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.
### 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

Target group
PGRs

Semester
Semester 1

Facilitator(s)
Dave Filipovic-Carter

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!

Intensive Writing Opportunity - PhD Thesis Bootcamp

Target group
Second year upward PGRs

Semester
Various

Facilitator(s)
Gordon Spark

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.

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

Target group
Research Staff, PGRs

Semester
Semester 2

Facilitator(s)
Joanna Young

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.

Intermediate Research Statistics for BioScience Research Staff and Postgraduate Researchers

Target group
All BioScience Research staff, PGRs

Semester
Semester 2

Facilitator(s)
Stephen Hubbard

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.
### Introduction to Academic Writing Skills for International Postgraduate Researchers (PGRs)

**Target group**
- International PGRs

**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.

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

**Semester**
- Semester 2

**Facilitator(s)**
- Amanda Shaw

### Introduction to NVivo - Qualitative Data Handling and Analysis

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

**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.

**Target group**
- All BioScience
- Research staff
- PGRs

**Semester**
- Various

**Facilitator(s)**
- Elizabeth Wiredu

### Introduction to R graphics with GGPlot2

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

**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.

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

**Semester**
- Semester 2

**Facilitator(s)**
- Stephen Hubbard

### Introduction to Research Statistics for BioScience Research Staff and Postgraduate Researchers

**Target group**
- All BioScience
- Research staff
- PGRs

**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.

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

**Semester**
- Various

**Facilitator(s)**
- Stephen Hubbard
Introduction to Research Statistics Using R for Arts Research Staff and Postgraduate Researchers

Target group
All Arts Research staff
PGRs

Semester
Semester 2

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 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.

Mind Mapping

Target group
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Janet Wilkinson

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.

Introductory Tableau Demonstration Workshop - The Beautiful Science of Data Visualisation

Target group
Academic staff
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Thierry Driver

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.

Planning and Structuring Your Thesis

Target group
Second year upward
PGRs

Semester
Semester 2

Facilitator(s)
Gordon Spark

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.
Survival Analysis Using R

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<td>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.</td>
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Focus Group

| Facilitator(s) | Stephen Hubbard |

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<td>First and Second year PGRs</td>
<td>International PGRs</td>
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| Facilitator(s) | Amanda Shaw |

The Writing Process – Getting Started with the Literature Review

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<td>PGRs</td>
<td>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.</td>
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Focus Group

| Facilitator(s) | Gordon Spark |

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| Facilitator(s) | Gordon Spark |

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Preventing for Your Thesis Monitoring Committee (TMC)

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<td>PGRs</td>
<td>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.</td>
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Focus Group

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| Facilitator(s) | Gordon Spark |

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| Facilitator(s) | Gordon Spark |

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Thesis Writing for International PGRs – Abstract

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<td>International PGRs</td>
<td>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.</td>
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Focus Group

| Facilitator(s) | Amanda Shaw |

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| Facilitator(s) | Amanda Shaw |
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 native 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

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 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.

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

Target group: Second and Third year PGRs
Semester: Semester 2
Facilitator(s): Gordon Spark

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).

→ Using Sources in Academic Writing for International 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.

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.
Building Good Research Habits

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.

Target group
Research staff

Semester
Semester 2

Facilitator(s)
Janet Wilkinson

Career Options with Your PhD

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.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Shona Johnston

Career Transitions – Exploring Career Opportunities for Researchers

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.

Target group
Research staff

Semester
Semester 1

Facilitator(s)
Shona Johnston

Communicating Your Research Online – Digital Tools, Strategy and Impact

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.

