Organisational and Professional Development

Organisational and Professional Development Programme 2017 / 18

OPD Programme

2017 / 18
Principal's Welcome

The University of Dundee aims to transform lives locally and globally through the creation, sharing and application of knowledge.

We pride ourselves on our impact on the world around us. Excellence is fundamental to everything we do. We are determined to give staff, students and anyone who comes into contact with us an experience that not only meets but exceeds their high expectations.

Wherever you work in our University, whatever stage of career you have reached, you will play an important part in shaping our world and making our University distinct. You embody our ambitions for the future. We value your contribution and we will help you to develop and extend your skills and knowledge during your time with us.

That is where our programme of continuous organisational and professional development opportunities come in. I would encourage you to take full advantage of the fantastic, broad range of skills and development workshops, researcher development and mentoring support on offer. The importance of continuous personal development cannot be underestimated as we strive towards our goal of being a high performance community. Working collaboratively with internal colleagues and external facilitators, all experts in their subject areas, OPD delivers best in class professional development provision to every staff member and postgraduate researcher at our University.

Dundee is an exciting place to work and I encourage you to grasp the challenges you may face and stretch yourself to fulfil your personal aims and ambitions.

Professor Sir Pete Downes
Principal and Vice-Chancellor
Introduction to OPD team

About OPD

The University of Dundee is dedicated to supporting the development of its staff and postgraduate researchers through its investment in their on-going training and development. OPD is the University’s training and development unit, providing tailored, bespoke workshops and opportunities.

The OPD programme has been designed to support individuals, teams and the organisation, and to increase efficiency, effectiveness and employability.

During the year, many internal staff contribute to the OPD programme and activities, to bring you topical and timely training relevant to the needs of the business as well as staff and postgraduate researchers across the University.

So, a big thank you to the staff who work with OPD for all of their hard work and dedication to development and training at the University of Dundee.

If you would like to deliver a workshop on OPD’s programme, do not hesitate to get in touch. The OPD team are here to assist you and your department with your ongoing training requirements. Whether you engage via this workshop catalogue of tailored professional development, or through bespoke training in your team’s workplace, we hope that you will find the training opportunities useful and we look forward to seeing you throughout the year.

If you have any questions regarding the programme please contact us:

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The OPD team

From left to right: Yvonne Murray (OPD Secretary), Eithne Graham (Training and Development Officer), Dr. Lisa Anderson (Head of OPD), Dr. Sandra Oza (Researcher Development and Projects Officer), Rachel Kneller (Programme Co-ordinator).

The programme of workshops can be viewed at dundee.ac.uk/opd
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What it’s all about...

In the age of the digital native, understanding and navigating the world of IT has become essential and the increasing importance of digital tools to support our roles can be seen every day in the workplace. These workshops are offered to help you develop your competency using various software and Microsoft Office packages.
Workshop overview

Are you put off by the prospect of writing long documents in Word? Do you have problems with multiple versions of documents? Would you like to know how you can save time by automating different aspects of your documents?

This hands-on workshop introduces the advanced features of Microsoft Word 2013, which will be invaluable when writing long documents or comparing documents written by more than one person.

Target group
All staff

Semester
Various

Facilitator(s)
UoD IT

Workshop overview

Are you daunted by the more advanced functions of Excel? Would you struggle to navigate your way around workbooks, create formulas and create pivot tables?

If you answered YES to any or all of the above, or just want to find out more, then this half-day workshop is for you. This is an intermediate workshop aiming to: expand your knowledge of Microsoft Excel 2013; help you to gain confidence in using Excel as a tool, either for data gathering, or data analysis; or simply getting to know more useful functions.

Target group
All staff

Semester
Various

Facilitator(s)
UoD IT

Workshop overview

This is a basic workshop designed to help those new to Microsoft Excel. This hands-on workshop first explains some of the simple features and layout of one of Microsoft’s main Office applications, then gives the participants time to explore any topics they might find useful using our online resource - Lynda.com in a relaxed atmosphere.

Target group
All staff

Semester
Semester 2

Facilitator(s)
UoD IT

Workshop overview

Are you daunted by the more advanced functions of Excel? Would you struggle to navigate your way around workbooks, create formulas and create pivot tables?

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Target group
All staff

Semester
Various

Facilitator(s)
UoD IT

Workshop overview

This is a basic workshop designed to help those new to Microsoft Word. This hands-on workshop first explains some of the simple features and layout of one of Microsoft’s main Office applications, then gives the participants time to explore any topics they might find useful using our online resource - Lynda.com in a relaxed atmosphere.

Target group
All staff

Semester
Semester 2

Facilitator(s)
UoD IT
→ Digital Image Manipulation - Photoshop

**Target group**
- All staff
- PGRs

**Semester**
- Various

**Facilitator(s)**
- Malcolm Finnie

**Workshop overview**
Do you regularly use digital images to illustrate your research? Do you have access to Photoshop and wish you knew the best way to make the most of your images - and the most efficient ways to do so?

This hands-on, half-day workshop will demonstrate the tools of image manipulation within the Photoshop package, including how to make the most of an image, time saving tips, and will explain the issues of resolution and RGB / CMYK colour filters.

→ Email Management - How to Manage Your Inbox

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- UoD IT

**Workshop overview**
Is your inbox filling up and you seem to have no control?

This hands-on workshop will help you to efficiently organise your mail to suit your working style.

→ iGrasp (eRecruitment) Training for Recruiters

**Target group**
- Staff with responsibility for recruiting staff

**Semester**
- Various

**Facilitator(s)**
- Sarah Christie

**Workshop overview**
The workshop provides hands-on training on how to use the University eRecruitment application - iGrasp.

Attendees are required to be actively involved in recruitment processes as part of their current role.

→ Introduction to Adobe Illustrator - 2D Art, Design, Graphic Software

(Previously called 'Digital Image Manipulation: Illustrator')

**Target group**
- All staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Paul MacKinnon

**Workshop overview**
Illustrator can be considered the vector graphics counterpart to the well known Photoshop. Instead of pixels, the atomic nature of Illustrator is 'vectors' or mathematically defined shapes and curves on a 2D canvas. It is a strong product in that area, coming from the company that invented Postscript (language that drives your laserprinter) and has a portfolio of related creative software. Using the application can be daunting for beginners; some tools are not immediately intuitive and as a 21st generation product there is also some feature bloat to contend with. This introductory workshop will therefore cut to the chase, and focus on those fundamentals that will demystify the product.
**Masterclass – Creating Dashboards in Excel**

**Workshop overview**
Do you wish you could analyse your data quickly and efficiently?
If you’d like to make your data more visual, structure your workbook more effectively and make it easy to read, this could be the workshop for you.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
UoD IT

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**Masterclass – PivotTables**

**Workshop overview**
Do you need to arrange data to view it in a certain format?
If using filtering in Microsoft Excel doesn’t give you the results you’re looking for, and you want to squeeze more power from metrics, Pivot Tables might be what you’re looking for.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
UoD IT

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**Masterclass – PowerPivots**

**Workshop overview**
With Microsoft Excel 2013 it’s all about power to the people – well, at least power to Excel users. Microsoft Excel has always been a very powerful analytical tool. From Office 2010 onwards Excel got a real power boost with two add-ins: Power View and PowerPivot. These tools provide the ability to analyse huge amounts of data from within a workbook, and from external sources. Learn how to have more control over your data than using Pivot Tables alone.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
UoD IT

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**Microsoft PowerPoint**

**Workshop overview**
If you struggle using PowerPoint, this workshop will help you work with your slides to insert text, images and other objects. You will also learn how to add transitions to your slides and find out how to animate the parts of your presentation that you want to stand out.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
UoD IT
### Microsoft Publisher

**Target group**: All staff  
**Semester**: Semester 2  
**Facilitator(s)**: UoD IT

**Workshop overview**  
Publisher is designed to make it easy for anyone to create professional publications, such as: Product Flyers, Posters, newsletters and much more. It includes a range of templates, wizards, designs and blank publications that can be used as the basis of the product you require. Layouts and designs are taken care of - all you need to provide is content.

### MyDundee - An Introduction

**Target group**: All staff  
**Semester**: Various  
**Facilitator(s)**: Emma Duke-Williams, Edward Wood

**Workshop overview**  
This two-hour workshop will focus on: an overview of MyDundee (Blackboard); What a Virtual Learning Environment (VLE) is, generally; an introduction to Module design; Adding Content e.g. files, videos, images etc.; Copyright, as it applies to uploaded learning resources; and adding users.

An hour will be dedicated to discussing particular features that staff would like to use (e.g. Discussion board, assessments, quizzes) – and then to look at implementing one or more of them. This will be more flexible, depending on the needs of the group.

At this workshop you will be creating content as we go. Don’t worry, you’ll have a safe space that students can’t see!

### Mind Mapping Using MindView6 Business

**Target group**: All staff  
**Semester**: Various  
**Facilitator(s)**: UoD IT

**Workshop overview**  
How do you record details? Do you have different tools for different tasks? This workshop will examine how your note-making and planning could become more efficient, more creative, and so, more memorable and useful. Mind-Mapping can help you to make notes quickly and in a way that your mind will process and recall more readily. The main focus of the workshop will be using MindView 6.0 (available on the Managed Desktop) to help you plan and manage your tasks more effectively, as well as organising information using the mind map concept. This professional mind mapping software allows you to visually brainstorm, organize and present ideas. Known for its award winning Microsoft Office integration this mind mapping software lets you be more productive, turning ideas into action faster than ever before! The workshop will look at the interchangeable views, unique project management features and powerful collaboration options available in MindView.

### Securing Your Data

**Target group**: All staff  
**Semester**: Semester 2  
**Facilitator(s)**: UoD IT

**Workshop overview**  
This one-hour workshop will aim to provide an overview of the governance framework for securing your data at the University, an explanation of how certain types of data must be secured and finally a set of ‘Best Practices’ which can be used for both University and personal devices and data. We will also demonstrate best practice for storing your data and collaborating with Box securely.
Workshop overview
This two-hour workshop will provide a brief overview of Turnitin, and will focus on: what Turnitin can do, and what it’s not so good at; understanding similarity (originality) reports; using grading/feedback tools; an introduction to developing rubrics/grading forms; and a brief look at administrative tasks (e.g. setting up assignments).

We intend to allow time for academics to discuss issues of plagiarism and marking online, generally, so the actual workshop is flexible.

As we will be in a computer lab, you’ll get the chance to ‘have a go’ on some dummy assignments. If you would like to experiment with marking via an iPad, then please bring one (either with the latest Turnitin App installed, or one that you have the ability to install apps on: N.B. App not currently available [June 2017] for other platforms).
What it’s all about...

Whether you are aspiring to a managerial position, currently operating at a supervisory level or advancing to a senior position, this suite of workshops will help and inspire you to be a great leader and people manager whilst exploring and offering support on the legal obligations you have in your role.
**Workshop overview**

It is easy to produce documentation, be it a page of A4 paper, a website or blog entry, or even a PowerPoint presentation. For most people, this is a quick and convenient way to convey information, but how do you interact with these documents if you have a disability? If the document is not accessible, it can lead to the exclusion of certain people, which is something that must be avoided.

This workshop aims to raise the awareness of Accessibility, and why it is important to ensure that the University produces content that is for everyone. This is particularly important for anyone that interacts with students, but we also need to consider anyone else that may access our content such as staff and members of the public, as we have a legal responsibility.

This workshop will also provide you with the basic knowhow in which to create your own accessible content, and also provide a point of contact within the University if you have any queries relating to disability or accessibility.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Rhouri McAlpine

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**Advance in Management - Modules 1, 2 and 3**
(Nomination only)

**Workshop overview**

Participants are required to attend all three full-day sessions. Advance in Management is based on the Chartered Management Institute’s management competencies. It is linked to relevant management concepts and theories. A course text book is provided to give an overview of these concepts and theories for additional reference and supplementary information.

Advance in Management also includes personal profiling enabled by tools such as Belbin Team Roles and Hay Leadership Styles to help participants reflect on and enhance their management practice.

Between the three modules, participants will work with other colleagues on the programme in action learning groups, to help apply the knowledge acquired to workplace management situations.

**Target group**
Managerial staff

**Semester**
Semester 2

**Facilitator(s)**
Simon Haslam

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**ASIST – Applied Suicide Intervention Skills**

**Workshop overview**

Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognise when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. Although ASIST is widely used by healthcare providers, participants don’t need any formal training to attend the workshop — anyone 16 or older can learn and use the ASIST model. ASIST is by far the most widely used suicide intervention skills training in the world. Participants must be ready and able to take an active part in the training, including skills practice, and take into account the emotive nature of the subject matter.

The workshop features: presentations and guidance from two LivingWorks registered trainers, a scientifically proven intervention model, powerful audiovisual learning aids, group discussions, skills practice and development, and a balance of challenge and safety.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Joan Muszynski

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**Challenging Conversations**

**Workshop overview**

The principal topics you will cover are: awareness of why we sometimes find ourselves facing difficult conversations, and what steps we might take to lessen the likelihood of such circumstances arising; self-awareness of our responses to situations where we fear that conflict may arise; the range of options open to us in such situations, and the skills required to undertake the most effective approach; we will also ensure compliance with HR guidelines and University values.

**Target group**
Managerial staff

**Semester**
Various

**Facilitator(s)**
Carol Pease
### Coaching Approaches

**Workshop overview**

This two-day workshop will explore what coaching is.

- **Day one** will involve: sharing experiences of coaching and exploring how this approach differs from other supporting roles – such as mentoring or counselling; engaging with the coaching approach through skills awareness and practice, gaining an understanding of the underpinning principles; and introducing a coaching conversational tool that provides a useful structure for working effectively with individuals and groups.

- **Day two** will involve: reflection on action – drawing out the learning from the gap between days one and two; exploring effective applications of coaching approaches in the workplace; and coaching practise to embed the learning, which will further develop the competencies and introduce some excellent tools, tips and techniques.

**Target group**
- Managerial staff

**Semester**
- Various

**Facilitator(s)**
- Michele Armstrong

### Data Incidents - What do I do?

**Workshop overview**

Do you know what to do if you think you have lost or misplaced information? Have you sent information to the wrong person, or been the victim of the theft of a device containing University data?

This short workshop will cover the key issues of who to tell, how quickly you should report an issue, and what will happen next when data incidents take place.

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- Alan Bell

### Dealing with Difficult Behaviour - A Manager's Perspective

**Workshop overview**

Participants will engage in personal work and dialogue to explore the different types of behaviour in self and others. Case studies will be discussed to look at where behaviours originate and how each individual manages them.

This workshop aims to increase the participants ability to: understand different types of behaviour i.e. Passive, Aggressive, Manipulative and Assertive; learn how to manage the difficult behaviours; increase self-awareness; understand Defence Mechanisms, and their roots; and increase confidence in management strategies to work with difficult behaviour.

**Target group**
- Managerial staff

**Semester**
- Semester 2

**Facilitator(s)**
- Sylvia Hillam

### Equality and Diversity at the University of Dundee

**Workshop overview**

This workshop will discuss current legislation, with a key focus on the Equality Act 2010, including: Public Sector Equality Duty Overview, including Scottish Specific duties; application of the Act within the University; awareness of the policies and procedures; prohibited conduct and the Act; and understanding the broader issues around Equality and Diversity.

This work will provide participants with an understanding of: the protected characteristics (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation); their role and leadership in helping the University achieve its equality and diversity outcomes; their contribution to developing an inclusive environment, by recognising and challenging discrimination and harassment; their responsibilities and rights as members of staff.

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- Ajit Trivedi
Freeing Information and Protection of Data

Workshop overview
Information legislation has an impact on every employee of the University. When any one of us is asked for information, or deals with information in the course of our duties, the provisions of the law apply. We are each responsible for making sure that we know the rules and act appropriately. This workshop examines information legislation and considers its impact on you, your job and the University. It will equip you with the skills to recognise different types of information and different sorts of requests, to handle information properly and to understand risks associated with the improper management of information to you and to the University.

The workshop is split into three sections: The Data Protection Act and Personal Information, The Freedom of Information (Scotland) Act, and the Environmental Information (Scotland) Regulations. We will discuss what they mean for you, and avoiding the loss, or inappropriate destruction, of information.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Alan Bell

Guiding People Through Change
(Nomination only)

Workshop overview
‘Change’ seems increasingly present in many work environments, yet rarely are those tasked with leading and managing people equipped with a road map to help the change journey.

For workshop participants wishing to conduct further study into this area after the workshop, the techniques covered include: Drivers of change/change typologies, Elliott Jaques’ Levels of Leadership and strategic scope, Speculand’s Implementation Compass, reactions to non-discretionary change (based on Elizabeth Kubler-Ross), the ‘change readiness equation’, the ‘vitality curve’ and ‘learning organisation’ approaches.

These techniques underpin a practical treatment of the subject, designed to give participants insight into the range of issues at play in a change journey and a method of thinking about how they might resolve them. It gives people the opportunity to discuss and apply the techniques in a learning environment before taking them into the wider University context and for the benefit of their teams.

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Simon Haslam

How to Delegate Effectively

Workshop overview
Do you know the difference between Delegation, Allocation and Abdication? Learn what stops you from delegating effectively and how to develop your team so as to release more of your time. Is it that you think it’s quicker for you to do the work? Do you think that you could do it better than the other person? Or is it that you don’t have anyone to delegate to?

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Eleanor Yearwood

HR for Managers 1

Workshop overview
By the end of this awareness-raising workshop, attendees will grasp the significance of and appreciate the scope and reasons for robust HR processes around recruitment and selection; the application of WorkLife Balance Policies; and the different end of employment scenarios. There will be an emphasis on the key success factor of early planning and communication by managers in implementing good people management, supporting our aspiration to make the University of Dundee an employer of choice.

Target group
Managerial staff

Semester
Various

Facilitator(s)
Karen Gray
Gillian Boyd

Target group
All staff

Semester
Semester 2

Facilitator(s)
Simon Haslam

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Karen Gray
Gillian Boyd

Target group
Managerial staff

Semester
Various

Facilitator(s)
Karen Gray
Gillian Boyd

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Karen Gray
Gillian Boyd
### HR for Managers 2

**Workshop overview**

This workshop will address some of the difficult aspects of the employment relationship and how managers should approach situations of misconduct, grievance, managing absences, whether these are short and persistent or longer term; as well as sub-standard performance in the workplace. It will consider how these issues should be identified, what action can and should be taken, the legal framework and where appropriate, the supportive mechanisms that can be put in place to help the employee. The workshop will give advice on best practice in dealing with such situations, will summarise the University’s policies and look at what to do if the hoped for resolution does not materialise. There will be the opportunity for discussion.

