the complete opposite of traditional business support and is aimed at helping those who want to make a real difference in the world. It is an uncommon guide to making money whilst doing good.

All: Developing your ideas: planning with room for opportunity

09.30–13.00 | 15 Nov 2017

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) are a necessary step. Often this planning process brings opportunities and threats to light. 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, thinking about adding value at every step.

All: Innovation & entrepreneurship – bringing Oxford ideas to life *New*

09.00–13.30 | 22 Nov 2017
09.00–13.30 | 07 Mar 2018

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 created successful ventures. Includes networking lunch.
All: Protecting your intellectual property
09.00–12.30 | 29 Nov 2017

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.

All: Social enterprise: profits for a purpose – a pop-up business school *New*
09.30–16.30 | 04–08 Dec 2017

This week-long intensive workshop will take you from idea to practical launch and first sales. Profit with purpose is the way to make change within our society and truly help others. Building businesses that do good and make their own money will create lasting change compared to charities and other initiatives that are built on funding and donation cycles.

All: Pictorial planning – using the lean canvas for enterprising researchers
09.30–13.00 | 24 Jan 2018

Got a great idea? Bring it to reality by learning the art of careful detailed planning using a variety of visual tools. Planning the practicalities and routes to an end ‘product’ (publications, further funding, marketable items) will prove the pivotal step that brings 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 | 31 Jan 2018

This course explores research and entrepreneurship 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.

ECRs: The enterprising researcher *New*
09.00–17.00 | 06 Feb 2018
09.00–17.00 | 07 Feb 2018

The research environment offers many opportunities for enterprising individuals. As a researcher you have probably already developed a great deal of relevant knowledge and skills, but maybe curious to explore how these could be used in commercial settings. You might be contemplating how you can build a business from your research or using your researcher capabilities to develop your consultancy and commercial capabilities. This fast paced 2-day workshop will give you tools and techniques to do this with confidence.
All: Promoting your ideas for collaboration and investment

09.30–13.00 | 14 Feb 2018

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: Pitching for funding

09.30–13.00 | 28 Feb 2018

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: Being part of an effective and enterprising team

09.30–13.00 | 25 Apr 2018

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: Personal pitching

09.30–13.00 | 09 May 2018

“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: From Research to patent: or “I’m a researcher so what use is the patent office to me?”

14.00–17.00 | TBC Feb 2018

Ever had people telling you that you should be careful to protect your research ideas and look after your IP? Wondered what all this talk about patents is really about and if any of it is really relevant or useful to you? Well this is your chance to find out from someone who has been on the journey from Oxford DPhil student to European Patent Examiner, so come along and find out first-hand how patent searches could be used to help you identify trends in specific fields as you develop your research.
All: Innovation and Impact: managing money, projects and people

09.00–17.00 | 19–22 Jun 2018

A 4-day course for DPhil students and Early Career Researchers 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

PGRs: MPLS welcome event

17.30–19.00 | 11 Oct 2017

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. Later year graduate students will also give their perspective on how to get the most out of your DPhil experience.

PGRs: Foundations for a successful DPhil

09.00–17.00 | 30 Jan 2018

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?
“The course was a great way to pick up some tips and tricks about handling a DPhil”

Foundations for a Successful DPhil
ECRs: Optimize your time at Oxford

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: Preparing for learning and teaching at Oxford: lab demonstrators

Preparing for Learning and Teaching at Oxford (PLTO) is the introductory level of training in teaching skills. If you’re intending to look for/start work as a demonstrator in the next term or so, and/or you’d like to learn more about how to demonstrate effectively, then this hands-on workshop is for you. You will work with your peers to:
• Learn about lab demonstrating in the Oxford science context;
• Think about the purpose of undergraduate labs; and
• Develop your own demonstrating skills.

All: Preparing for learning and teaching at Oxford: tutors and class assistants

Preparing for Learning and Teaching at Oxford (PLTO) is the introductory level of training in teaching skills. If you’re intending to look for/start work as a tutor or class assistant in the next term or so, and/or you want to find out more about tutorial/class teaching before you start, then this introductory workshop may be for you. Tutorials are intended to help students develop their problem-solving skills, analytical/critical thinking, ability to use evidence and logic in constructing a hypothesis, and better understand scientific method, as well as achieve a deep understanding of the material they’re learning.

In this interactive workshop, you will:
• Learn about tutorials in the Oxford science context;
• Think about the purposes of tutorials; and
• Start to think about ways to make your teaching as effective and enjoyable as possible.

*Please note that if you choose to attend both the Lab Demonstrators and Tutors and Class Assistant sessions, there will be a small amount of duplicated material.
All: MPLS developing learning and teaching programme

*Michaelmas Term*
- 09.30–12.30 | 01 Nov 2017
- 09.30–12.30 | 15 Nov 2017
- 09.30–12.30 | 29 Nov 2017

*Hilary Term*
- 09.30–12.30 | 07 Feb 2018
- 09.30–12.30 | 21 Feb 2018
- 09.30–12.30 | 07 Mar 2018

Developing Learning and Teaching (DLT) is the second level of training in teaching skills at Oxford. The 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 if successful 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.