Target group
Research staff

Semester
Semester 2

Facilitator(s)
Joanna Young
CVs, Covering Letters and Applications

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

Employability Beyond Your PhD/Postdoc

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 a short to medium-term plan together 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
Research staff
PGRs

Semester
Semester 2

Facilitator(s)
Janet Wilkinson

Enhancing Your Job Interview Skills - A Practical Approach

Workshop overview
Have you got an important interview coming up? Do you want to improve your interviewing technique? 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 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

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
PGRs

Semester
Various

Facilitator(s)
Joan Muszynski

Personal Effectiveness
### NEW

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<th>Workshop overview</th>
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<td>Finding and Harnessing Your Motivation</td>
<td>Research staff</td>
<td>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.</td>
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<tr>
<td>How to Peer-Review Research Manuscripts for Journals</td>
<td>Research staff</td>
<td>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.</td>
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<td>Healthy Body, Healthy Mind (Previously called ‘The Health Factor’)</td>
<td>All staff</td>
<td>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!</td>
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<tr>
<td>How to Secure a Lecturing Post – Application Through Interview</td>
<td>Research staff</td>
<td>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).</td>
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### Target group

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<thead>
<tr>
<th>Semester</th>
<th>Facilitator(s)</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>Steve Hutchinson</td>
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<tr>
<td>Semester 2</td>
<td>David Jones</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Osla Allen</td>
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<tr>
<td>Semester 2</td>
<td>Karl Leydecker</td>
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## Personal Effectiveness

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<th>Workshops</th>
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<td>PGRs</td>
<td>Workshop overview</td>
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<tr>
<td></td>
<td>During this workshop, we will introduce the</td>
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<td>concept of personality type, and specifically the</td>
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<td>Myers-Briggs Type indicator™. Participants will</td>
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<td>have the chance to work through the four main</td>
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<td>dichotomies and self-select what they feel is their</td>
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<td>‘best fit’ and so explore the overall personality</td>
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<td>type. This is not a process of labelling or pigeon-holing; it is a chance to self-reflect</td>
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<td>using a well-researched, internationally renowned tool.</td>
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<td>We will then consider the significance of the</td>
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<td>suggested outcome for both individuals to work at their best,</td>
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<td>specifically in the research environment, and also the consequences for working</td>
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<td>others.</td>
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<tr>
<td><strong>Facilitator(s)</strong></td>
<td>Tracey Stead</td>
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<td>Research staff</td>
<td>Workshop overview</td>
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<td>This workshop is aimed at people who have</td>
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<td>started to consider alternatives to a research</td>
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<td>career and will soon be in a position to start</td>
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<td>applying for positions outside academia.</td>
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<td>Many researchers, once they have made the</td>
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<td>decision to move to a career beyond academia,</td>
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<td>then feel daunted by the task of effectively</td>
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<td>marketing their specialist skills and knowledge.</td>
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<td>What will a non-academic employer expect and what will they want to know?</td>
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<td>How do we describe specialist skills to a non-specialist in applications and</td>
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<td>interviews?</td>
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<td>We will look at the recruitment processes used by non-academic employers as well as</td>
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<td>what makes a successful CV and cover letter.</td>
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<td>We will also consider interview scenarios and</td>
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<td>how to answer typical questions that you are</td>
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<td>likely to face.</td>
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<td><strong>Facilitator(s)</strong></td>
<td>Tracey Stead</td>
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### **Moving on - Getting Started with Applications**

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<td><strong>Facilitator(s)</strong></td>
<td>Dave Filipovic-Carter</td>
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### **Moving on - What Are My Options? Where do I look?**

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<td><strong>Facilitator(s)</strong></td>
<td>Tracey Stead</td>
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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.

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.

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.

Preparing for Your Viva

Workshop overview
The PhD viva is an integral part of the PhD process in the UK but if 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.
**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?

**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.

**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.

**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.
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 (hypo)thesis, 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

Workshop overview

What do postgraduate researchers do to finish on time, to overcome isolation, doubt and writer's block, and to enjoy the process? 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.

Target group
PGRs

Semester
Semester 2

Facilitator(s)
Hugh Kearns

Target group
First year PGRs

Semester
Semester 1

Facilitator(s)
Tracey Stead

Target group
Third year upward PGRs

Semester
Semester 2

Facilitator(s)
Tracey Stead
Welcome for Postgraduate Researchers

NEW

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<tr>
<td>Facilitator(s)</td>
<td>Eithne Graham</td>
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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
Research staff
Technical staff
PGRs

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.
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

Target group
- Academic staff
- Research staff

Semester
- Semester 2

Facilitator(s)
- Tracey Stead

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 at the 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.