**Target group**
Managerial staff

**Semester**
Various

**Facilitator(s)**
Leonie Poor
Kaye Montador

### Immigration Procedures and Tier 4 - Home Office Regulations and University Compliance Procedures

**Workshop overview**

The immigration environment is dynamic and the University is required to meet increasing regulatory demands as an HTS sponsor of international students. This workshop provides a general introduction to Tier 4 and sponsorship outlining the University's policy and how it fits within Home Office Regulations. All processes and procedures will be covered as the key element of the workshop providing information reporting and record keeping duties. The role of the University and the role of the Home Office will both be discussed in relation to these procedures and what is expected of the University in the likely event of a Home Office audit.

The workshop is aimed at both academic and professional staff across the entire University. Given the importance of safeguarding our Tier 4 licence we would encourage at least one person from each school office to attend and academic staff that deal with Tier 4 students.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Kirsty Stewart

### Immigration Procedures and Tier 4 Compliance - Admissions UKVI Compliance

**Workshop overview**

This workshop is a show and tell of the Admissions process and the requirements International applicants have to meet under the UKVI regulations. To provide key information on the Policies and Regulations which Admissions have to adhere to in being compliant with the processing of both UK/EU and International applicants. Provides the opportunity for discussions relating to the roles and responsibilities of School staff within the Admissions process.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Gillian Sharp
Wendy Webster

### Immigration Procedures and Tier 4 - Supporting Current International Students Through Immigration

**Workshop overview**

The workshop will provide an overview of the International Advice Service and how the service supports international students and staff working with them. Susan, who is the University’s International/Immigration Adviser and Manager of the International Advice Service, will outline the various categories of visas and the options available to students and their families during and after study in compliance with the UKV&I (UK Visas & Immigration) legislation and the OISC (Office of the Immigration Service Commissioner) code of standards. Additionally as a service provider, an opportunity to consider and discuss the difficulties students may face including cultural transitions, looking at best practice and managing expectations of International students and their families joining them in the UK.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Susan Scott
**Management and Legal Awareness**

→ **Management Today**

**Workshop overview**
You may have many years’ managerial experience or may be new to a management role. You have probably spent several years attaining proficiency in your specialist area, but as a manager, you have a whole new skill-set to acquire!

This two-day workshop is experiential with plenty of opportunity to relate management theory to your current situation. We encourage you to share real-life management challenges with one another and to coach each other to discover possible solutions.

**Target group**
Managerial staff

**Semester**
Semester 2

**Facilitator(s)**
Damian Leddy

→ **Managing Staff in an Academic Context – Effective Delegation**

**Workshop overview**
Being in an academic leadership or management role means that a significant amount of your time will be spent managing others in your group or department: enabling them to contribute effectively to its research vision or goals whilst, at the same time, developing their own research careers. The transition from lone researcher, responsible for your own ideas and outputs, to a manager or leader who must delegate that work to others can be difficult to navigate, and yet it is essential for both you and your colleagues if you wish to progress in your careers.

Delegating well helps us to approach feedback in a more positive way, which further enables you to develop the skills and capabilities of those you manage. Skillfully delegating can have a huge impact on confidence and motivation, as well as enhancing performance and highlighting areas for development - as well as freeing up your own time to focus on other duties.

**Target group**
Academic staff
Managerial staff

**Semester**
Semester 1

**Facilitator(s)**
Tracey Stead

→ **Managing Health and Safety**

**Workshop overview**
As a manager of staff or supervisor of students, you have duties under Health and Safety and employment law. It is important that you attend this workshop to become aware of how to fulfil your duties and how to access the professional support available to you.

Working through case studies and practical discussion with your colleagues, you will have the opportunity to learn about examples of risks you may have to manage. You will also have the chance to complete a risk assessment and understand your roles and responsibilities to them, as well as their importance in upholding a safe working environment.

**Target group**
Managerial staff

**Semester**
Semester 1

**Facilitator(s)**
Damian Leddy

→ **Managing Staff in an Academic Context – Effective Feedback**

**Workshop overview**
Being in an academic leadership or management role means that a significant amount of your time will be spent managing others in your group or department: enabling them to contribute effectively to its research vision or goals whilst, at the same time, developing their own research careers. The transition from lone researcher, responsible for your own ideas and outputs, to a manager or leader who must delegate that work to others can be difficult to navigate, and yet it is essential for both you and your colleagues if you wish to progress in your careers.

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**Target group**
Academic staff
Managerial staff

**Semester**
Semester 1

**Facilitator(s)**
Tracey Stead
Moving into Management

Workshop overview
This workshop aims to give new managers the opportunity to explore this transition and help them become effective managers. The skills, behaviours, qualities and knowledge requirements of management will be explored and you will produce an audit to work on for the future. We will also look at the main managerial situations and you will complete a questionnaire to help you assess your decision making and ways to approach future situations.

It will look at management in context, expectations and the psychological contract. You will understand your learning style preference and identify your level of assertiveness using learning tools to develop assertion and influence. Identifying sources of conflict, your preferred conflict management style and ways of resolving conflict in the future will also be covered.

Target group
Aspiring managers
New managers

Semester
Semester 1

Facilitator(s)
Sheila McGregor-Bowes

Team Building and Effective Team Working

Workshop overview
The experience of working within a team – or managing and leading a team – can be fraught with unnecessary difficulty; however, there are many practical ways to ease this process. This one-day workshop allows individuals to understand their personal working preferences and those of fellow team members underpinned by the DISC® behavioural framework. It forms the basis for setting clear expectations, agreeing targets and deliverables, getting stakeholders and team-members on-board, and communicating developments and changes appropriately. Providing techniques that can make both the personal and team experience more effective and enjoyable.

During this workshop, participants will explore: What Makes a Team, Improving Team Dynamics, Avoiding Conflict, Team Vision and Keeping On Track.

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Rosemarie Doyle

Objective Setting and Review (OSaR) – Leading a Review

Workshop overview
You will learn the background to OSaR and why the meetings are an important factor in enabling the University to meet its aims and objectives. You will be guided through the content of an OSaR meeting and the skills necessary to successfully lead an OSaR review. You will become familiar with the documentation used and focus on setting objectives, learning about SMART objectives, how to write them, and leading a career planning discussion.

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Eithne Graham
Leonie Poor
Mark Skeldon

The Essential Manager – Developing Your People

Workshop overview
This workshop gives you the opportunity to acquire tools and techniques you can use, not only in advancing the development of others, but also for your own progression. It is an active workshop, with diagnostics and exercises to aid your understanding.

The principal topics you will cover are: what motivates people to learn, using Learning Styles to help people develop, identifying and meeting learning and development needs, and the manager as a coach.

Some development issues you may meet: developing staff who work in a different location or who are in a different discipline.
The Essential Manager - Feedback and Effective Communications for High Performance

**Workshop overview**

An active workshop for managers who wish to communicate effectively with staff in order to achieve high levels of performance. It explores motivation, how our approach to conflict affects communication and how to use feedback productively.

The principal topics you will cover are: the context within which we manage people, conflict handling styles and their impact, and the art of giving and receiving feedback.

**Target group**
Managerial staff

**Semester**
Semester 2

**Facilitator(s)**
Carol Pease

The General Data Protection Regulation - What's Changing?

**Workshop overview**

The rules on data protection are changing thanks to the new General Data Protection Regulation. This short workshop will cover some of the basics so that you can think about the implications of the changes for your area of the University. There are very few processes in the University that do not involve personal data at some stage, so understanding the changes is crucial for everyone.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Alan Bell

The Essential Manager - Learning to Lead

**Workshop overview**

This one-day workshop will introduce you to the fundamental aspects of being a leader and manager. You will explore two approaches to leadership as well as consider how to delegate effectively.

The principal topics are: Using Situational Leadership and Action Centred Leadership to open up alternative strategies for leading effectively and using delegation to create the space to lead and xto develop your team.

**Target group**
Managerial staff

**Semester**
Semester 2

**Facilitator(s)**
Carol Pease

The Role and Responsibilities of Academic Line Managers and Mentors in Academic Probation

**Workshop overview**

This workshop will provide an oversight of the role of Academic Line Managers and Mentors in the recently revised Academic Probation system at the University and tips and advice on how to be an effective Academic Line Manager or Mentor.

The first part of the workshop will introduce the Probation system and cover the role of the Academic Line Manager within it. The second part of the workshop focuses on the role of the mentor.

Both facilitators will be present throughout and there will be ample opportunities for questions, discussion, sharing of experiences, and feedback on the probation procedures and roles.
Unconscious Bias Seminar

Workshop overview
This workshop aims to enable participants to:
Explain the source and function of unconscious bias; Recognise how unconscious bias impacts on decision-making and relationships in the organisation; Develop strategies and techniques for reducing personal unconscious bias, as well as the unconscious bias that manifests in teams and across the organisation; Develop a strategy for individual action.

Unconscious bias refers to the biases we hold that are not in our conscious control. Research shows that these biases can adversely affect key decisions in the workplace.

Target group
All staff
Semester
Semester 2
Facilitator(s)
Femi Otitoju

Unconscious Bias

Workshop overview
The overall aim of this two-hour interactive seminar is to provide participants with an understanding of the nature of unconscious bias and how it impacts on individual and group attitudes, behaviours and decision-making processes. Unconscious bias refers to the biases we hold that are not in our conscious control. Research shows that these biases can adversely affect key decisions in the workplace. The session will enable you to work towards reducing the effects of unconscious bias for yourself and within your organisation. Using examples that you will be able to relate to, we help you to explore the link between implicit bias and the impact on the organisation.

Target group
All staff
PGRs
Semester
Semester 2
Facilitator(s)
Femi Otitoju
What it’s all about...

OPD are proud to be centrally involved in a wide range of strategic activity across the University. From Internationalisation to Mentoring, we have a number of opportunities for you to explore. Our programme workshops also contribute to our University's strategic and cultural aims to become a high performance community so take some time to learn about OPDs development pathways and tailored packages over the next few pages.
Focus on

- Wellbeing and Resilience
- Welcome for Staff and Postgraduate researchers
- Values into Action
- Mentoring
- Organisational Development
- Management
- International
- Researcher Development
- Digital Learning
- Other Learning Resources
Focus on Wellbeing and Resilience

Placing health, safety and wellbeing at the heart of the University of Dundee working experience is a fundamental part of our People Strategy. OPD offer a broad range of workshops designed to promote and support a positive, healthy and safe working environment. It is widely recognised that workplaces where individual wellbeing is actively supported, see an increase in employee engagement and retention, lower incidents of sickness and absence and an increase in performance. As individuals, we can all take an active role in improving our own resilience. OPD provide a variety of workshops with tools and advice on how to make these positive steps.

Supporting wellbeing

* Workshops, such as: Enhancing Your Resilience for Staff and PGRs, Change and Resilience, Personal Resilience with Liggy Webb (author of Resilience – How to cope when everything around you keeps changing).

Additional Resources

- Occupational Health
- Counselling Service
- Student Services
- Institute of Sport and Exercise
- Disability Services
- Human Resources and Organisational Development
Focus on Welcome for Staff and Postgraduate researchers

“I would like to extend you all a warm welcome to the University of Dundee. As a new member of our community you embody our ambitions for the future and play an important part in shaping our world and making our University distinct. We value your contribution and we will help you to develop and extend your skills and knowledge during your time with us.

You have joined us at an exciting time as momentum builds around the vision for our institution's development. It is a time of transformation as we work towards becoming Scotland's leading university, celebrated internationally for the quality of our graduates and the impact of our research. May I wish you every success in your time here.”

Dr Jim McGeorge, Secretary of the University
Welcome Events

For more information please visit the OPD website
Focus on Values into Action

“As part of the Transformation Vision, the University defined a set of core values: valuing people, working together, integrity, making a difference, excellence. The Values into Action framework dunder.ac.uk/staff/values is a practical guide as to how those values can be translated into concrete actions that can help to improve our culture, while also stressing the importance of effective communication.”

Professor Karl Leydecker, Vice-Principal (Learning and Teaching)

Our aim is to ensure that the full richness of the Values into Action framework is embedded across the University, including incorporation into key HR processes such as OSaR and annual review.

For each value, and for communication, a series of actions was identified to guide staff, together with one overarching statement for each action as follows:

Core values

- **Valuing people**
  - Treat everyone with equal respect, valuing their contribution to the University
  - Remember that our common purpose is to transform lives locally and globally

- **Working together**
  - Aim to be leading in what you do as we strive to be Scotland’s leading University
  - One Dundee: seek what is best for the wider University community as well as your team

- **Excellence**
  - Behave ethically and professionally, with the best interests of the University at heart

- **Making a difference**
  - For each value, and for communication, a series of actions was identified to guide staff, together with one overarching statement for each action as follows:

- **Integrity**
  - For each value, and for communication, a series of actions was identified to guide staff, together with one overarching statement for each action as follows:
Focus on Mentoring

“The University aims to develop as a high performance community and mentoring is a key process through which people connect to each other, develop skills and insights and expand the capacity of the community to meet its aims. Mentoring is a pivotal professional, development opportunity and I am enthusiastic about the new ‘One Dundee’ mentoring scheme for Professional Services staff, launching in 2017/18. This new scheme complements the existing Teaching, Research and Academic Mentoring scheme for staff which has been running for over a decade. This new provision is part of our commitment to supporting and developing our people.”

Professor Nic Beech, Vice-Principal (Academic Planning and Performance)

Mentoring structure
Briefings are provided for our internal schemes which run on an annual cycle.

Our cross-institutional mentoring scheme works collaboratively with the Universities of St Andrews, Abertay and Glasgow School of Art to pair academics of different career stages in mentoring partnerships with briefings to support partnerships.

Our Management and Leadership programmes also have an integral mentoring component.

The Professional Services Staff Mentoring scheme is an exciting new University scheme, coming in 2017/18. This mentoring opportunity is available to all staff including those looking to transition to Professional Services.

The University’s probationary procedure provides a mentor for every new academic. Mentoring briefings provide support for this process.

For more information please visit the OPD website
Focus on Organisational Development

“The OPD Team supports the University’s Organisational Development (OD) agenda through the design, coordination and facilitation of bespoke training and development events. A number of programmes aimed at supporting individuals, groups of staff, schools and directorates, are also on offer. All of these events align with, and are supportive of, the University’s over-arching strategy.”

Pam Milne, Director of Human Resources and Organisational Development

Organisational Development support provides development opportunities such as:

- Strategic leadership
- Leadership programmes
- Succession planning
- Team building
- Cultural change programmes
- Strategic support
- Business transformation
- Tailored support and development
- Coaching approaches.

We are interested in hearing from Schools/Directorates who would like us to deliver OD training in partnership. If this is of interest to you, please contact us for our request form.
Organisational Development
I am delighted we are launching a new offer of internationalisation workshops.

Wendy Alexander, VP International
Focus on Management

OPD offer a range of management workshops and development opportunities encompassing a manager’s full progression from aspiring to the role, through to advancement into leadership and senior responsibility.

We recommend all managers take the time to review the management pathway workshops on offer to identify those appropriate for their level of managerial experience. Whether it’s an overview of management at different stages, or an in-depth knowledge requirement of a specific topic, we have the appropriate training to suit your needs.

Management Pathway

Moving into Management  Management Today  The Essential Manager  Advance in Management*

Complementary Workshops

Financial
- Introduction to Budgets
- Financial Planning and Control of Non-Research Activities
- Introduction to TRAC

People Management
- HR for Managers 1 and 2
- Objective Setting and Review (OSaR) - Leading a Review

Personal Development
- Dealing with Difficult Behaviour: A Manager’s Perspective
- Coaching Approaches
- How to Delegate Effectively
- Team Building and Effective Team Working
- Challenging Conversations
- Managing Staff in an Academic Context - Effective Delegation
- Managing Staff in an Academic Context - Effective Feedback
- Guiding People through Change*  

Other
- Managing Health and Safety
- Introduction to Business Administration
- Equality and Diversity at the University of Dundee

* By nomination only
Focus on International

“I am delighted we are launching a new offering of internationalisation workshops. This links directly to the University’s internationalisation strategy. Whether you are an experienced international academic or a new professional services colleague you will find something of interest in the new suite of ‘International OPD’ workshops. The aim is to save you time and energy when it comes to connecting internationally.

The programme has a number of workshops, including: how to ‘Tell the University of Dundee story’ to international audiences; an introduction to Global Partnerships; practical tips for successful international trips; the role of an academic lead in an international collaboration and how academics can best support international recruitment activities.

There will also be workshops on key topics to support fantastic international engagement - without ever leaving your desk! For example, working with overseas alumni; understanding conversion; promoting exchanges/summer schools/study abroad and understanding student recruitment data. Transforming lives around the world is at the heart of our future strategy. Many colleagues are highly experienced in the international arena. So don’t reinvent the wheel - sign up, come along and learn from colleagues.”

Wendy Alexander, Vice-Principal (international)

Internationalisation workshops

An introduction to Global Partnerships and Recruitment
Please note this is a mandatory workshop for staff representing the university internationally

Targeted Masterclasses
- Engaging with overseas alumni
- Introduction to conversion
- Events organising Promoting exchanges/summer schools/study abroad
- Understanding student recruitment data [ARMI reports]
- Setting up a new international partnership and role of academic lead
- Managing your international partnership and role of academic lead

Complementary OPD courses
- Confident Networking
- Communications and Influencing
- Corporate use of Social Media
- Inclusive Cultures
- Introduction to University League Tables
- Improving Communication with International Students

This portfolio of internationalisation workshops is delivered by both external and internal experts. Engagement with this bespoke provision offers participants a support network of peers dedicated to the same goal of expanding the University’s international presence.

For information on Targeted Masterclasses please contact c.z.petrie@dundee.ac.uk (top four workshops) and contact epdu@dundee.ac.uk (for the remaining two workshops)
Focus on Researcher Development

“Professional Development is essential for everyone involved in Research to ensure they can contribute their talents as effectively as possible – whether it be to support postgraduate researchers during their doctoral research, contract research staff in employment within or beyond academia, a technician providing valued support who is seeking career advancement, or a research PI whose group size is becoming larger and who needs additional training to professionally manage budgets and people. At the University of Dundee we are able to offer a diverse array of CPD workshops, aligning as strongly as possible to the Concordat to Support the Career Development of Researchers and providing a myriad of opportunities for the members of our research community.”

Tim Newman, Vice-Principal (Research, Knowledge Exchange and Wider Impact)

The University of Dundee is committed to the principles of the Concordat to Support the Career Development of Researchers and were granted, and have held, the HR Excellence in Research award since 2011 in recognition of its ongoing activities.