In order to fully participate in the course you must have a teaching commitment confirmed in Oxford either during the DLT programme and/or for the near future.

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**PERSONAL & PROFESSIONAL DEVELOPMENT**

All: Springboard (for women)

- 09.30–16.30 | 23 Jan 2018
- 09.30–16.30 | 20 Feb 2018
- 09.30–16.30 | 20 Mar 2018
- 09.30–16.30 | 17 Apr 2018

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)

09.30–16.30 | 27 Apr 2018
09.30–16.30 | 18 May 2018
09.30–16.30 | 08 Jun 2018
09.30–16.30 | 29 Jun 2018

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); and a workbook for individual work and reflection.

All: Pathways— for women researchers aiming for an academic career

09.30–16.30 | 13 Nov 2017
09.30–16.30 | 11 Dec 2017

Are you aiming for an academic career? This two 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
• Working together in groups, undertake a project in between the two workshop days
• Present the findings and outcomes of the group project on day two, and receive feedback
• Plan ongoing action

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

8.4 out of 10 average feedback for courses 2016–17
“The course was very well presented. I am impressed by how a positive atmosphere was maintained despite the difficult topic.”

Managing Your Supervisory Relationship
PUBLIC ENGAGEMENT

Engagement describes the myriad of 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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Deposit: £25

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 public, media and funding bodies); enhancing presentation skills; telling scientific stories across a range of media. Robert Holton 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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Deposit: £25

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 *New*

09.30–12.30 | 22 Nov 2017
09.30–12.30 | 21 Mar 2018
Deposit: £25

This introductory session will introduce you to the what, why and how of turning your engagement into a rich, two-way conversation with your public audiences. Dialogue and debate are valuable approaches for moving beyond communication so that you can involve and consult the wider public 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: Hands-on science 101: developing interactive activities for festivals and more *New*

14.00–17.00 | 26 Feb 2018

Interested in creating appealing and engaging interactive activities based on your research to take to festivals, schools and other settings? This comprehensive introduction to working with hands-on activities will include thinking about how people learn, the value of a hands-on approach and consideration of the practical issues you may face. We’ll also run through some of the opportunities available. This course will be delivered in conjunction with the University Museums.

All: Lunchtime light bites

12.00–1.30pm | same day every month tbc

This is your chance to get a taster of different engagement techniques and opportunities through this monthly series of lunchtime sessions. Each session will include a showcase from researchers based on a different topic each month followed by networking over lunch (that will be provided). You’ll find inspiration, opportunities and learn about good engagement practice.

Oct–Festivals
Nov–Citizen Science
Dec–Performance
Jan–Comedy
Feb–Community
March–Dialogue and Debate
April–Art
May–Co-production
June–The maker movement and tinkering

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 Provision for 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.
RESEARCH

PGRs: Thesis and report writing

09.30–13.00 | 24 Oct 2017
13.30–17.00 | 19 Feb 2018

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.

PGRs: Viva preparation and practise

10.00–15.00 | 22 Feb 2018

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.

PGRs: Completing your DPhil

09.00 – 12.00 | 1 Feb 2018

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

ECRs: Introduction to writing successful research proposals

09.30–12.30 | 16 Nov 2017
09.30–12.30 | 21 Feb 2018

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.
**ECRs: How to write a fellowship application**

09.30–12.30 | 26 Apr 2018  
09.30–12.30 | 23 May 2018

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.

**ECRs: An introduction to project management**

09:30–17:00 | 23 Nov 2017  
09:30–17:00 | 08 Feb 2018  
09.30–17.00 | 21 May 2018

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: How to peer review journal papers**

14.00–17.00 | 21 Feb 2018

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: Research methodology and integrity**

Dates to be confirmed

These face to face sessions complement the University’s online Research Integrity courses (https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses). Through lecture, discussion, and case studies we will aim to develop an understanding of research integrity issues – both in principle and in practice in participants’ research contexts.

The order of the sessions follows the trajectory of research, focussing in turn on design, conduct, and reporting. The aim of the sessions is to encourage participants to articulate and reflect on the key responsibilities they have as researchers, identify challenges to meeting these responsibilities and to consider strategies for dealing with pressures and difficult situations.
“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
RESEARCH LEADERSHIP AND MANAGEMENT

ECRs: Leadership in action

09.00–17.00 | 13 Jun 2018
09.00–17.00 | 14 Jun 2018
09.00–17.00 | 15 Jun 2018

The 2017 course at Oxford received excellent reviews from participants who rated it at an average of 8.7 out of 10. 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.

ECRS: So you want to be a principal investigator?

09.30–11.30 | 03 May 2018

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 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 by Oxford Learning Institute. The emphasis of this session 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.

ECRS: Managing researchers: an introduction for postdocs *New*

09.30–17.00 | 18 Apr 2018

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.

ECRs: How to manage your principal investigator *New*

09.30–17.00 | 08 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  |  15 Feb 2018

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

ECRs: Face your fears and deal with them

09.30–17.00  |  28 Feb 2018

The things that frequently hold people back, restricting their success and affecting 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.