Navigating the Funding Landscape - Who Funds Research?

Target group
- Academic staff
- Research staff

Semester
- Semester 2

Facilitator(s)
- Tracey Stead

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.

Preparing Your Fellowship Proposal

Target group
- Research staff
- Third year upward PGRs

Semester
- Semester 2

Facilitator(s)
- Tracey Stead

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.

Research Data Management at the University of Dundee

Target group
- Academic staff
- Research staff
- PGRs

Semester
- Various

Facilitator(s)
- Philippa Sterlini

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.
### Research Governance and Organisation

#### Research Project Management

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<td>Academic staff</td>
<td>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, Rollin...</td>
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<tr>
<td>Facilitator(s)</td>
<td>Robin Henderson</td>
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#### Responsible and Ethical Practice in Research and Publication – Staff

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<tr>
<td>Academic staff</td>
<td>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.</td>
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<td>Facilitator(s)</td>
<td>Irene Hames</td>
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#### Responsible and Ethical Practice in Research and Publication – PGRs

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<td>PGRs</td>
<td>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, 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; and Research misconduct and questionable research practice.</td>
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#### Unconscious Bias Seminar

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<td>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.</td>
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<td>Facilitator(s)</td>
<td>Femi Otitoju</td>
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### 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

### Organising and Events

**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

**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
→ Developing Effective Relationships in Postgraduate Supervision at Doctoral Level

**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

→ Fear of the Blank Page - Boosting Productivity and Writing

**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

**Semester**
Semester 2

**Facilitator(s)**
Joanna Young

→ Digital Image Manipulation - Photoshop

**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

**Semester**
Various

**Facilitator(s)**
Malcolm Finnie

→ Finding Humour in Your Research - Bright Club

**Workshop overview**
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

**Semester**
Various

**Facilitator(s)**
Jonathan Urch

Susan Morrison
<table>
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<tr>
<th>Workshop overview</th>
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<tr>
<td>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.</td>
<td>Research staff</td>
<td>Get That Paper Written and Published</td>
<td>Research staff</td>
<td>Influencing and Persuasion Skills</td>
<td>Research staff</td>
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<td>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.</td>
<td>PGRs</td>
<td>How to Write Research When There's No Time</td>
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<td>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.</td>
<td>Research staff</td>
<td>First Steps to Supervision</td>
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<td>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.</td>
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<td>Facilitator(s)</td>
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<td></td>
<td>Tracey Stead</td>
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<td>Daniel Soule</td>
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<th>Target group</th>
<th>Workshop overview</th>
<th>Facilitator(s)</th>
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Infographics, Data Visualisation, Animation - New Ways to Illustrate Your Research

Target group
Research staff
PGRs

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

Facilitator(s)
Mhairi Towler

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

Target group
All staff
PGRs

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
Research staff
PGRs

Facilitator(s)
Paul MacKinnon

Intellectual Property and Commercialisation

Target group
Research staff
PGRs

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 realized (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

Facilitator(s)
Richard Gregson

Introduction to Demonstrating and Lab-Based Practical Teaching

Target group
Research staff
PGRs

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.
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

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

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

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
Lecturing Skills

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

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. Skillfully 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

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. 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. Skillfully 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

Mastering Academic Style

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. Skillfully 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
Research staff

Semester
Semester 1

Facilitator(s)
Steve Hutchinson
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 (e.g. 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.

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.

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.

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 through 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

NEW

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, achieve your centre note and improve your sustainability.

Target group
International PGRs

Semester
Semester 2

Facilitator(s)
Deborah Hardin
Denine Lutz

NEW

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.
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

NEW

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
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.

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**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.

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**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).

Please note: App not currently available (June 2017) for other platforms.

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**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.