The importance of researchers’ personal and career development, and lifelong learning, is clearly recognised and promoted at all career stages. So if you are a postgraduate researcher, member of research, teaching or academic staff we aim to offer a variety of workshops, initiatives and wider opportunities to suit your needs.

The researcher and academic development programme includes academic, researcher, teaching and leadership and management training provisions that have been mapped to the national Researcher Development Framework (Vitae).
For more information please visit the OPD website
“I am delighted we are launching a new offer of internationalisation workshops.”

Wendy Alexander, VP International
Focus on Digital Learning

Technology is playing a growing role in the learning and teaching landscape – enabling us to enhance the learning experience. We can learn anytime, anyplace, anywhere.

The Centre for Technology and Innovation in Learning (CTIL) is facilitating the effective and innovative application of technology to support high quality teaching in face-to-face, blended and online distance learning programmes across the University.

OPD are proud to be supporting and working alongside CTIL to help empower staff and build their confidence in the use of a range of technologies across a wide variety of educational approaches and learning contexts. Have a look at the areas where they can support and work with you.

CTIL support

Want to learn more?
CTIL run sessions through their online Learning X series, bespoke workshops, and the OPD programme. They have a growing bank of resources on the Digital Learning Hub.

For more information please visit the CTIL website
dundee.ac.uk/library/ctil
Focus on Other Learning Resources

Your professional and career development is important, though finding time for growth can be a challenge, we hope that the variety of workshops on offer make this task more manageable.

Workshops on the OPD programme are provided free of charge to staff and postgraduate researchers within the University of Dundee.

There are also other units across the organisation that provide further training opportunities and policy information:

### Internal resources

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<td>Academic and Corporate Governance</td>
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<td>Policies and Procedures - Human Resources</td>
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### External resources

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<td>Leadership Foundation for Higher Education</td>
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<td>Lynda.com</td>
<td>dundee.ac.uk/opd/resources</td>
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<td>Staff Development Forum</td>
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<td>Vitae</td>
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If you still can’t find what you’re looking for, contact us with your request or add it to the Training and Development section of your OSaR form.
What it’s all about...

We know that investing time in your professional development is the key to a fulfilling career. Developing and learning skills will not only help you become efficient and effective but influence the performance of your colleagues. We have workshops for all levels to help you achieve your goals.
Personal Development and Career Effectiveness 2017/18 Programme
### A Roadmap to Personal and Professional Success - Value - Based Coaching (VBC)

**Workshop overview**

This workshop is designed to help graduate professionals understand and explore how to lead themselves and others to success and positive transformation, through a new approach, Value-Based Coaching (VBC). VBC is a new concept within medical and life sciences practice which is based on partnering with focus persons (FP), namely clients or patients, in a thought-provoking, creative and self-exploratory process. VBC allows FPs to maximize their personal and professional potential to achieve and maintain their long and short term goals.

The workshop will present a new and international award winning VBC in practice and related translational research, 'Smile Healthy'. VBC is implemented as a new holistic person-centred approach to elicit, motivate, and support the positive self-transformation and adoption of healthy behaviours for better lifestyle choices and management of chronic disease.

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- Ayse Cinar

### Assertiveness

**Workshop overview**

Assertiveness is a life skill that builds confidence and has a positive effect on relationships both inside and outside the organisation. Packed full of tips and techniques, this workshop can help you build a toolkit to help with challenging situations.

Based on the theory of Transactional Analysis, the programme introduces practical ways to become, and stay, assertive in everyday situations. Delegates are introduced to the concepts and shown how to apply them in everyday situations. Topics include: understanding and dealing with aggression, passive behaviour and manipulative people; handling expectations and managing boundaries; reading other people's body language; using the correct body language yourself; and dealing with anger and conflict.

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- Elaine Manley

### Advanced Communication Skills

**Workshop overview**

The benefits of this programme include: increasing your ability to be heard, increasing your flexibility to deal with ‘difficult’ situations, building instant rapport with people who are different to you, increasing your levels of confidence and self-esteem, and making better choices.

During this workshop, the following topics will be covered: how to build rapport; how to create a productive relationship; the use of questions to achieve clearer objectives; tackling difficult behaviour; how to deliver difficult messages and still maintain the relationship; Listening - what to listen for; how to discern acceptance or resistance; Listening to understand and not just waiting to talk; and Confidence when speaking.

**Target group**
- All staff

**Semester**
- Semester 2

**Facilitator(s)**
- Eleanor Yearwood

### Assertiveness and Confidence

**Course overview**

This workshop will enable delegates to present strong messages, set clear boundaries and develop the confidence to move awkward situations forward.

From the outset, we involve delegates in exploring and finding out for themselves about the changes they can make to their thinking, behaviour and actions. We take a very interactive approach to the delivery of learning, involving everyone through group work, peer mentoring and practice workshops. In the workshop, we look at the difference between assertive, aggressive and passive responses to situations. Delegates develop an awareness of how to recognise their own wants and responses, and to deal with them honestly. We explore the key communications skills of listening, questioning and understanding, and examine practical techniques for dealing with a range of real situations assertively. Very importantly, we practise ways of saying No.

**Target group**
- All staff

**Semester**
- Semester 1

**Facilitator(s)**
- Jill Simpson
Change and Resilience

Workshop overview
This workshop will examine the ways in which change can affect people, and its impact on both teams and individuals, in and away from the workplace. We will encourage people to be aware of their own responses to change, and to explore ways in which these can be better managed. Techniques for building resilience will be presented, with the opportunity to practice these in a non-threatening environment. Finally, individuals will develop their personal action plan for change.

The workshop will be interactive, and delegates will be encouraged to work together in pairs and small groups to discuss and feed back to the wider group on the topics raised. Peer coaching will be used to support people in developing their own responses and actions going forward. The facilitator will ensure that all delegates can participate, and will provide a safe environment for issues to be clarified and concerns discussed.

Coaching Skills at Work
(Previously called ‘An Introduction to Coaching: Getting the Best from Others)

Workshop overview
One of the keys to professional success is to help develop the people around you. Coaching (and associated skills) can provide a powerful basis to help build and develop teams and individuals, hold more productive and useful meetings and to help people to take more responsibility for their own goal-setting and performance.

Learn how to build an effective environment for coaching and learning; understand how to work with others to help them set and achieve compelling goals; communicate effectively, using powerful listening and questioning skills.

Confident Networking

Workshop overview
Effective networking is crucial for the 21st century career but how do you carve out the time to do it and how do you optimise the process? How can you leverage online platforms such as LinkedIn to your advantage? This workshop will include practical tips and advice, group discussion, the advantages of different types of communication for networking. Exercises on strategy and an opportunity to discuss challenges with colleagues. We will cover both online and offline networking, how these complement each other and what media might work best for you. Each participant will be encouraged to create a personal networking strategy that they can use after the workshop and build on in future.
Workshop overview

Participants will engage in personal work and dialogue to explore the different types of behaviour in self and others. Case studies will be discussed to look at where behaviours originate and how each individual works with them.

This workshop aims to enable participants to: understand the different types of behaviour i.e. Passive, Aggressive, Manipulative and Assertive; learn how to manage the difficult behaviours; increase self-awareness; understand Defence Mechanism and their roots; and increase confidence and assertiveness.

Effective Time Management

This workshop looks at current theories of time management. It gives delegates ideas on how to make minor and major changes to their workflow and productivity which can have major impact. The workshop is practically based, demonstrating a number of tools and techniques that are readily applicable in any work context. The workshop covers work-life balance, goal setting, prioritisation, managing interruptions, managing energy, saying ‘no’ as appropriate, dealing efficiently with emails, delegation and how to implement all these ideas through personal action planning.
### Enhancing Your Resilience - Understanding and Coping with Stress

**Workshop overview**

Our overall resilience and wellbeing is impacted by our ability to manage our stress levels in our increasingly busy lives. A certain level of stress is necessary to motivate us. Some people cope whilst others find it all too much. Why is this? To some extent it is not the stress that is important, but what we do with it.

The workshop will help you to identify the main physical, psychological and behavioural symptoms of stress. It will enable you to develop better coping strategies and practice some simple methods that will make you feel calmer and more in control.

Looking at a variety of coping methods, it will help to start the process of changing how you react to, and cope with, stress. It will help you to plan towards what you need for a better balance, to be more resilient, happier, healthier and more productive.

**Target group**

All staff

**Semester**

Semester 2

**Facilitator(s)**

Joan Muszynski

### Getting the Most from Your Objective Setting and Review (OSaR) – A Personal Review

**Workshop overview**

This workshop guides you through why OsaR meetings are important to you, your Reviewer, and the University, how you should prepare for your OsaR meeting, what to expect and how to participate effectively in the meeting. You will familiarise yourself with the documentation used, gain an understanding of SMART objectives and what to expect from a career planning discussion, so you are ready for your OsaR meeting.

**Target group**

All staff

**Semester**

Semester 2

**Facilitator(s)**

Elthne Graham
Leonie Poor
Mark Skeldon

### Healthy Body, Healthy Mind

(Previously called 'The Health Factor')

**Workshop overview**

This workshop will focus on helping individuals set appropriate and achievable lifestyle goals. We’ll explore a range of activities that can help change our bodies, by making them look different and work more efficiently. These activities can also change your mood, self-esteem and general wellbeing, but how do you know which ones to choose? The food you eat is also an important factor for your overall health. Understand how to make smarter food choices. It’s often not about eating less, but making a few small changes to your diet that can make all the difference. Find out more about how boosting your activity and eating healthily can positively affect your physical and mental health. So what’s stopping you from achieving the lifestyle you want? Learn how to identify barriers and the strategies to overcome them. Any change in our lives can be a challenge, so how can we do this in a way that’s simple and stress-free? Understand how to reward yourself more and punish yourself less!

**Target group**

All staff

**Semester**

Semester 2

**Facilitator(s)**

Osia Allen

### Inclusive Cultures

**Workshop overview**

The aim of this workshop is to improve awareness of the mechanisms and potential consequence of interactions at work, to improve self-awareness and allow reflection. This workshop asks participants to reflect on their day-to-day interactions with colleagues and students of all levels; it gives participants the space to do this in a structured and productive way, in a safe environment. The presentation and interactions within the workshop are designed to open up small group discussions, focused on real situations and personal experience, reflection and move to self-evaluation, allowing one to accept the need to consider and possibly even change one’s own behaviour.

Universities are a rapidly changing social and educational environment, and taking time to reflect on this and on the day-to-day experiences and how to deal with those is time well spent and an investment in the well-being and resilience of the academic, professional and student body.

**Target group**

All staff

**Semester**

Semester 2

**Facilitator(s)**

Carmen Garcia-Del-Rio
Jane Illes

NEW
### Workshop overview

The session will focus on each of the six elements of self-management and through a series of practical and reflective activities encourage participants to look at areas of their self-management where they are clear about their strengths and development needs and to explore areas where they are less clear. The workshop will explore actions and activities for developing both self-knowledge and self-development in each of the six areas and each participant will receive a copy of Peter Drucker’s book in order to continue to pursue the action plan created at the end of the workshop.

### Managing Priorities in the Workplace

Perhaps one of the greatest challenges facing us is how to manage the many tasks we are faced with on most days. This workshop will give you a valuable opportunity to step back and have a look at what is really going on and what you might do about it.

The principal topics you will cover are: an analysis of your work, using specific tools to identify the true priorities, and the barriers to meeting them; addressing the ‘reality gap’ and formulating a workable action plan to deal with it; and using task boarding as a workable tool to deal with your ‘to do’ list.

### Managing Oneself

The ‘Masters of Business Administration’ degree is becoming increasingly popular, not just with people from the private sector. The challenge around gaining this insight remains for people keen to learn more about business administration and management, but don’t wish for a full immersion into the subject. This workshop distills the MBA syllabus into its main highlights - giving people a platform of understanding across the landscape.

Whilst there will be no attempt to cover the breadth of content of a full MBA programme, the day will focus on the key principles of business administration. These will include organisational strategy, organisation and governance, financial management, marketing and branding, the management of change and leadership. The workshop content reflects contemporary management thought and recognises new and emerging perspectives as well as covering the foundation areas. The workshop will combine discussions and tutor input with case studies and examples.

### Managing Your Manager

Most professionals have a boss, supervisor or line manager, and it’s not an exaggeration to say that the quality of our professional [and wider] life is influenced by the quality of relationship that we have with this individual.

Our ability to influence and manage upwards is a key part of the modern-day professional toolkit, and yet most people only think about it when their relationship with their manager goes wrong in some way. This workshop is about getting the relationship right.

During this workshop we will consider: how to understand the agendas and drives of our managers, how to influence and manage upwards when we have no ‘power’, and how to build a professional relationship that works fully for both parties.
→ **Marketing Yourself on Paper – Effective CVs and Application Forms**

**Workshop overview**
This interactive workshop is designed to provide an insight into marketing yourself through CV’s and Application Forms. We will cover how to produce a CV and cover letter and create a personal and skills profile.

This workshop is for you, if you: have been submitting CVs and Application Forms but not getting interviews, are in the process of applying for jobs or internal promotion, want to improve the way selectors react to your CV, or need help with covering letters.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Angus Campbell

→ **Personal Resilience**  
(Nomination only)

**Workshop overview**
This workshop will cover ten guiding principles for developing personal resilience. Participants will have an opportunity to reflect and explore ways that they can improve their capacity to be more resilient and cope better with uncertainty and change.

The key principles are based on the book ‘Resilience - How to cope when everything around you keeps changing’, by Liggy Webb. Each participant will receive a ’Little Book of Resilience’ and access to an online library to support them after the learning activity.

The emphasis is on distilling complexity and looking at practical and relevant tools that can be taken away to improve the quality of the participants’ life balance. This is also an opportunity to take time for personal reflection, through guided discussion and to create perspective in order to achieve better personal outcomes.

**Target group**
All staff

**Semester**
Semester 1

**Facilitator(s)**
Liggy Webb

→ **Moving Towards a Paperless Office**

**NEW**

**Workshop overview**
Many of us work with a lot of paper over the course of a week. This can be because of user demand, habit, because we are ‘too busy to learn another way’, or simply because we don’t know where to start.

Using the presenter’s own experience and research on this subject over the last four years, the workshop will take the form of a presentation, group discussions and interactive exercises.

We’ll explore the different ways we can reduce paper use and the steps we can take to develop good habits towards a paperless office, including the use of scanning and electronic filing.

This workshop is open to anyone who would like to free up more of their time by reducing the amount of paper they handle, and those who are already using minimal paper and are keen to share best practice.

**Target group**
All staff

**Semester**
Semester 1

**Facilitator(s)**
Dawn Ingham

→ **Planning for Retirement**

**NEW**

**Workshop overview**
Retirement is one of the most significant transitions anyone will face in their lives, both financially and emotionally. This workshop tackles both aspects, helping employees plan for a positive and smooth life change. They include a range of subjects, from the state pension to understanding your options around tax-free cash and annuities, the impact retirement will have on your spare time and managing your money in retirement.

The structure of this workshop will take the following form: Welcome, objectives and introductions; Adapting to change; Financial planning for retirement; State entitlements; Planning your estate; Making the most of retirement.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Close Brothers
safeTALK

Target group
All staff

Semester
Semester 1

Facilitator(s)
Joan Muszynski

Workshop overview
safeTALK is a half-day alertness training that prepares anyone, regardless of prior experience or training, to become a suicide-alert helper. Most people with thoughts of suicide don’t truly want to die, but are struggling with the pain in their lives. Through their words and actions, they invite help to stay alive. safeTALK-trained helpers can recognize these invitations and take action by connecting them with life-saving intervention resources, such as caregivers trained in ASIST.

The workshop features: presentations and guidance from a LivingWorks registered trainer; access to support from a local community resource person; powerful audiovisual learning aids; the simple yet effective TALK steps - Tell, Ask, Listen, and KeepSafe; and hands-on skills practice and development.

Since its development in 2006, safeTALK has been used in over 20 countries around the world.

Welcome for Staff

Workshop overview
The University Principal, and other key representatives of the university, will extend an official welcome to new staff during this event. All staff are eligible to attend and this should supplement your local working place induction. Following a welcome from the Principal, Professor Sir Pete Downes, you will hear about the organisational structure of the University and its strategy, from the Secretary of the University, Dr Jim McGeorge. There will also be an opportunity to hear from, and talk to, other key representatives, as well as meet other staff members in an informal setting over tea and coffee.
What it’s all about...

Getting your message across clearly and effectively is a hugely important skill in every field today. These workshops have been designed to enable you to be efficient, clear and to have the greatest impact. They will help you to convey your story and achieve the results you need by being persuasive and engaging over multiple mediums.
Presentation and Communication

→ Advanced Tips for Data Visualisation

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<td>Facilitator(s)</td>
<td>Naomi Jeffery</td>
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Workshop overview
Analysing and presenting data is a part of many different University functions. In this workshop we will discuss some of the latest research about how people read graphs and share innovative examples of data visualisation. We'll talk through methods for exploring complex data and ways to present it for different audiences. We'll also look at the features of some of the latest software like Tableau and D3 and talk about how to choose the best ones for your needs.

→ Graphical Note - Taking and Making

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<tr>
<td>Facilitator(s)</td>
<td>Steve Hutchinson</td>
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Workshop overview
This workshop will provide you with a toolkit of techniques that you can apply to help you to manage the swaths of information that can clutter your desk and mind. It will help you to make notes quickly and in a way that can aid recall, communication and creativity.

During the workshop we will: understand how using tools such as MetaMaps, MindMaps and Ishikawa Diagrams relate to the way you deal with information and learn how to use graphical and mapping techniques that can aid your presentations, problem solving, creativity and research.

→ Effective Customer Service

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<td>Facilitator(s)</td>
<td>Anne McDonald</td>
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Workshop overview
This one-day workshop introduces participants to the concepts and skills of effective customer service; and examines the skills required for building successful, long-lasting, good customer relationships. Core areas covered include: customer service and business development, communication, internal and external customers, constructive complaints handling, and image and interpersonal skills.

→ Improving Communication with International Students

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<td>Delia Gallagher</td>
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Workshop overview
Some international students do not have much experience using English as a medium for communication and this workshop aims to look at ways their academic, social and cultural experience at University of Dundee can be enhanced.

Using research findings on ways that international students themselves feel their experience can be enhanced, this workshop will also highlight some common sources of language misunderstanding and suggest ways to help overcome these. It will also touch upon the different academic cultures that some of our students come from and how these differences can lead to problems in adapting to the UK academic culture.

While this workshop will be very relevant for teaching staff, it is also open to anyone who would like some insights into some common communication problems that anyone working with international students can experience.

There will be some interactive exercises during this workshop.
Introduction to Data Visualisation

Workshop overview
Analysing and presenting data is a part of many different University functions. In this short workshop we will discuss some of the latest research on how people read data and how to choose the best graphs for different types of data. We’ll discuss good practice for presenting data to avoid misleading people and ensure everyone is able to get the most out of your presentation.

Target group
All staff

Semester
Semester 1

Facilitator(s)
Naomi Jeffery

Presentation Tools for Mobile Devices

NEW

Workshop overview
Learn how to create presentations on your own device (e.g. iPad) using PowerPoint and Microsoft SWAY. PowerPoint and SWAY are great Apps to create or run presentations and are part of Microsoft Office 365, which is FREE to use. Bring along your device - download the applications and learn how to create two different styles of presentations.

The workshop will be practical, so it is important to bring along your device.

Target group
All staff

Semester
Semester 1

Facilitator(s)
Gerard Roarty

Presentation Skills for the Terrified

NEW

Workshop overview
You know the theory, you’ve seen hundreds of talks and lectures and you’ve probably even been to a Presentation Skills workshop where a slick expert stands at the front and makes it all look so easy. But none of this helps. Your insides turn to jelly and your voice wobbles at the mere thought of standing on stage and talking to an audience. This, then, could be just the workshop for you.

Come along, and learn some simple tricks and techniques to help conquer the fear, and give a better talk at the same time. Specifically, we’ll explore: overcoming nervousness, how to get a message across simply and well, how to cope when it’s going wrong and how to overcome difficulties.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Steve Hutchinson

Public Speaking for Staff

NEW

Workshop overview
This workshop is to explore voice versus speech in order to optimise your presentation and vocal dexterity, putting into practice elements learnt on the workshop. Topics that will be discussed, are: The voice as an instrument to be nurtured, how to warm up your voice, controlling and increasing your breath to achieve its full potential, the ability to paint pictures with your voice, achieve your centre note and improve your sustainability.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Michael Hargreaves
Presentation and Communication

→ Report Writing

**Workshop overview**
Reports are a method of documenting and conveying information. They can be used to pull information together following a meeting or number of meetings, or can form the basis for discussion at a meeting. Reports help people to make decisions and plan actions. They are designed to provide research-based information in a concise format. Reports both inform and persuade. A well-structured report with clear points and aims will be more likely to achieve its intended objectives. The workshop gives participants the opportunity to consider the key characteristics of an effective Report. The aim is to help participants improve their writing skills and convey a clear and concise message and information in their written communications. The format of the workshop is informal and includes: group discussion regarding the theory of good report writing, practical exercises testing grammar and spelling and the opportunity throughout the workshop to apply the learning to a real piece of their own writing.

**Target group**
All staff

**Semester**
Semester 2

**Facilitator(s)**
Lynn Cowan

NEW

→ Social Media - Hands-on Using Facebook, Twitter, Instagram

**Workshop overview**
If you have already attended the Social Media Introduction workshop, or the Corporate Use of Social Media workshop previously, come along for practical examples, and hands-on opportunities with Facebook, Twitter and Instagram.

**Target group**
All staff

**Semester**
Various

**Facilitator(s)**
Ramanee Peiris
Rob Ryder-Richardson

→ Servicing Meetings and Committees

(Nomination only)

**Workshop overview**
The workshop will provide an overview of the official house style of reporting and preparing University meetings and committees, including a discussion of the reasoning behind that style. It will consider the various options for capturing the essence of discussions at University meetings and it will consider why meaningful minutes are important. The workshop will also cover the best ways to prepare committee members for meetings and how papers should be structured to ensure they are effective. The focus will be on ensuring clear minute-writing, and ensuring transparency and comprehensibility in the decision-making processes of the University. Participants will also have the opportunity to consider their own practice as well as to raise questions and concerns in an informal setting. Participants will be provided with guidance notes on effective committee servicing within the official University context and this will include tips on common errors and areas of difficulty.

**Target group**
Staff with responsibility for taking university minutes

**Semester**
Semester 2

**Facilitator(s)**
Neale Laker

→ Social Media Introduction
(Previously called ‘Corporate use of Social Media’)

**Workshop overview**
Do you use social media as part of your job? Are you running a Facebook page or group, a Twitter account, or posting to Instagram for your part of the University of Dundee? Or have you been asked to contribute posts to main University social media channels? There is no denying that social media is a powerful tool for connecting with family, friends, colleagues and students alike. With that power however comes great responsibility. The workshop aims to show you the latest and greatest ways to use social media and to avoid classic mistakes.

This workshop is desk-based, practical workshops are the ‘Hands-on Social Media’ OPD workshop, and occasional Buffer, Eventbrite and Campaign Monitor workshops, delivered by Corporate Communications.

**Target group**
All staff

**Semester**
Various

**Facilitator(s)**
Ramanee Peiris
Rob Ryder-Richardson

NEW
### Workshop overview

**Storytelling to Lead, Engage and Persuade**

- **Target group**: All staff
- **Semester**: Semester 1
- **Facilitator(s)**: Kevin Anderson

‘Storytelling to Lead, Engage and Persuade’ is a half-day workshop devised for the University of Dundee. Participants will be reminded of something they already know – stories are powerful, and, stories work. Part of the workshop will focus on exploring The Story Stack, the storytelling framework that has been developed over the last two years. The Story Stack is the framework used to teach organisations who are committed to making storytelling a key part of their communication strategy. After you’ve been introduced to the Story Stack, it’s over to you. Firstly, you’ll get to put the story framework into action in an exercise called Going to the Movies. Then, in the Getting Real exercise, you’ll get the chance to explore storytelling in a leadership context. All participants will get access to an online course that will help them cement their learning. This will help achieve the goal of creating lasting change and a band of self-sufficient leadership storytellers.

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### Workshop overview

**Vocal Enhancement Skills**

- **Target group**: All staff
- **Semester**: Semester 2
- **Facilitator(s)**: Michael Hargreaves

Many presentation workshops focus on the practical side of the presentation, the content, visuals, and equipment. This workshop will look at you, and how you present. This personal one-to-one coaching gives you a chance to develop your most powerful presentation tool - your voice - yourself! It is a known fact that what we say is often not nearly as important as the way we say it. We can help you look, feel and sound your best.

If you have ever thought that you are not using your voice to its full potential, or been concerned that it is not as strong or expressive, as you would like. This workshop offers a practical introduction to effectively improving and enhancing your voice skill. Exploring the following areas: Voice vs Speech, the voice as an instrument, how to warm up your voice, controlling and increasing your breath to achieve its full potential, achieving your centre note and improving your sustainability.

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### Workshop overview

**Taking and Producing Minutes of Meetings**

- **Target group**: All staff
- **Semester**: Various
- **Facilitator(s)**: Anne McDonald

This half-day workshop is designed to give confidence and skills to new or inexperienced minute-takers. The workshop explains the purpose of minutes and how they serve the organisation; looks at different minutes formats, language and style; and touches on the people and politics of meetings, including managing the relationship with the chairperson.
What it’s all about...

We provide essential project management skills, based on industry leading frameworks, and the tools for analysis. Whether you’re new to projects, managing projects or supporting with exciting new initiatives, we have a workshop to suit you.
Project Management and Statistics
Project Management and Statistics

Business Analysis - Scoping and Delivering Effectively

Workshop overview
In 2012 the Standish Group reported that the single biggest reason for project challenges and failure (regardless of geography, sector or discipline) was a lack of a clear understanding of the deliverables. Therefore, an effective requirements gathering process is crucial to the success of any project. Careful determination of project needs, the services to be provided and the ways to deliver those services will lead to better provision of those services within, and on behalf of, your organisation.

This one-day workshop is ideal for attendees who have a requirement to ensure that project deliverables meet the needs for which it was undertaken – whether internal to the organisation or delivering to external customers and stakeholders.

Target group: All staff
Semester: Semester 2
Facilitator(s): Fraser Robertson

Introduction to Project Management

Workshop overview
An introduction to the process of managing projects and the tools to assist in planning and tracking progress. This workshop is aimed at all staff and is intended to be immediately applicable to planning and managing academic and commercial projects. It covers the theory and principles of project management within the context of the Project Management Institute.

Target group: All staff
Semester: Various
Facilitator(s): Fraser Robertson

Delivering Successful Projects

Workshop overview
The skills, tools and techniques of project management are universally applicable to a wide range of activities, whether or not you call them 'projects'. This two-day workshop will improve your decision making, making any sort of business case, planning, tackling risk, coping when things go wrong, bringing together disparate stakeholders and working out your communication strategy.

The principal topics are: what we mean by project management, and the context within the University of Dundee; the project lifecycle - defining and scoping, aims and objectives, customers and roles and responsibilities; business cases; and making difficult decisions using options appraisal; managing risks successfully; working with stakeholders; planning projects - tasks, resources and people; project governance and tolerances; project communications; managing when things go wrong, as they will, without panicking; and closing and learning from projects.

Target group: All staff
Semester: Semester 2
Facilitator(s): Carol Pease

Introduction to Statistical Software and Analysis for Staff

Workshop overview
This two-day workshop introduces statistical analysis using the freeware program R and its associated graphical user interface RStudio.

The following topics will be covered in the order given: The use of RStudio to import data from Excel, and to explore its properties using graphics; Using descriptive statistics to understand data structures; The use of keyboard shortcuts in R; Checking assumptions – normality and constant variance; t-test and analysis of variance (function aov); model simplification and model checking; Transforming the response variable; Multiple comparisons in analysis of variance; Correlation; first and second order partial correlation; Regression using lm (linear model); the independence of significance and explanatory power; Analysis of covariance; the blending of analysis of variance and regression; Model specification and model simplification – the minimal adequate model.

Target group: All staff
Semester: Semester 2
Facilitator(s): Stephen Hubbard
What it's all about...

The importance of knowing how your workplace operates cannot be overlooked. These workshops offer essential understanding of financial structures and policies, an insight into budgets and costings as well as an opportunity to learn strategic and planning processes embodying our One Dundee culture and how we present this to the world.
An Introduction to Global Partnerships and Recruitment

Workshop overview
This is a half-day introductory session for all staff required to travel internationally to support partnerships and recruitment activities.

Would you like to know how to “Tell the University of Dundee story” to international audiences? Do you plan to promote Dundee to international audiences at any point in the coming session? Are you interested in setting up an international partnership or working with an overseas institution more effectively? Are you interested in hearing about the opportunity to promote Dundee overseas in the future, then this workshop is for you.

Target group
All staff

Semester
Various

Facilitator(s)
Jason Norris
Michelle Beagan

Introduction to Budgets

Workshop overview
This workshop is aimed at people with no previous experience of budgets. It will cover the basics of budgeting and financial planning within the University environment. Participants will be given the opportunity to work through the planning, monitoring and control of an activity from inception to completion and will look at different scenarios.

Target group
Non-research staff

Semester
Various

Facilitator(s)
Susan Young

Financial Planning, Monitoring and Control of Non-Research Activities

Workshop overview
This workshop is aimed at people who have some basic experience of budgeting or who have attended the introduction to budgets workshop. The workshop will cover the University’s planning, monitoring and control cycle and will work through examples of non-research projects typical of those taking place across the institution. We will also explore budgeting within the context of the overall University financial position.

Target group
Non-research staff

Semester
Various

Facilitator(s)
Susan Young

Introduction to Entrepreneurship

Workshop overview
Learn how to model an outline business idea using the business model canvas and then deliver a polished pitch using a tried and tested pitch structure. You will also learn about the extensive support and funding available to potential entrepreneurs. Learn about the Centre of Entrepreneurship service within the university including the Enterprise Challenge and the new business idea competition ‘Venture 2018’ which had a prize fund of £25,000 in the last academic year.

This workshop is designed to help anyone at the university who may be thinking about exploring a business idea in the future and those who can come with an outline business idea will benefit most from the workshop.

Target group
All staff

Semester
Various

Facilitator(s)
Brian McNicol

NEW

Strategy, Finance, Business and Marketing
Introduction to the Planning Process

Workshop overview
The planning process is an annual cycle, drawing information from across the University about plans for the coming academic year. It is closely linked to the budget setting process and the University strategy. In this short workshop we will introduce the purpose of the planning process and why it's important. We will look at the flow of information, and who is directly involved in the planning process.

The planning cycle is a fundamental part of future planning for every school and directorate, so any member of staff may benefit from attending this short introduction.

Target group
All staff

Semester
Semester 1

Facilitator(s)
Naomi Jeffery

Target group
All staff

Semester
Semester 2

Facilitator(s)
Naomi Jeffery

Introduction to University League Tables

Workshop overview
The University appears in five key league tables, three UK and two international. This workshop will introduce the tables and how they are relevant for each part of the University. We will start by looking at where the tables draw data from, how they calculate measures and where they are published. We will then look at our latest performance and talk about what our next steps are and how attendees can contribute to improving the results.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Naomi Jeffery

Introduction to TRAC (Transparent Approach to Costing)

Workshop overview
The University is required to submit a TRAC return every year. This return looks at the financial position of a range of activities across the University and also has a direct impact on research project funding by Research Councils UK. This workshop will cover the basic principles of TRAC, how our TRAC return is prepared and how TRAC impacts on the costing and funding of research projects. We will also have a look at the results of TRAC and what it tells us about our University and Schools.

Target group
Managerial staff

Semester
Semester 2

Facilitator(s)
Susan Young

Introduction to the University Strategy

Workshop overview
The University vision and strategy are core to the functions of the University, determining how we fulfil our mission through to realising our values and aims. In this workshop we'll introduce the different granularities of the vision and strategy, why each is important and how they, together, form a cohesive planning tool.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Wesley Rennison
Organisational Structure and Governance

Workshop overview
Ever wondered why we have a University Court? What does Senate do? What is Academic Council? How does that relate to Schools and Professional Services?
This short workshop will guide participants through the University Structure, describing who’s who, the rationale for the structure and why we have the committee structure we have.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Jim McGeorge
Wesley Rennison

NEW

Procurement and VAT Training

Workshop overview
The aim of this workshop is to explore the essential elements of VAT and Procurement, to help authorised University staff, make VAT and procurement decisions to support the business needs of the University of Dundee.
Allowing practitioners to meet the duties and requirements of the Universities current Financial Regulations, external Acts and the Law. During the workshop you will explore what VAT Zero-Rating is – and the various ways in which the University can benefit from it when making purchases and the concessions which apply to all departments. Allowing practitioners to meet the duties and requirements of the Universities current Financial Regulations, external Act’s and the Law.

Target group
All staff

Semester
Semester 2

Facilitator(s)
Stewart Kerr
Gordon Campbell

NEW

Marketing and PR - An Overview of University Support

Workshop overview
This workshop aims to increase participants’ understanding of: what marketing is; who our audiences are and what are their needs; how to use market research effectively; promotion – identifying your USPs and telling your story to reach your target audience; the importance of brand; PR and working with the press, to tell your research story and add to the public debate on topical issues; the role of External Relations and how to work with us.

Target group
All staff

Semester
Semester 1

Facilitator(s)
Rebecca Trengrove
Roddy Isles

NEW

Strategic Insights - Values into Action

Workshop overview
The University of Dundee’s values of Valuing people; Working Together; Integrity; Making a Difference; and Excellence, together with effective Communication, are central to shaping and developing our culture. They empower us to become a high performance community.
During this workshop, you will learn about the place of our values in our Transformation Vision and our new 2017-22 University Strategy, and the recent work done to develop Values into Action. During the workshop you will also have an opportunity to explore each of the values in detail. Working in groups you will learn more about what they might mean for you personally in your own work, but also how you can bring our values to life in your role and team, ensuring that they are at the heart of every action and every decision we make.

Target group
All staff

Semester
Semester 1

Facilitator(s)
Karl Leydecker

NEW
“One of the great things about OPD’s programme is the range and mix of staff that you meet which help represent different perspectives. I always leave feeling very motivated after workshops.”

OPD’s feedback forum 2017
What it’s all about...

As a member of Dundee’s vibrant research community there are a wide range of researcher development workshops on offer which provide comprehensive professional development to support both current roles and future employability. Our transferable skills provision encompasses the four key overarching themes from the Researcher Development Framework.
Reseacher Development

→ Knowledge and Intellectual Abilities
   The knowledge, intellectual abilities and techniques to do research.

→ Personal Effectiveness
   The personal qualities and approach to be an effective researcher.

→ Research Governance and Organisation
   Knowledge of the professional standards and requirements to do research.

→ Engagement, Influence and Impact
   The knowledge and skills to work with others to ensure the wider impact of research.
### Knowledge and Intellectual Abilities

#### Advanced Excel - Functions, Tricks and Short-cuts

**Workshop overview**
Are you daunted by the more advanced functions of Excel? Would you struggle to navigate your way around workbooks, create formulas and create pivot tables? Will you need to apply advanced features of Excel during your PhD? If you answered YES to any or all of the above, or just want to find out more, then this half-day workshop is for you. This is an intermediate workshop aiming to expand your knowledge of Microsoft Excel 2013 to help gain confidence in using Excel as a tool, either for data gathering, or data analysis, or simply getting to know more useful functions.

**Target group**
PGRs

**Semester**
Various

**Facilitator(s)**
Kim Richmond

#### Creating Academic Posters Using Publisher

**Workshop overview**
You will learn how to use Publisher as an effective tool for creating large posters e.g. A0, A1, A2, etc. This is very useful for presenting your research data. After a short presentation, you will work at your own pace from a workbook. A tutor will be on hand to help.

**Target group**
PGRs

**Semester**
Semester 1

**Facilitator(s)**
Kim Richmond

#### Creating Academic Posters Using PowerPoint

**Workshop overview**
You will learn how to use PowerPoint as an effective tool for creating large posters e.g. A0, A1, A2, etc. This is very useful for presenting your research data. After a short presentation, you will work at your own pace from a workbook. A tutor will be on hand to help.

**Target group**
PGRs

**Semester**
Semester 1

**Facilitator(s)**
Kim Richmond

#### Creating Your Thesis in Microsoft Word

**Workshop overview**
Are you daunted by the prospect of writing your thesis or long documents in Word? Have you heard rumours of lost work and crashing programs? Would you like to know how you can save time by automating different aspects of your documents? This hands-on workshop introduces the advanced features of Microsoft Word 2013 which will be invaluable when writing your thesis or long documents.

**Target group**
PGRs

**Semester**
Various

**Facilitator(s)**
UoD IT
Creativity for Researchers

**Workshop Overview**

Creativity tends to be a concept about which we make a lot of assumptions, and can be quite intimidating. And yet it is an essential skill for researchers - looking for solutions, designing research projects, presenting out results, etc. Hence, this workshop will explore what we mean by creativity - both generally, and specifically in the research context. We will then look at a range of strategies to foster and develop research creativity, including working in a more creative environment. Crucially, this workshop will work from the perspective of someone who feels uncreative - and struggles with insecurity about their lack of creativity!

**Target Group**

PGRs

**Semester**

Semester 1

**Facilitator(s)**

Dave Filipovic-Carter

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Intensive Writing Opportunity - PhD Thesis Bootcamp

**Workshop Overview**

Please note: students are required to bring their work in progress with them to this workshop, and should be at, or close to, the writing-up stage of their PhD.

The writing-up process can represent the most daunting and challenging stage of the entire PhD process and this workshop aims to help postgraduate researchers overcome such concerns and develop productive and practical approaches to their writing. Through short, intensive sessions participants will be encouraged to make tangible progress in their writing. The guided nature of these sessions will encourage participants to develop proactive and practical techniques for avoiding procrastination and writer's block, managing their time, and editing and proofing their work. The key goal, however, is to get words down on the page. Attendees will be invited to set personal goals at the beginning of the workshop, with the aim that each participant leaves the workshop feeling that they have made demonstrable progress in writing-up their research.

**Target Group**

Second year upward PGRs

**Semester**

Various

**Facilitator(s)**

Gordon Spark

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Innovation and Design Thinking for Your Research - Ideation, Problem and Solution

**Workshop Overview**

How do you design an original project? What problem are you addressing? How do you identify ‘wicked problems’? What is the best way to tackle these problems and what is the main goal? Participants will be asked to approach problems in a novel way, assess the results and iterate.

This workshop will introduce participants to the basic principles of design thinking and will include exercises to apply the methodology to their research, careers and project management. Participants are encouraged to come to the workshop with specific research related 'wicked problems' in mind. The workshop will include group work, individual reflection and workshop participation. All participants will be encouraged to interact as much as possible and they will be taken through the design thinking technique step by step.

**Target Group**

Research Staff, PGRs

**Semester**

Semester 2

**Facilitator(s)**

Joanna Young

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Intermediate Research Statistics for BioScience Research Staff and Postgraduate Researchers

**Workshop Overview**

This two-day workshop extends the introductory workshop, by broadening the treatment of core topics such as analysis of variance and regression, and introducing new material based on the implementation of generalised linear models with binomial and poisson error structures.

In particular, the following topics will be covered: a brief refresher of the use of the GUI RStudio to implement R; use of the pairs function to visualise and fit smoothers to the data; use of the lm function to fit general linear models to data, introducing polynomial terms into the model, model simplification and checking, using smoothers to identify possible polynomial terms; non-linear least-squares regression using the nls function; selection of initial coefficient estimates for nls; multivariate anova using function manova; AIC values and automated model simplification using step; GLMs with poisson errors (count data) and binomial errors for binary response variables or count data expressed as proportions.

**Target Group**

All BioScience Research staff, PGRs

**Semester**

Semester 2

**Facilitator(s)**

Stephen Hubbard
Introduction to Academic Writing Skills for International Postgraduate Researchers (PGRs)

Target group
- International PGRs

Semester
- Semester 2

Facilitator(s)
- Amanda Shaw

Workshop overview
Please note: this workshop is aimed at PGRs whose native language is not English. Writing in academic English has certain features and follows certain conventions. This workshop will aim to give participants a general overview of writing academic English. We will cover areas such as style and grammar, using appropriate vocabulary, organisation and structure of information in a text, using sources, and avoiding plagiarism.

Introduction to NVivo - Qualitative Data Handling and Analysis

Target group
- Academic staff
- Research staff
- PGRs

Semester
- Semester 2

Facilitator(s)
- Elizabeth Wiredu

Workshop overview
This is a hands-on introductory workshop, designed for the complete beginner as well as those who have used previous versions of the software or watched YouTube tutorials. During the workshop you will: learn how to use NVivo for your literature review; learn how to build the ‘scaffolding’ or structure of your interview project; work with variety of data such as interview transcripts, policy documents, pdfs, audios, videos, pictures, survey data, web pages, tweets, facebook, blogs, LinkedIn data, Endnote, Mendeley, RefWorks libraries; learn to transcribe an interview audio file in NVivo; and use Maps to visually explore your data and generate output for presentation.

Introduction to R graphics with GGPlot2

Target group
- Academic staff
- Research staff
- PGRs

Semester
- Semester 2

Facilitator(s)
- Stephen Hubbard

Workshop overview
The exploratory analysis of data using graphical methods is an essential part of any statistical modelling exercise. This workshop will deal with the use of the industry standard package GGPlot2, implemented in the language R, for the exploration and visualisation of data prior to carrying out formal statistical modelling, with an emphasis on the production of high-quality publication standard plots.

Introduction to R graphics with GGPlot2

Target group
- All BioScience Research staff
- PGRs

Semester
- Various

Facilitator(s)
- Stephen Hubbard

Workshop overview
This two-day workshop introduces statistical analysis using the freeware program R and its associated graphical user interface RStudio. The following topics will be covered in the order given: the use of RStudio to import data from Excel, and to explore its properties using graphics; using descriptive statistics to understand data structures; the use of keyboard shortcuts in R; checking assumptions - normality and constancy of variance in model residuals; analysis of variance (function aov); model simplification and model checking; transforming the response variable; multiple comparisons in analysis of variance; correlation, first and second order partial correlation; regression using lm (linear model); the independence of significance and explanatory power; analysis of covariance, the blending of analysis of variance and regression; model specification and model simplification - the minimum sufficient model.
Introduction to Research Statistics Using R for Arts Research Staff and Postgraduate Researchers

**Workshop overview**

This two-day workshop introduces statistical analysis using the freeware program R and its associated graphical user interface RStudio.

The following topics will be covered in the order given: the use of RStudio to import data from Excel, and to explore its properties using graphics; using descriptive statistics to understand data structures; the use of keyboard shortcuts in R; checking assumptions – normality and constant variance; t-test and analysis of variance (function aov), model simplification and model checking; transforming the response variable; multiple comparisons in analysis of variance; correlation, first and second order partial correlation; regression using lm (linear model), the independence of significance and explanatory power; analysis of covariance, the blending of analysis of variance and regression; model specification and model simplification – the minimal adequate model.

**Target group**

- All Arts Research staff
- Postgraduate Researchers

**Semester**

- Semester 2

**Facilitator(s)**

- Stephen Hubbard

Mind Mapping

**Workshop overview**

This half-day workshop is practical right from the start encouraging participants to consider how the process and outputs of mind-mapping can be useful within a research environment. Central to the workshop are the principles of mind mapping originator Tony Buzan. The workshop will focus on how mind maps can be constructed to be useful rather than ‘perfect’ and to prompt and develop creativity and ideas and form the basis for project plans and management. There will be time in the workshop to use mind-mapping to develop individual and group mind maps.

**Target group**

- Research staff
- Postgraduate Researchers

**Semester**

- Semester 2

**Facilitator(s)**

- Janet Wilkinson

Introductory Tableau Demonstration Workshop - The Beautiful Science of Data Visualisation

**Workshop overview**

Seeing and understanding data is richer than creating a collection of queries, dashboards, and workbooks. You will see how visual and cognitive science explain what makes data visualisation so deeply satisfying. Why does a collection of bars, lines, colours, and boxes become surprisingly powerful and meaningful? How does fluid interaction with data views multiply our intelligence?

Participants will receive a full basic hands-on training on Tableau Desktop delivered by a representative from Tableau. They can expect to build a solid foundation in Tableau. This workshop is for anyone new to Tableau who works with data, regardless of technical or analytical backgrounds. Participants will learn how to navigate the product and examine core concepts and techniques in Tableau. Move from creating visualisations to combining them in interactive dashboards.

**Target group**

- Academic staff
- Research staff
- Postgraduate Researchers

**Semester**

- Semester 2

**Facilitator(s)**

- Thierry Driver

Planning and Structuring Your Thesis

**Workshop overview**

Many postgraduate researchers find that, when immersed in the fine details of their research, it is difficult to see the bigger picture of the thesis as a whole. This can result in a lack of coherence and structure to the overall thesis. This workshop will introduce participants to the typical format of a thesis (but will acknowledge the possibility of variations and will provide a space for participants to discuss this in light of their own research) and encourage them to consider the coherence of their thesis as a whole. Where appropriate, we will explore the role individual chapters (e.g. Literature Review, Discussion etc.) play in that overall structure. Postgraduate researchers will have an opportunity to share and develop their own thesis structure/plans in discussion with peers. Although primarily of use to researchers at a more advanced stage of the PhD process, this workshop may also appeal to early-stage postgraduate researchers who wish to garner an understanding of the overall structure of their thesis early on.

**Target group**

- Second year upward
- Postgraduate Researchers

**Semester**

- Semester 2

**Facilitator(s)**

- Gordon Spark
### Survival Analysis Using R

**Target group**  
Academic staff  
Research staff  
PGRs  

**Semester**  
Semester 2  

**Facilitator(s)**  
Stephen Hubbard

**Workshop overview**

Survival analysis is also known as reliability analysis, failure analysis, and time to event analysis, and is concerned with the explanation of the time it takes for a defined event to occur. The workshop will begin with graphical methods of exploratory analysis of survival data using the appropriate specialist packages in R, followed by illustrations of the use of non-parametric methods such as the Cox proportional hazards model and the creation of Kaplan-Meier objects.

Parametric models will then be considered, where actual time-to-death is used. The use of different hazard functions to model the change in the instantaneous risk of death will be illustrated, and model selection using Anova and AIC based criteria will be demonstrated. Final model summary, checking and interpretation will be examined, as well as using the final model to make predictions.

The emphasis throughout will be on participants conducting the analysis themselves, using datasets provided by the facilitator.

### Preparing for Your Thesis Monitoring Committee (TMC)

**Target group**  
PGRs  
Research staff  
PGRs  

**Semester**  
Semester 2  

**Facilitator(s)**  
Stephen Hubbard

**Workshop overview**

Many postgraduate researchers go into their first TMC with little preparation or understanding of what to expect. This can be a stressful experience, especially in cases where the TMC is used to make the decision on whether to allow the student to upgrade to full PhD status. This workshop will make use of group discussion to demystify the TMC and to better prepare participants for that event. Postgraduate researchers will also be asked to prepare and share a short abstract of their research to date, allowing participants to discuss their research in a concise and effective fashion during the TMC, whilst also allowing us to consider some dos and don'ts of formal academic writing (specifically focusing on participants’ own writing styles) and, more widely, the written submission for the TMC. There will also be an opportunity for general discussion and questions regarding the TMC. Although particularly useful for postgraduate researchers approaching their first TMC, this may be of value to those facing TMCs at any stage.

### The Writing Process – Getting Started with the Literature Review

**Target group**  
First and Second year PGRs  

**Semester**  
Various  

**Facilitator(s)**  
Gordon Spark

**Workshop overview**

The early stages of a PhD are often spent acclimatising to the research environment, narrowing down the focus, and carrying out a great deal of reading as part of the Literature Review. When it comes to actually writing-up that Literature Review, the prospect can seem daunting and many researchers suffer from writer's block or produce poor and overly-descriptive reviews. This workshop will help participants place the Literature Review within the wider context of the thesis as a whole and, through discussion and illustrations, will help establish the purpose and scope of their own Literature Review. In addition to considering the content, structure and presentation of the Literature Review, the workshop will also explore some general tools that allow researchers to approach the writing process as a whole in a focused and confident manner.

### Thesis Writing for International PGRs – Abstract

**Target group**  
International PGRs  

**Semester**  
Various  

**Facilitator(s)**  
Amanda Shaw

**Workshop overview**

Please note: this workshop is aimed at PGRs whose native language is not English. This workshop will look at the purpose, structure, and language used when writing an abstract for a thesis. Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.
Thesis Writing for International PGRs - Introductions

Workshop overview
Please note: this workshop is aimed at PGRs whose native language is not English. The introduction to a thesis is a small but important chapter in setting out the context of your research, establishing a frame of reference, and generally orienting the reader to the detail that is coming in the following chapters. This workshop will look at the general structure of an Introduction, how to use the introduction to set the scene for your research, and the language forms that you might use for this. Questions about academic style will also be addressed. The aim of the workshop will be for each participant to develop a rough plan for the Introduction to their own Thesis, or to review an Introduction which they have already written.

Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.

Target group
International PGRs

Semester
Various

Facilitator(s)
Amanda Shaw

Thesis Writing for International PGRs - Literature Review

Workshop overview
Please note: this workshop is aimed at PGRs whose first language is not English. The literature review is a significant chapter in a thesis and sets the scene for the discussion of your own findings. This workshop will explore the structure and function of the literature review in a thesis, and will look at the language function and forms typically used in the writing of such a chapter. We will also consider issues of style, audience, and rhetoric. Finally, we will discuss various aspects of citation.

Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.

We will use extracts from original literature review texts to learn about the structure and function of such texts and think critically about how to apply this to your own work.

Target group
International PGRs

Semester
Various

Facilitator(s)
Amanda Shaw

Thesis Writing for International PGRs - Results

Workshop overview
Please note: this workshop is aimed at PGRs whose native language is not English. This workshop will look at issues to consider in writing the methodology chapter that are of particular relevance to second-language speakers. This will include discussing the role of this chapter, typical problems that could arise and how to avoid these. We will pay particular attention to the organisational and language features of a methodology chapter in a thesis.

Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.

Target group
International PGRs

Semester
Various

Facilitator(s)
Amanda Shaw

Thesis Writing for International PGRs - Methodology

Workshop overview
Please note: this workshop is aimed at PGRs whose native language is not English. This workshop will outline the typical components of the results chapter of a thesis. We will look at the purpose and structure of this particular chapter and highlight issues which may cause difficulties for second-language speakers of English. Particular attention will be paid to the organisational and linguistic features of writing about your results.

Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.

Target group
International PGRs

Semester
Various

Facilitator(s)
Amanda Shaw
Knowledge and Intellectual Abilities

→ Thesis Writing for International PGRs - Discussion and Conclusion

**Workshop overview**

Please note: this workshop is aimed at PGRs whose native language is not English. This workshop will begin by looking at the function of a discussion chapter and how such chapters are typically organised. We will also consider a framework for writing this section and look at the language for making claims about data.

We will also consider the purpose, structure, and language used in a conclusion as well as looking at a framework which can be used when writing a conclusion.

Participants are encouraged to bring any of their own written work which they think will be relevant to this workshop.

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**Target group**
International PGRs

**Semester**
Various

**Facilitator(s)**
Amanda Shaw

→ Writing-Up, Proof-Reading, and Editing Your Work

**Workshop overview**

This workshop is aimed at PhD researchers who are at, or are approaching, the write-up stage. Through group discussion and illustrations from the instructor, we will explore some aspects of ‘good’ academic writing, as well as identifying some common errors. We will also cover the importance of proof-reading and editing and introduce some techniques to this end. The participants will have the opportunity to practise these techniques whilst proof-reading samples of their own and each other’s work. Proof-reading the work of their peers will allow participants to develop a critical faculty which can then be applied to their own writing, whilst also exposing them to the way other people write (which again illuminates their own writing).

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**Target group**
Second and Third year PGRs

**Semester**
Semester 2

**Facilitator(s)**
Gordon Spark

→ Using Sources in Academic Writing for International PGRs

**Workshop overview**

Please note: this workshop is aimed at PGRs whose native language is not English. Using sources appropriately in academic writing can be difficult for PGRs, particularly when their first language is not English, or they have not had much experience of studying in an English-speaking environment. This workshop will outline different strategies postgraduate researchers can use to incorporate sources into an academic text in ways which do not change the meaning of the original text, or make the student run the risk of plagiarism.

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**Target group**
International PGRs

**Semester**
Semester 2

**Facilitator(s)**
Amanda Shaw
Building Good Research Habits

Target group
Research staff

Semester
Semester 2

Facilitator(s)
Janet Wilkinson

Workshop overview
This half-day workshop is an opportunity to press ‘pause’ and reflect on the research habits that create success and those that lead to procrastination, avoidance and last minute panics or stop us from doing the activities that we believe would be good for us if only we could develop the habit of doing them regularly. It is a discursive and practical workshop, sharing tools and topics for good habit building, helping us to make the most of the time we spend at work and creating more time for things outside.

Career Transitions – Exploring Career Opportunities for Researchers

Target group
Research staff

Semester
Semester 1

Facilitator(s)
Shona Johnston

Workshop overview
This workshop will explore the career opportunities for researchers both within and outwith academia. The workshop will look at the skills developed throughout your research career and how these can be transferred into many different types of roles. The workshop will highlight resources to help you to become more aware of your skills, personality, strengths and weaknesses and how to sell these to future employers. This workshop will also explore the wealth of opportunities available to you and use case studies to highlight some of these options.

Career Options with Your PhD

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston

Workshop overview
This workshop introduces a career management model based on identifying an individual’s career beliefs and priorities, finding broad career areas of potential interest and carrying out research to assess their degree of suitability. In the workshop, participants will be introduced to some key theories about career and consider their own career ideas and preferences. Working in groups, they will draw up a wide range of options by combining statistical information about graduate destinations, careers information resources and case studies of PhD graduates who have followed a range of career paths. Individuals will then consider which options are of most interest to them and develop a plan for further investigation.

Communicating Your Research Online – Digital Tools, Strategy and Impact

Target group
Research staff

Semester
Semester 2

Facilitator(s)
Joanna Young

Workshop overview
This workshop will introduce participants to a set of online tools (including Google Scholar, Figshare, ResearchGate, Academia.edu and F1000) designed specifically for academics that can be used to discuss, share and promote research. In addition, the workshop will touch on how popular social media platforms can be used to your advantage. Case studies explaining how other researchers build successful online profiles will also be included.

Tools such as these can be used to demonstrate public engagement in grants and department reports. Researchers post opinions, negative results, figures, posters, data, old student projects (and more) and receive acknowledgement from their peers and the public while building their own research profiles. It is possible to track your research impact digitally, gain citations for your work, interact with peers and engage with a non-academic audience directly.
Workshop overview
This half-day workshop has a future focus to it. It will encourage participants to think about what their options and choices are beyond their PhD/current postdoc to be able to put together a short to medium-term plan identifying the opportunities that they may need to seek or take to develop the skills and experiences that would be useful in creating employment in the next 12 months, 3 years or 10 years.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Janet Wilkinson

Workshop overview
This workshop will emphasise the importance of preparation including the identification of your own particular strengths through your own personal skills audit. This can be particularly useful when applying to jobs outside Higher Education where recruitment and selection tends to emphasise skills. It will also cover how to structure covering letters and CVs for both academic and non-academic jobs. We will also show you how content and language in applications may differ between academia and other sectors and how this can be crucial in the interview shortlisting process.

The workshop is interactive, includes a range of practical examples and encourages participants to look at CVs, Cover letters from an employer’s perspective.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston

Workshop overview
Our overall resilience and wellbeing is impacted by our ability to manage our stress levels in our increasingly busy lives. A certain level of stress is necessary to motivate us. Some people cope whilst others find it all too much. Why is this? To some extent it is not the stress that is important, but what we do with it.

The workshop will help you to identify the main physical, psychological and behavioural symptoms of stress. It will enable you to develop better coping strategies and practice some simple methods that will make you feel calmer and more in control.

Looking at a variety of coping methods, it will help to start the process of changing how you react to, and cope with, stress. It will help you to plan towards what you need for a better balance, to be more resilient, happier, healthier and more productive.

Target group
PGRs

Semester
Various

Facilitator(s)
Joan Muszynski

Workshop overview
This workshop will focus on the importance of preparation including the identification of your own particular strengths through your own personal skills audit. This can be particularly useful when applying to jobs outside Higher Education where recruitment and selection tends to emphasise skills. It will also cover how to structure covering letters and CVs for both academic and non-academic jobs. We will also show you how content and language in applications may differ between academia and other sectors and how this can be crucial in the interview shortlisting process.

Have you got an important interview coming up? Do you want to improve your interviewing techniques? Do you want to learn more about how to handle those tricky questions?

The emphasis of this workshop is to enhance your interview skills through practical activities always with the postgraduate researcher in mind. The workshop will also give an insight into how employers, in both academic and non-academic setting, recruit and what they’re looking for. Advanced preparation for interviews will be covered, highlighting the difference between a mediocre interview performance and one filled with positive impact.

This highly interactive workshop offers plenty of opportunity to practice your interview technique and gain feedback from fellow participants and an experienced careers professional in a relaxed and informal environment.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston

Workshop overview
This workshop will focus on the importance of preparation including the identification of your own particular strengths through your own personal skills audit. This can be particularly useful when applying to jobs outside Higher Education where recruitment and selection tends to emphasise skills. It will also cover how to structure covering letters and CVs for both academic and non-academic jobs. We will also show you how content and language in applications may differ between academia and other sectors and how this can be crucial in the interview shortlisting process.

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This highly interactive workshop offers plenty of opportunity to practice your interview technique and gain feedback from fellow participants and an experienced careers professional in a relaxed and informal environment.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston
Finding and Harnessing Your Motivation

Workshop overview
In times of difficulty, and in challenging environments, perhaps the most important character trait is our ability to stay motivated and to keep going. In this short, interactive workshop we'll examine the factors around both finding and then using your motivation to achieve your goals. Specifically, we'll look at the motivational effects of self-efficacy and confidence, building motivating environments and setting focussed goals.

Target group
Research staff
PGRs

Semester
Semester 1

Facilitator(s)
Steve Hutchinson

How to Peer-Review Research Manuscripts for Journals

Workshop overview
Peer review helps to ensure the quality and reputation of published academic research. The ability to review manuscripts for journals is a core skill that every researcher must acquire; however, many inexperienced reviewers can spend too much time reviewing a single manuscript. By learning how to review manuscripts quickly, you will have more time for your own research. But how long should you spend reviewing a manuscript? And what should you write in your review? Find out in this workshop which draws upon the results of an extensive survey of editors of international journals. The main focus will be on STEM journals, with best practice based on the views of 116 editors of medical, psychology, biology, chemistry, physics, maths, engineering and geology journals. The workshop is also highly relevant to Arts, Humanities and Social Science researchers as it includes the views of 112 editors of sociology, economics, law, history, philosophy, literature and linguistics journals.

Target group
Research staff

Semester
Semester 2

Facilitator(s)
David Jones

Healthy Body, Healthy Mind
(Previously called ‘The Health Factor’)

Workshop overview
Newly available to postgraduate researchers this workshop will focus on helping individuals set appropriate and achievable lifestyle goals. We'll explore a range of activities that can help change our bodies, by making them look different and work more efficiently. These activities can also change your mood, self-esteem and general wellbeing, but how do you know which ones to choose? The food you eat is also an important factor for your overall health. Understand how to make smarter food choices. It's often not about eating less, but making a few small changes to your diet that can make all the difference. Find out more about how boosting your activity and eating healthily can positively affect your physical and mental health.

So what’s stopping you from achieving the lifestyle you want? Learn how to identify barriers and the strategies to overcome them. Any change in our lives can be a challenge, so how can we do this in a way that’s simple and stress-free? Understand how to reward yourself more and punish yourself less!

Target group
All staff
PGRs

Semester
Semester 2

Facilitator(s)
Osia Allen

How to Secure a Lecturing Post – Application Through Interview

Workshop overview
In a previous role the facilitator has chaired over 50 appointment panels for lectureships. While his own background is in Humanities, this workshop will be of relevance to those seeking to secure a Lectureship in a wide range of disciplines. It will cover all aspects of the application process, including writing a convincing application and CV and the process of presentation/interview, and will include a wide range of practical tips and advice designed to demystify the appointment process and give you the best possible chance to succeed.

The workshop will cover: where posts are advertised, when to consider applying, how to self-assess against the job description, how to write a convincing application and CV, how to prepare for presentation and interview, what makes candidates stand out at interview, and how to handle the post-interview situation (whether successful or not).
NEW

Target group
PGRs

Semester
Semester 1

Facilitator(s)
Dave Filipovic-Carter

Workshop overview
During this workshop, we will introduce the concept of personality type, and specifically the Myers-Briggs Type Indicator™. Participants will have the chance to work through the four main dichotomies and self-select what they feel is their ‘best fit’ and so explore the overall personality type. This is not a process of labelling or pigeon-holing; it is a chance to self-reflect using a well-researched, internationally renowned tool. We will then consider the significance of the suggested outcome for both individuals to work at their best, specifically in the research environment, and also the consequences for working with others.

Moving on - Getting Started with Applications

NEW

Target group
Research staff

Semester
Semester 2

Facilitator(s)
Tracey Stead

Workshop overview
This workshop is aimed at people who have just started to consider alternatives but have no clear ideas or are concerned about their suitability for different careers. The decision to move on from academic research is often not easy, and can be hindered further when it isn’t clear that there are many alternatives.

In this workshop we will look at where and how researchers have successfully made a transition to alternative career paths. We will also look at a few ideas to get you started in searching for alternative options, with a good understanding of what non-academic employers are looking for, and how they might view researchers.

Making the Transition - PhD to Postdoctoral Research

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston

Workshop overview
This workshop is intended for PhD candidates nearing the end of their doctorate who are considering a future career in research. The workshop will be presented by an experienced Life Sciences post-doctoral researcher who has supported the career development of postgraduate researchers and postdocs throughout her career. It will involve a number of short presentations, discussions and other activities.

Moving on - What Are My Options? Where do I look?

Target group
Research staff

Semester
Semester 1

Facilitator(s)
Tracey Stead

Workshop overview
This workshop is aimed at people who have just started to consider alternatives but have no clear ideas or are concerned about their suitability for different careers. The decision to move on from academic research is often not easy, and can be hindered further when it isn’t clear that there are many alternatives.

In this workshop we will look at where and how researchers have successfully made a transition to alternative career paths. It will also be an opportunity for you to reflect on what is important for you in terms of your own career - what are your career priorities?

We will also look at a few ideas to get you started in searching for alternative options, with a good understanding of what non-academic employers are looking for, and how they might view researchers.
Networking for Researchers

**Workshop overview**
This workshop will focus on how to establish a network and build it to support your career and aims. We will cover networking strategies, engagement methods and how to “pitch” yourself and/or your ideas. Participants will be introduced to various techniques that they can use in a variety of situations with a range of different audiences. How can we turn conversations to our advantage? How do we approach and engage with senior academics? When and how should we follow up with people?

Each individual will be encouraged to create a personal strategy that they can use after the workshop and build on in future. The workshop will comprise a mixture of group work, group discussion and individual exercises. This workshop is ideal for postgraduate researchers and postdoctoral researchers who are looking to engage with people beyond the bench or the office, to set up collaborations, engage with industry and enhance their career prospects.

**Target group**
Research staff
PGRs

**Semester**
Semester 2

**Facilitator(s)**
Joanna Young

Planning Your Professional Research Career – an Introduction to the Researcher Development Framework (RDF)

**Workshop overview**
An interactive workshop looking to explore core strengths and weaknesses, and how these in turn, can shape future careers. The workshop will begin by identifying core skills common to all researchers. From this base we will explore the unique skill sets of participants. Which skills are strengths and which ones need to be developed? How could weaknesses hold us back?

We will then transfer our knowledge to the Research Development Framework and identify core skills to explore and how they develop with time and experience. We will map how personal and professional skills could develop in the future and identify resources and people that could help you achieve your goals.

**Target group**
Research staff
PGRs

**Semester**
Semester 2

**Facilitator(s)**
Shona Johnston

One-to-One Careers Advisory Sessions

**Workshop overview**
Careers guidance is the process that enables you to make well-informed, realistic decisions about the next steps towards your future career. You do not need to know what you want to do before you come to see us - we see people at all different stages of their plans.

Previous enquiries have included: Understanding the academic career path; Alternative career options; Improving applications, CV and covering letters; Mock interview practice; Marketing transferable skills to employers.

**Target group**
Research staff

**Semester**
Various

**Facilitator(s)**
Shona Johnston

Preparing for Your Viva

**Workshop overview**
The PhD viva is an integral part of the PhD process in the UK but is something of a black box with many myths surrounding it.

This workshop aims to demystify the viva process by: exploring how examiners view the viva process, exploring what the examiners are likely to be looking for at the Viva, helping you understand what the possible outcomes of the viva are and what they mean, providing you with options and methods for preparing for your viva and help you manage your nerves at the viva.

At the same time this workshop aims to build your confidence and give you an overview of the viva in the context of your own PhD research.

**Target group**
Third year upward
PGRs

**Semester**
Semester 2

**Facilitator(s)**
Robin Henderson
Resilience in Research - Modules 1, 2 and 3

**Workshop overview**

Resilience in Research is a new offering for our researchers. We strongly encourage you to attend all three modules. Each of the three sessions will relate directly to resilience building in the research environment whilst considering the individual actions we can/may take to develop and maintain our own resilience:

Workshop 1 will focus on the fundamentals of resilience - what it is, how we create the core elements of resilience for ourselves and how we spot when our resilience is reducing and why.

Workshop 2 will look at behaviour related strategies for building resilience into our work as researchers and our wider lives.

Workshop 3 will consider a range of tactical strategies for the maintenance of resilience on a daily, monthly and annual basis.

**Target group**
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Janet Wilkinson

Strategies for Developing Your Career in Academia

**Workshop overview**

This half-day workshop will differentiate between fixed career plans and flexible career strategies and help to create individual options for career development activities over the next 12 months, 3 years and 5-10 years.

In order to look at future plans the workshop will evaluate past and current career development activities, consider the direction of career development, facilitate a conversation about ambition, drive and career longevity and evaluate CV strengths and gaps in order to look at short term and longer term career plans, options and strategies.

**Target group**
- Research staff

**Semester**
- Semester 2

**Facilitator(s)**
- Janet Wilkinson

Social Media Bootcamp - Sharing, Connecting and Building an Audience

**Workshop overview**

This workshop is designed specifically for researchers who are looking to develop their online presence and boost their career prospects through social media.

There are now numerous channels available that can be used to amplify your research, promote an enterprising project and attract future employers. Each individual can now build their own online ‘brand’ that friends, colleagues, collaborators and future employers can engage with. In addition, social networks can act as a valuable source of information and a personally tailored news feed.

The workshop is designed to cover a selection of mainstream social media tools that can be used to build your online brand. Short group exercises, case studies and the instructor’s personal experience will be included to illustrate key points.

**Target group**
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Joanna Young

Tackling Your Inner Critic - Getting Out of Your Own Way (Previously called ‘Imposter Syndrome - Tackling Your Inner Critic’)

**Workshop overview**

If you have ever doubted your ability, or thought ‘I just got lucky this time’, I worry that others will discover how little I know or I only got that praise because people were being kind; this is an indication that you have experienced imposter syndrome. The imposter ‘voice’ is one of many that come from our ‘inner critic’ and is very common amongst researchers. It presents itself as a feeling of inadequacy that persists even in the face of evidence that the opposite is true. It is frequently experienced, often by high-performing people, as a feeling of self-doubt and intellectual fraudulence. The good news is that it is completely normal, and sometimes even useful! The bad news is that it may result in you missing out on opportunities or creating the wrong impression with others. In this workshop we will look at where the imposter syndrome comes from, think more widely about how to tame your inner critic – where else does it show up or limit your confidence or proactivity?
The Complete Researcher - PhD Launchpad (Year 1)

Workshop overview

Complete Researcher: PhD Launchpad is designed to help you benefit from a huge variety of different skills in a very intensive day.

This workshop will help you to understand the PhD process, develop your creativity, improve your communication and presentation skills, plan your research and manage important relationships, particularly that between you and your supervision team.

The topics covered have been carefully selected to give you the best opportunity to start your PhD as effectively as possible. The day is highly participative and you will work in groups with other researchers, giving you the chance to meet a wide range of other new postgraduate researchers across the university.

We’ll take you through the early stages of your PhD in a day and help you to identify your approach to research, communication and working with others.

Target group
First year PGRs

Semester
Semester 1

Facilitator(s)
Tracey Stead

The Complete Researcher - Making Progress in Your PhD (Year 2)

Workshop overview

Aimed at postgraduate researchers in the second year (full time equivalent) of their PhD, this workshop will help you to navigate this potentially extremely challenging middle-part of your doctorate. It is an opportunity to review what you have done to date, and how that relates to what you need to achieve overall, as well as looking ahead to what needs to be done in the short to medium-term future. It will focus in some detail on the requirements of a doctorate - the hypothesis, the thesis structure, and meeting the assessment criteria in your thesis and your viva. As well as looking at critical success factors for second year doctoral researchers, and managing yourself in the months ahead.

Target group
Second year upward PGRs

Semester
Semester 1

Facilitator(s)
Dave Filipovic-Carter

The Complete Researcher - Finish Up, Move On (Year 3)

Workshop overview

Complete Researcher: FUMO is designed to help you to focus on how you will be more effective in your approach to writing your thesis and planning a successful viva.

The workshop is very practical and you will be asked to reflect on and plan your own thesis and work in groups with other researchers to gain different perspectives on thesis planning and writing.

We’ll take you through what to expect in the viva examination and demystify the final stages of your PhD.

Target group
Third year upward PGRs

Semester
Semester 2

Facilitator(s)
Tracey Stead

The Seven Secrets of Highly Successful Research Students

Workshop overview

What do postgraduate researchers do to finish on time, to overcome isolation, doubt and writer’s block, and to enjoy the process? And just as importantly what do they do in order to spend guilt-free time with their family and friends and perhaps even have holidays? If this sounds appealing, then this workshop will be of particular use to you.

This workshop describes the key habits our research and experience, working with thousands of postgraduate researchers, shows will make a difference to how quickly and easily you complete your PhD. Just as importantly, these habits can greatly reduce the stress and increase the pleasure involved in completing a PhD.
Welcome for Postgraduate Researchers

Workshop overview

The Vice-Principal (Research, Knowledge Exchange and Wider Impact), extends a welcome for new postgraduate researchers at this event. The Director of Student Services will provide an overview of the support facilities at the University. Informative and interactive sessions throughout the workshop will provide significant opportunities for social interaction and building networks with fellow postgraduate researchers from across the University, as well as providing a more general introduction to the UK postgraduate research culture. There will be an opportunity to hear from and talk to other key representatives from areas of interest to new postgraduate researchers as well as interact with peers in an informal setting over tea and coffee. This event complements your local school induction.
Data Management Plan for Grant Applications

Workshop overview
Many funders now require a data management plan (DMP) be submitted as part of their grant application process. The University of Dundee advocates the creation of a plan in its Policy to Govern the Management of Research Data and the LLC provide guidance and support in the creation of a plan. In this one-hour workshop, participants will be introduced to best practice in data management planning and set up an account on DMPonline to begin creating their own Data Management Plan.

Target group
Academic staff
Research staff
Staff supporting PIs

Semester
Semester 2

Facilitator(s)
Philippa Sterlini

Good Laboratory Practice

Workshop overview
The workshop will enhance understanding of Good Laboratory Practice and the reasons behind the initiation of a set of standards whereby pre-clinical studies are conducted from initiation to completion, and will conclude with a discussion of archiving and a Q&A session.

We will discuss: the roles and responsibilities of management, the responsible scientist, all study staff and also QA; the conduct of the study will be discussed – i.e. the need for study plans and study plan amendments, SOPs, how to record raw data – whether using a lab book or a computer – and training records; the suitability of facilities, whether they are fit for the job; equipment maintenance and calibration will be discussed and the appropriate labelling of chemicals and reagents; test/reference substances will be looked at, and the validation of computer systems; test systems, be they biological, chemical or physical; concluding the study and the dos and don’ts for reporting the study.

Target group
Academic staff
Research staff
Staff supporting PIs

Semester
Semester 1

Facilitator(s)
Alex MacLellan

Getting to Grips with Referencing - How to Cite Right and Avoid Plagiarism

Workshop overview
Accurate citation and referencing are crucial elements of PhD research, yet many candidates find it a confusing and stressful process. This workshop aims to provide reassurance and to equip participants with the skills to go about this task with confidence. We will demystify the process by exploring the general mechanics of referencing, and applying these mechanics to the specific referencing systems employed in the candidates' disciplines. Where anxieties over referencing exist, they are often linked to fears about plagiarism. We will thus also consider exactly what is meant by plagiarism, and examine ways in which good referencing can ensure we do not fall into such a trap. Similarly, we will also explore and practice techniques for effective quotation and paraphrasing, and look at the ways in which all of these factors – good referencing and citation, avoiding plagiarism, effective quotation & paraphrasing – are interlinked and integral to successful completion of the PhD thesis.

Target group
PGRs

Semester
Various

Facilitator(s)
Gordon Spark

Introduction to Project Management for Researchers

Workshop overview
An introduction to the process of managing projects and the tools to assist in planning and tracking progress. This workshop is intended to be immediately applicable to planning and managing academic and commercial projects. It covers the theory and principles of project management within the context of the Project Management Institute.

Target group
Research staff
PGRs

Semester
Various

Facilitator(s)
Fraser Robertson
Workshop overview
After the initial excitement of starting a research project, it can be easy to begin to go off-track if you don’t have a clear idea of how you are going to approach it: deadlines may start to slip, the focus of the project might stray and your motivation may suffer as a result.

During this workshop you will take stock of how well your project is going at the moment and use some project management and coaching approaches to get back on track, make plans, stay motivated and manage your time more effectively.

Target group
Research staff
Semester
Semester 2
Facilitator(s)
Tracey Stead

NEW
→ Making the Most of Your Post Doc - Strategies for Independence

Target group
Research staff
Semester
Semester 2
Facilitator(s)
Tracey Stead

Workshop overview
Making the most of your time as a postdoc requires self-leadership: to gain the experience and skills required to become an independent researcher.

One of the most important aspects of leadership is having clarity on what you will achieve, and a strategy for how to get there.

In this reflective and interactive workshop, we will think about what a successful postdoc and becoming independent looks like: what is expected of you? What are you expecting of yourself over the time you spend as a contract researcher?

We will look at some tools and strategies that you might use in terms of achieving independence, including developing your reputation and visibility.

→ Keeping Your Research Project on Track

NEW

Target group
PGRs
Semester
Semester 2
Facilitator(s)
Tracey Stead

Workshop overview
After the initial excitement of starting a doctorate, it can be easy to begin to go off-track if you don’t have a clear idea of how you are going to approach it: deadlines may start to slip, the focus of the project might stray and your motivation may suffer as a result.

During this workshop you will take stock of how well your project is going at the moment and use some project management and coaching approaches to get back on track, make plans and manage your time more effectively.

Target group
All staff
PGRs
Semester
Various
Facilitator(s)
UoD IT

NEW
→ Keeping Your PhD on Track

NEW
→ Mind Mapping Using MindView6 Business

Workshop overview
How do you record details? Do you have different tools for different tasks? This workshop will examine how your note-making and planning could become more efficient, more creative and so more memorable and useful. Mind-Mapping can help you to make notes quickly and in a way that your mind will process and recall more readily. The main focus of the workshop will be using MindView 6.0 (available on the Managed Desktop) to help you plan and manage your tasks more effectively, as well as organising information using the mind map concept. This professional mind mapping software allows you to visually brainstorm, organize and present ideas. Known for its award winning Microsoft Office integration this mind mapping software lets you be more productive, turning ideas into action faster than ever before! The workshop will look at the interchangeable views, unique project management features and powerful collaboration options available in MindView.
Navigating the Funding Landscape - How are Decisions Made

Workshop overview
Building a track record of getting funding, even for small amounts, at the start of your career teaches you how to convince people to support your ideas and ambitions; more importantly it demonstrates your initiative, independence and drive – boosting your broader employability whatever your ultimate career destination. This workshop will help you to understand the different people who are involved in the management, review and awarding of research funding and how to tailor your future proposals for maximum effect.

This workshop includes advice gathered from researchers who have been awarded funding and perspectives from research funders. We will look at the range of funding schemes open to researchers and consider how you and your proposal will be scrutinised a review, interview and panel discussions stage. Also, there will be an opportunity to network with other early career researchers. Please come armed with the questions you have about funding.

Target group
Academic staff
Research staff
Semester
Semester 2
Facilitator(s)
Tracey Stead

Preparation Your Fellowship Proposal

Workshop overview
Preparing a fellowship proposal? Concerned by the success rates? Nervous about the interview and presentation ahead?

This workshop will take you through the process of applying for fellowship funding and help you to develop a more effective proposal and prepare for a confident performance at interview. We'll look at the range of funders that award fellowships and what they are hoping to achieve through investment in individuals. You will reflect on your research vision and consider how to effectively balance future ambitions with evidence of your track record to date.

We'll also look at the role of the host organisation and what to look for and ask for to ensure that you start your fellowship with the best level of support and commitment.

Using insights gathered from fellowship holders, reviewers and panel members you will prepare a pre-submission development plan and framework for reviewing and improving your proposal prior to submission.

Target group
Research staff
Third year upward
PGRs
Semester
Semester 2
Facilitator(s)
Tracey Stead

Navigating the Funding Landscape - Who Funds Research?

Workshop overview
Building a track record of getting funding, even for small amounts, at the start of your career teaches you how to convince people to support your ideas and ambitions; more importantly it demonstrates your initiative, independence and drive – boosting your broader employability whatever your ultimate career destination. This workshop will help you to understand which funding schemes and funding bodies are right for you - we’ll start with small awards for conferences and visits and work up to prestigious independent fellowships. This workshop includes advice gathered from researchers who have been awarded funding and perspectives from research funders. We will look at the range of funding schemes open to researchers and consider how these relate to your career stage and research interests. The workshop will also be an opportunity to network with other early career researchers. Please come armed with the questions you have about funding.

Target group
Academic staff
Research staff
Semester
Semester 2
Facilitator(s)
Tracey Stead

Research Data Management at the University of Dundee

Workshop overview
This workshop will explain the terminology around data management and the importance of adopting good practice at the start of a project. In practice this will make it easier for you and others to work with and build upon your data. It will also help bring your data to a wider audience and potentially increase citations. Good practice is straightforward and easy to put in place and will save you and others time and work. Various research funders have specific mandated requirements of grant holders and their institutions with regard to the data they create to ensure that it is managed correctly and, where possible, shared. Some academic journals require that authors provide access to the datasets underpinning conclusions drawn in their published findings. The University has systems and support in place to help researchers fulfill these criteria.

Target group
Academic staff
Research staff
PGRs
Semester
Various
Facilitator(s)
Philippa Sterlini
Researchers have an obligation to act responsibly and ethically when carrying out research and publishing their work. Breaches in research integrity and publication ethics are damaging not only to the individuals and their institutions, but also to public trust. It isn’t, however, always clear to researchers what the accepted principles are and they may unwittingly breach these. Awareness will be raised of problems that can arise for research groups as well as individual researchers, whatever their career stage, and advice given on how to avoid these.

The following topics will be discussed:
- Responsible conduct of research (RCR);
- Concept of research integrity;
- Conflicts of interest;
- Plagiarism;
- Authorship, including in the digital age and avoiding/minimising disputes;
- Peer review;
- Collaborative research;
- Data ownership, management and integrity;
- Digital images - inappropriate manipulation;
- Research misconduct and questionable research practice.

**Target group**
- PGRs

**Semester**
- Semester 1

**Facilitator(s)**
- Irene Hames

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**Research Project Management**

**Workshop overview**

Starting from the initial phase of developing research ideas into proposals with detailed plans, through to finishing the project and ensuring that outcomes are achieved, you will be introduced to a range of tools and approaches to support delivery of your research projects.

The workshop will take you through the four phases (i.e. Definition, Planning, Execution and Closing): Defining success, engaging and building relationships with key stakeholders, developing a governance structure; Rolling wave planning, developing timelines and budgets, identifying and managing risks, planning resources, data management; Progress reporting methods; re-planning, corrective action approaches; Capturing knowledge, ensuring outcomes are met.

Throughout the workshop you will have the opportunity to discuss the challenges which you face in managing research projects and the exact content of the workshop will be tailored to reflect participants research methods and disciplines.

**Target group**
- Academic staff
- Research staff

**Semester**
- Semester 1

**Facilitator(s)**
- Robin Henderson

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**Responsible and Ethical Practice in Research and Publication – PGRs**

**Workshop overview**

Researchers have an obligation to act responsibly and ethically when carrying out research and publishing their work. Breaches in research integrity and publication ethics are damaging not only to the individuals and their institutions, but also to public trust. It isn’t, however, always clear to researchers what the accepted principles are and they may unwittingly breach these. Awareness will be raised of problems that can arise for research groups as well as individual researchers, whatever their career stage, and advice given on how to avoid these.

The following topics will be discussed:
- Responsible conduct of research (RCR);
- Concept of research integrity;
- Conflicts of interest;
- Plagiarism;
- Authorship, including in the digital age and avoiding/minimising disputes;
- Peer review;
- Collaborative research;
- Data ownership, management and integrity;
- Digital images - inappropriate manipulation;
- Research misconduct and questionable research practice.

**Target group**
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Femi Otitoju

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**Unconscious Bias Seminar**

**Workshop overview**

The overall aim of the seminar is to provide participants with an understanding of the nature of unconscious bias and how it impacts on individual and group attitudes, behaviours and decision-making processes. Unconscious bias refers to the biases we hold that are not in our conscious control. Research shows that these biases can adversely affect key decisions in the workplace. The session will enable you to work towards reducing the effects of unconscious bias for yourself and within your organisation. Using examples that you will be able to relate to, we help you to explore the link between implicit bias and the impact on the organisation.

**Target group**
- All staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Femi Otitoju
### An Introduction to Engaging Public Audiences with Your Research

**Workshop overview**
Learn how you can make the most of engaging with different public groups, including schools, general public and policy makers. Try some practical skills to help you engage diverse audiences and find out how the University can support you reach these new audiences. A panel discussion with experts with a strong track record of supporting engagement with research completes this workshop.

Discussing your research with the public has wide-ranging benefits for you and your career: from raising your profile and networking to becoming a confident communicator to public audiences. These skills can easily be transferred to develop effective presentation skills and enhance teaching.

**Target group**
- Academic staff
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Jonathan Urch

### Conference and Events Organising

**Workshop overview**
Organising and managing a conference gives researchers the opportunity to boost their profile, develop new skills and to meet other academics in their field. In order to deliver a high quality event it is crucial that organisers execute a sequence of well-planned actions in advance, leaving plenty of time to solve any problems that arise unexpectedly. There are now a number of free online tools and event marketing systems, such as Eventbrite, that can be used to help you manage your conference so that you can achieve maximum impact and attract delegates. The workshop is designed to cover event planning and design, management, finance, venues, online tools, marketing and promotion, attracting sponsorship and post-event actions. The content is taught via short lectures, demonstrations of free online tools and interactive group exercises, in addition to case studies and the instructor’s own experience. Participants are encouraged to share their own event ideas throughout.

**Target group**
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Joanna Young

### Build a Research Website in Under Three Hours

**Workshop overview**
You can use your website to explain your research, list your publications, point out your collaborations, blog, link to social media and note your awards and achievements and provides increased visibility. A researcher can use their own website to publish a preprint of their research article (depending on the copyright policies of the journal), allowing them to pre-publish their research in one place.

This workshop requires no coding skills or programming experience. Participants will be introduced to the principles of web design, usability and a few different platforms for building websites free of charge. The workshop will focus on the free Wordpress platform and participants will be taken through the website building process: by the end they will each have a functional research website that they can update and manage themselves.

**Target group**
- Research staff
- PGRs

**Semester**
- Various

**Facilitator(s)**
- Joanna Young

### Creative Teaching Using the University Archives

**NEW**

**Workshop overview**
This short workshop will introduce you to the range of unique archive collections held by the University and examine different ways these can be used in teaching across a wide variety of subject areas. We will aim to show the practical and research skills your students can learn by making first-hand use of original sources. The Archives holds documents, photographs, rare books, maps and plans and other material that relate to many of the teaching disciplines in the University. Using these is a unique way for your students to engage creatively with your subject area and to develop research and other transferable skills. You will also find out how you can use the collections to promote your courses and aid student recruitment.

This workshop will include case-study presentations and hands-on activities to allow you to become familiar with the potential of the collections.

**Target group**
- Academic staff
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Caroline Brown
Workshop overview

Do you regularly use digital images to illustrate your research? Do you have access to Photoshop and wish you knew the best way to make the most of your images - and the most efficient ways to do so?

This hands-on, half-day workshop will demonstrate the tools of image manipulation within the Photoshop package, including how to make the most of an image, time saving tips, and will explain the issues of resolution and RGB/CMYK colour filters.

Target group
All staff
PGRs

Semester
Various

Facilitator(s)
Malcolm Finnie

Workshop overview

The University requires that all PhD supervisors keep up-to-date with their knowledge, skills and approaches. Existing and new supervisors are welcome to attend this mixed-discipline development workshop. Based around case studies and an examination of good practice, the workshop will support you in reflecting on your own practice, addressing issues and challenges in PhD supervision and keeping up-to-date with latest developments in the field.

Target group
Staff responsible for PhD supervision

Semester
Various

Facilitator(s)
Linda Martindale

Workshop overview

Effective written communication is an essential part of academia and researchers have to write a variety of documents including proposals, theses, papers for publication, grant proposals and books. Every writing project involves planning, setting deadlines and collaborative writing and must be written in a clear and concise manner that is appropriate for that particular style of document.

This workshop will focus on how to start writing, how to keep going and how to finish. We will cover different styles of documents, language and the academic writing style, in addition to how to plan your writing and a short introduction to new collaborative writing tools in the form of writing exercises, advice on making writing part of your life and a short section on dealing with and providing feedback. All participants are required to bring an abstract of no more than 200 words with them. Finally, the class will discuss the academic publishing process, with a focus on research papers.

Target group
Research staff
PGRs

Semester
Various

Facilitator(s)
Joanna Young

Workshop overview

Finding Humour in Your Research - Bright Club

With the help of a Bright Club organiser and stand-up comedian, participants during this workshop will get a taste of how humour and creativity helps participants build their confidence in public speaking, teaching and as effective communicators. It is a lively, fun and participative workshop.

Facilitator Susan Morrison is the founding compere at The Stand comedy clubs and has trained hundreds of people from Universities to communicate their research in funny ways to different audiences. Including over 100 performers at Bright Club Dundee.

Bright Club is a stand-up comedy show that collides worlds of comedy and research. We hope that each participant will take part in one of our Bright Club comedy shows but there is much more to finding humour in your work. It’s useful when speaking to any audience including funders, collaborators and the general public. More importantly it breeds confidence and makes you more memorable, which supports career progression and media work.

Target group
Academic Staff
Research Staff
PGRs

Semester
Various

Facilitator(s)
Jonathan Urch
Susan Morrison
## First Steps to Supervision

**Workshop overview**

Many researchers take on supervisory responsibilities for research students and undergraduates on projects.

This workshop is aimed at research staff who are managing the day to day supervision of students. Using a PhD as a model, we will look at the roles and responsibilities of supervisor and student, consider the development of the relationship between them over the period of research, look at mechanisms for effective delegation, feedback and monitoring of progress.

**Target group**
- Research staff

**Semester**
- Semester 1

**Facilitator(s)**
- Tracey Stead

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## Get That Paper Written and Published

**Workshop overview**

Publishing your research in peer reviewed journals is a top priority. But many researchers struggle with writing papers; however, there are effective strategies to help you get your research papers written and published. During this workshop, through written exercises and discussions, attendees examine all aspects of the process, and start drafting their own research papers. It is important that attendees come with results that they are ready to write-up for publication.

This workshop will cover: identifying why papers fail to be written, submitted or published; a personal action plan to ensure you start writing and get published; clarifying the message of your paper, and deciding where and how to communicate it; mapping out the manuscript to get the ideas into a logical structure; writing the first draft; editing the manuscript; submitting the manuscript; successfully navigating the reviewing process to final publication.

**Target group**
- Research staff
- Third year upward PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- David Jones

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## How to Write Research When There's No Time

**Workshop overview**

In this half-day workshop postgraduate researchers will explore what effects productivity in writing a thesis. The workshop will discuss the various factors effecting the process of writing and how writing fits into the overall research process. Also, covered are how best to approach planning, drafting, redrafting and editing. The workshop will show how to develop focus during writing workshops and how to be more productive and effective over the long term. Practical and actionable advice is given during this interactive and reflective workshop.

**Target group**
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Daniel Soule

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## Influencing and Persuasion Skills

**Workshop overview**

Our work, and lives in a wider environment, involves us influencing people and situations through our verbal and written communication (independently and together) on a daily basis. This workshop takes three approaches to being more persuasive: examining what we do now and the success and challenges this gives us; considering specific situations, individuals or groups where we need to have greater influence or persuade others to a particular course of action or thinking; thinking and planning how we can influence one thing or persuade one person or group and how we can create patterns and success from employment of a small range of strategies.

This workshop allows reflection, practice and planning. It is a chance to focus on the subject for three hours and then create an action plan. The workshop aims to reinforce the things we already do well in this area and look for further strategies and plans to continue to build a range of styles to work with others.

**Target group**
- Research staff
- PGRs

**Semester**
- Semester 2

**Facilitator(s)**
- Janet Wilkinson
Infographics, Data Visualisation, Animation - New Ways to Illustrate Your Research

Workshop overview
This workshop will serve as an introduction to the vast field of data visualisation. Highlighting online tools, you will learn how to tell stories with your data. Examples of unique data visualisation projects will be shown for inspiration. Animation will be introduced as an alternative method to illustrate your research.

This workshop will look at how data can be turned into compelling visual stories, including flat graphic design (infographics). Topics covered include: the importance of good visual storytelling; designing and presenting graphs and charts to maximise their impact; and examples of good practice.

Please note: Although different visualisation software options will be discussed during the workshop, this is not a software-training workshop. Participants can bring laptops along with them, though this is not essential.

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Mhairi Towler

Introduction to Adobe Illustrator - 2D Art, Design, Graphic Software
(Previously called ‘Digital Image Manipulation: Illustrator’)

Workshop overview
Illustrator can be considered the vector graphics counterpart to the well known Photoshop.
Instead of pixels, the atomic nature of illustrator is ‘vectors’ or mathematically defined shapes and curves on a 2D canvas. It is a strong product in that area, coming from the company that invented Postscript (language that drives your laserprinter) and has a portfolio of related creative software. Using the application however can be daunting for beginners; some tools are not immediately intuitive and as a 21st generation product there is also some feature bloat to contend with. This introductory workshop will therefore cut to the chase, and focus on those fundamentals that will demystify the product.

Target group
All staff
PGRs

Semester
Semester 2

Facilitator(s)
Paul MacKinnon

Intellectual Property and Commercialisation

Workshop overview
Participants will find out: what IP is, the types of IP you’ll encounter as a researcher; The University’s IP regulations and policy; IP ownership - who owns it; deciding whether to patent an invention - when is it worth it, what are the alternatives; copyright issues you need to be aware of as a researcher; what is the real value of IP; how can this value be realised (Managing and commercialising intellectual assets); processes - management, licensing, joint ventures, assignment, spin-outs; case studies - real life commercialisation examples from RIS (Research and Innovation Services).

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Richard Gregson

Introduction to Demonstrating and Lab-Based Practical Teaching

Workshop overview
In the practical and semi-vocational disciplines, the majority of part-time teaching undertaken by postgrads will be in labs, practical classes and on field trips. You may be described as a ‘demonstrator’ when in fact what you are doing is helping and supporting student learning whilst students are engaged in practical activities.

The aim of this workshop is to introduce participants to the underpinning principles and practices of teaching in (and facilitating learning in) practical classes.

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Steve Hutchinson
→ Introduction to Entrepreneurship

Workshop overview
Learn how to model an outline business idea using the business model canvas and then deliver a polished pitch using a tried and tested pitch structure. You will also learn about the extensive support and funding available to potential entrepreneurs.

Learn about the Centre of Entrepreneurship service within the university including the Enterprise Challenge and the new business idea competition ‘Venture 2018’ which had a prize fund of £25,000 in the last academic year.

This workshop is designed to help anyone at the university who may be thinking about exploring a business idea in the future and those who can come with an outline business idea will benefit most from the workshop.

Target group
All staff
PGRs

Semester
Semester 1

Facilitator(s)
Brian McNicoll

→ Layman’s Abstract – Summarising Your Research for the Non-Specialist

Workshop overview
What is a Layman’s Abstract and why do academics need to be able to write one? It’s part of the job description; it’s a transferable skill.

This workshop will aim to discuss: First steps, a single-sentence summary and the differences between a research abstract and a layman’s summary; how to write a layman’s abstract, knowing your audience, context and framing, hooks and pegs and removing jargon; responsibilities, hope or hype, dealing with risk and uncertainty and communicating research, or selling it; attendees are invited to submit a Layman’s Abstract of their own research for detailed critique.

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Stuart Blackman

→ Leadership and Teamworking for Postgraduate Researchers

Workshop overview
When hiring new team members, the professional environment is increasingly choosing individuals with transferable skills such as leadership, teamworking, strong communication, negotiation and cooperative working. How an individual perceives their own working style, what their preferences are and how they interact with and manage others is a key part of this, and researchers can benefit from exploring their own personal method of working.

This workshop will cover different types and styles of leadership, how to find leadership opportunities and a leadership case study. The leadership case study will help postgraduate researcher to recognise and relate to specific leadership practices and employ these in their own work.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Joanna Young

→ Leading, Managing and Developing a Team

Workshop overview
Today’s pioneering research is conducted in teams and being able to supervise and work as part of a team is rapidly becoming a major key to academic success. This interactive workshop will help you understand what an effective research team needs. It will explore leadership and how you can inspire, motivate and develop the team as well as ensure that the project’s needs are met. You will learn skills that every team leader and aspiring leader should know. The topics within this workshop will be covered in the light of working within a university context with research staff and postgraduate researchers; however, we will not be covering: writing grants, dealing with the administrative demands, writing research papers or winning.

Target group
Academic staff

Semester
Semester 2

Facilitator(s)
Steve Hutchinson
Workshop overview
There is no one correct way to lecture. Different subjects have different styles, different disciplines have different requirements and different audiences have different demands. So, the essence of effective lecturing is to find a style that works for you, your material and your audience.

In this short workshop, we’ll examine the essential elements of how to lecture to and teach large groups of students. Specifically, we’ll consider issues around: Continuity – ensuring your material fits to a larger syllabus; Clarity – ensuring that your material is clear both structurally and intellectually; Content – ensuring that your efforts achieve the objectives you set; Quantity – ensuring appropriate pace and avoiding overload; Delivery – ensuring your style is engaging and fresh; Improvement – ensuring your students actually benefit, that there are feedback mechanisms in place and that you improve each week.

Target group
Academic staff
Research staff
Semester
Semester 1
Facilitator(s)
Steve Hutchinson

NEW

Target group
Academic staff
Managerial staff
Semester
Semester 1
Facilitator(s)
Tracey Stead

Managing Staff in an Academic Context – Effective Delegation

Workshop overview
Being in an academic leadership or management role means that a significant amount of your time will be spent managing others in your group or department: enabling them to contribute effectively to its research vision or goals whilst, at the same time, developing their own research careers.

The transition from lone researcher, responsible for your own ideas and outputs, to a manager or leader who must delegate that work to others can be difficult to navigate, and yet it is essential for both you and your colleagues if you wish to progress in your careers.

You may not necessarily have been trained in how to give effective feedback, (and may not have experienced receiving it) and yet it is a crucial aspect of your role. Skilfully providing feedback can have a huge impact on the confidence and motivation of others, as well as enhancing performance and highlighting areas for development.

Target group
Academic staff
Managerial staff
Semester
Semester 2
Facilitator(s)
Tracey Stead

NEW
Maximising the Impact of Your Research

Workshop overview
Impact is currently the word on every funding agency’s lips. The economic pressures on the government mean that more and more public-funded research has to demonstrate value for money and impact. But what does this word actually mean? What do the funders actually want? Should demonstration of impact be more important than pure intellectual curiosity? And how could you maximize the impact of your work?

During the workshop we will: consider both academic impact (i.e. increased paper citations) and non-scholarly impact (i.e. adding societal value); engage with the notion of how (eg. wider impact, such as for the REF) impact can be maximised and evidenced; discuss how, when designing research, that we might build in impact in a wider range of areas; impact arising from interdisciplinary research; in order for us to get the most out of our time together next week, there will be a small amount of easy pre-work for you to engage in.

Negotiating and Influencing

Workshop overview
Everything we do contains an element of influence. This practical workshop, focused on situations which researchers face, will explore how you can be effective at influencing. We will examine strategies to influence situations, what and how you are influenced, the communication skills used by effective influencers, and how language can be used more effectively to influence people in face to face and written communications. During the workshop you will have the opportunity to practice some of these skills and will explore how to approach a negotiation situation using a research based scenario.

Open Access and Publishing Practice

Workshop overview
The Open Access movement has steadily grown to become a routine feature of the publishing landscape. This workshop aims to give an overview of the movement and how changes in the publishing environment have benefited both the individual researcher and society in general.

You’ll find out how Research Services can support you throughout the publishing process; from identifying what your obligations are to your funders to ensuring that the journals you wish to publish in meet their requirements. We’ll discuss the different types of Open Access and explain what funding and discount schemes might be available to you.

Other topics of interest that will be included in the workshop include registering with ORCiD, Creative Commons Licensing and metrics.

Pitch Perfect – Public Speaking, Networking and Engaging

Workshop overview
Researchers are frequently under pressure to communicate their information verbally, whether it is an oral presentation, in a meeting or an interaction at a conference. Performing well in a keynote presentation or impressing at a chance meeting is key to facilitating collaborations, building relationships with future employers and boosting your career. Public speaking and networking are key components to a successful career, both within academia and beyond.

How do you respond to difficult questions? How do you effectively engage with senior academics? Participants will be introduced to various techniques that they can use and adapt to a variety of situations. Effective verbal delivery and engagement takes practice and this workshop will introduce participants to concepts and techniques that they can use to their advantage. We take a step by step approach to presentations, building up from initial short research pitches to longer conference talks so participants can gain confidence.
## Workshop overview

During this workshop, time is spent analysing the nature of a request for a presentation, using a checklist which can assess this and the presenter’s responsibilities. Examples are provided of different ways of structuring a presentation and the use of a script or cue cards. Advice is given on how to: stay in contact with the audience though the use of verbal and non verbal means and the selective use of visual aids; project the voice and yet maintain a conversational and engaging style of delivery; cope with nerves and overcome objections and difficulties.

Participants will be asked to give two short unprepared (1-2min) presentations in the morning to assist in building up their technique and confidence. In the afternoon they will present their talks, which will have been prepared in draft format. Advice will be provided as to how these drafts can be firmed up and made more effective.

### Target group
PGRs

### Semester
Semester 1

### Facilitator(s)
Richard Ellis

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## Workshop overview

The overview of this workshop is to explore voice versus speech in order to optimise your presentation and vocal dexterity, putting into practice elements learnt on the workshop.

Topics that will be discussed, are: The voice as an instrument to be nurtured, how to warm up your voice, controlling and increasing your breath to achieve its full potential, the ability to paint pictures with your voice, achieving your centre note and improve your sustainability.

### Target group
International PGRs

### Semester
Semester 2

### Facilitator(s)
Deborah Hardin
Denine Lutz

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## Workshop overview

In this highly interactive workshop, participants hone their skills in preparing for, and delivering memorable presentations in a manner which will inspire and motivate their audience.

A variety of short presentations will be made during the day for practice and a brief presentation (less than 5 minutes) will be filmed at the end for feedback and personal study.

### Target group
PGRs

### Semester
Semester 1

### Facilitator(s)
Elaine Manley

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## Workshop overview

Please note: this workshop is aimed at PGRs whose first language is not English. This short workshop will review presentation strategies and give participants a chance to reflect on their approach and skills in giving presentations. It will cover structure and organisation, visual aids, and delivery. Language questions and problems will also be discussed. Participants should have an upcoming presentation with details in mind to summarise for the group. Responding to audience questions will be addressed then as well.

### Target group
International PGRs

### Semester
Semester 2

### Facilitator(s)
Deborah Hardin
Denine Lutz

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## Workshop overview

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A variety of short presentations will be made during the day for practice and a brief presentation (less than 5 minutes) will be filmed at the end for feedback and personal study.

### Target group
PGRs

### Semester
Semester 1

### Facilitator(s)
Elaine Manley

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## Workshop overview

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Topics that will be discussed, are: The voice as an instrument to be nurtured, how to warm up your voice, controlling and increasing your breath to achieve its full potential, the ability to paint pictures with your voice, achieving your centre note and improve your sustainability.

### Target group
PGRs

### Semester
Semester 2

### Facilitator(s)
Michael Hargreaves
### Publish or Perish – Academic Publishing in a Nutshell

**Workshop overview**
A significant time investment is required to successfully publish a paper and several skills are used during the process including collaborative writing, figure design, analysis and concise written communication. With 30,000 journals to choose from and various publishing models to consider, researchers need to be aware of which option will work best for them. There have been several new developments in recent years in academic publishing, including the rise of open access journals, the requirement to share data and new regulations. Participants will be introduced to the editorial process, various publishing models, open access publishing, legal considerations and how to navigate the academic publishing process. This workshop will cover the key actions and issues behind publishing a research paper including manuscript preparation, choosing the appropriate journal and peer review and will include an introduction to the controversial subject of metrics.

**Target group**
PGRs

**Semester**
Semester 2

**Facilitator(s)**
Joanna Young

### Research Degree Theses – Publication, Open Access and Copyright

**Workshop overview**
For postgraduate researchers to graduate, they must digitally archive the final version of their thesis in the Discovery Research portal. Discovery serves as the institutional repository for the University and is underpinned by software known as Pure. This requirement allows postgraduate researchers to have a Discovery researcher profile, providing an opportunity to create an online presence to promote their research outputs and activities. This workshop shows postgraduate researchers how to promote research, whilst also raising awareness of their responsibilities to funders and corporate partners. This includes explaining why an embargo (restricting access to a thesis) may be necessary and under what conditions they may be applied. This includes protecting confidential or sensitive research and intellectual property rights. We will also give a brief overview of how embargoes are managed by the Library and Learning Centre Research Services team.

**Target group**
PGRs

**Semester**
Semester 2

**Facilitator(s)**
John McCaffery
Moya Fox
Philippa Sterlini

### Pure and Discovery - Promoting your research

(Previously called called ‘Pure training for Research Information Management’)

**Workshop overview**
Pure is the software which underpins the University’s institutional repository, the Discovery Research Portal. This workshop aims to inform researchers about the benefits of using Pure to organize and promote their work. We’ll show you how to create a Biography for your Discovery Research Profile and how to add research outputs and activities.

We will also provide a brief overview of the role of the Library Learning Centre, Research Services and the types of support we provide.

**Target group**
Academic staff
Research staff

**Semester**
Semester 2

**Facilitator(s)**
John McCaffery
Moya Fox

### Setting Objectives and Managing Projects

**Workshop overview**
In order to manage projects effectively we need a clear idea of outputs, outcomes and objectives. Yet inherent in pure academic research there is a fundamental difficulty in that we are on a voyage of discovery. This workshop will explore how to set meaningful research objectives both from month to month, but also more strategically. From this basis, the workshop will explore what is needed to manage a research project from conception to completion.

**Target group**
Academic staff

**Semester**
Semester 2

**Facilitator(s)**
Steve Hutchinson
Workshop overview

Communicating with a non-academic audience requires a different style, whether it is self-publishing a blog post, writing for the media or being interviewed for radio. This workshop will focus on different methods of public engagement including blogging, writing a press release and engaging and managing journalists. Participants will be encouraged to think strategically about who they want to engage and why, defining their message and communicating with different groups. There will also be a short introduction to altmetrics and a discussion around their advantages and disadvantages.

Activities will include short individual writing exercises, group work, feedback and discussions. This workshop is designed for researchers of any level who would like to share their work beyond academia and develop their public engagement strategy.

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Joanna Young

NEW

Workshop overview

Displaying information in a visual format is an excellent way for researchers to communicate their work. You can enhance your research papers, thesis, conference posters, presentations and public engagement activities with accurate and clear visual representations. This workshop is designed to introduce participants to various types of visual formats including standard graphs, information visualisations and graphics for publication.

Data and information visualisation is a vast and rapidly growing field. Building excellent graphics and summary figures takes time, practice and a willingness to learn the appropriate software. This workshop will provide an overview of tools and further resources for participants to explore in their own time.

Target group
Research staff
PGRs

Semester
Semester 1

Facilitator(s)
Joanna Young

NEW

Workshop overview

Delivered by international TV science presenter, performer and writer Tom Pringle (AKA Dr Bunhead from Brainiac).

If you’re new to public engagement then this workshop will give you the ideas and inspiration to bring your specialist knowledge into the public realm. For the more experienced communicators this is an excellent opportunity to further hone your skills.

This workshop has been carefully designed to prepare anyone (from nervous novice to experienced speaker) to present engaging and accurate specialist knowledge in a truly memorable and exciting manner. You will be gently encouraged to step outside of your comfort zone to extend your repertoire of skills and build your confidence for real life situations.

Throughout the day, short sections of theory are put into practise in real life simulations that immerse participants in a broad range of communication situations.

Target group
Academic staff, Research staff

Semester
Semester 2

Facilitator(s)
Tom Pringle
Terms and Conditions
Self Booking

Workshops are available for self-booking and are free of charge to staff and postgraduate researchers from within the University of Dundee. Booking a workshop is perceived as your agreement to attend that workshop in its entirety. If you find yourself unable to attend the workshop, it is expected that you will cancel your attendance at the earliest possible time (See 'Cancellations and non-attendance' for further details).

It is important that you arrive promptly for the start of your workshop; as late arrival is disruptive to Facilitator and other participants. We advise that you arrive 10 minutes in advance of the scheduled start time. If you arrive late, it is at the facilitator’s discretion whether you are permitted to stay.

Booking a Workshop

Key terms, conditions and expectations for placing bookings are listed below and are also available at: dundee.ac.uk/opd/workshops/howtousethebookingsystem/termsconditions.

OPD accounts will be generated automatically for University staff and postgraduate researchers. Associate Staff can request an OPD account by contacting OPD@dundee.ac.uk.

When using your OPD account for the first time, your username and password will be either your staff ID number or student matriculation number. You must change your password after you first login. For further guidance choosing a password visit: dundee.ac.uk/it/services/mypassword.

Workshops on the OPD Programme are available through our online booking system. Places can be self-booked by logging into your OPD account via the OPD website following the instructions given: dundee.ac.uk/opd/workshops/howtousethebookingsystem.

All workshop bookings are confirmed with an automated email. You will receive a reminder of your booking via automated email, one week prior to the workshop date. If a workshop has pre-coursework, you will be reminded of this in advance. Failure to submit or complete any required work by the indicated deadline may result in your dismissal from the workshop.

NEW workshops are added throughout the year, and there are a small number of nomination only workshops that require management referrals to be sent to OPD@dundee.ac.uk.

Booking applications are processed on the assumption that you have sought the agreement of your line manager/supervisor to attend.

Although workshops close for self-booking 3 days prior to the event, we do welcome enquiries from individuals willing to attend workshops at short notice.

Waiting List

In the event that a workshop is fully booked, an automated email will inform you that you have been placed on a waiting list. If a place subsequently becomes available, you will receive an email inviting you to login to your account to accept/decline the place within 3 days, after which time it will expire and be offered to the next person on the waiting list.

The email offer does not constitute a place on the workshop. The numbers booked onto a workshop are the maximum that can be accommodated by the facilitator and/or venue; therefore, if you have been placed on a waiting list, do not attend the workshop. We recommend that you keep your name on the waiting list as these are used to determine if additional sessions are required and those on the waiting list are given the opportunity to book onto the newly scheduled session before it is advertised and opened to others for booking.
Cancellations and Non-attendance

Should you need to cancel a booking, please do so through your OPD account no less than 3 working days before the workshop. Cancellation requests made less than 3 working days before a workshop can only be made by contacting OPD and must be accompanied by an email from your line manager/ supervisor supporting the reason and confirming exceptional circumstances. We require this confirmation to justify the financial cost incurred and the additional administration time required to find a replacement participant at short notice.

Two or more occasions of non-attendance without acceptable cancellation requests will result in OPD reviewing your access and future bookings on the programme.

If you are unable to attend a workshop in its entirety (i.e. late arrival, early departure, period of absence during the workshop), you must contact the OPD programme Co-ordinator at least 10 days in advance to request approval for partial attendance. Partial attendance is granted for exceptional circumstances only.

Attendance Register

It is a requirement that attendees sign the register. We regret that if you do not sign the register during the workshop, you will be marked as 'not-attended' and the training will not appear on your training record. We are unable to change your status at a later stage.

If you require a Training Transcript as a record of training you have undertaken with OPD, you may view and print this from your OPD account via the 'My Training History' section.

Altered to Workshops from Advertised

Occasionally workshop venues change. If this is the case, you will receive notification of the new venue. If you need any assistance with the new location, please contact OPD.

Should we have to postpone or cancel workshops due to low uptake or other extenuating circumstances beyond our control, we will notify booked participants with as much notice as possible.

Feedback

Completing feedback is part of the Terms and Conditions for participating in OPD workshops. Following the workshop, you will be invited via email to complete a short online feedback form. This is essential for us to tailor OPD workshops to participant needs.

Photograph Permission

Photographs are taken periodically during workshops. These photographs may be used on the OPD website, publicity materials or distributed internally for creative purposes. If you do not consent to having your image taken or distributed, please contact OPD in advance of your training.

For Postgraduate Researchers:

Information regarding the status of your attendance, behaviours and adherence to OPDs Terms and Conditions may be shared with your postgraduate research supervisor.

We strongly recommend that you check your workshop requirements to ensure that you attend any mandatory sessions.

Policies

Policies that underpin the activities of OPD can be viewed:

dundee.ac.uk/opd/policiesandreports

Please note: OPD use a combination of internal and external facilitators, audio-visual equipment and practical activities to embed your learning. If you have any health or accessibility requirements that we should take into consideration to help you get the most out of your training, please advise as soon as possible and we will endeavour to meet your requirements within reasonable notice.

Offensive or aggressive behaviour will not be tolerated when contacting or interacting with OPD and dismissal from workshops remains at the facilitator’s full and final discretion.
Organisational and Professional Development Programme 2017 / 18