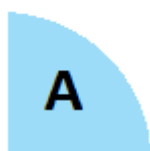# RESEARCH FUTURES FOR RESEARCH STUDENTS

Researcher Development programme 2019-20

Research Futures Academy

Research Futures Academy

Research Student Workshop Programme 2019 – 2020

The Research Futures Student workshop programme has been designed to align with the Researcher Development Framework (RDF). The RDF can be used to plan your training throughout your career; with your supervisor, you can use it to discuss the areas you want to improve on, as well as identifying at which you excel. There are four domains within the RDF: each domain contains 3 sub-domains, which in turn are comprised of 63 characteristics. These characteristics are valuable skills and knowledge that will support researcher careers going forward. *The full RDF can be seen on the last page of this document.*

Each Research Futures workshop is mapped to a domain of the RDF, and is suited to a particular stage of a doctoral journey. In this guide, the Domain that the workshop fits within is noted by an icon, you can identify them using this key:

Knowledge and Intellectual Abilities

Knowledge base e.g. research methods, information literacy
Cognitive abilities e.g. critical thinking, evaluating, analysing
Creativity e.g. innovation, argument construction

Personal Effectiveness

Personal qualities e.g. integrity, self-reflection, responsibility
Self-management e.g. preparation, time management
Professional and career development e.g. networking, reputation

Research Governance and Organisation

Professional conduct e.g. ethics, health and safety, intellectual property
Research management e.g. project planning, risk management
Finance, funding and resources e.g. funding generation, infrastructure

Engagement, influence and impact

Working with others e.g. collaboration, equality and diversity
Communication and dissemination e.g. publication, communication media
Engagement and impact e.g. teaching, enterprise, policy

Use the table of contents to click through to a workshop for more details. Workshops may be added throughout the year, please check our booking system (PDMS) for the most up-to-date details.

Research Futures Academy

Research Student Workshop Programme 2019 – 2020

Contents

Our external facilitators

• Prof Allan Gaw
Click for more options
Allan Gaw worked in clinical research for 30 years and developed a Clinical Research Education programme to support new researchers. Allan delivers a range of courses, workshops and lectures on the design, execution and interpretation of clinical research as well as a range of professional communication skills, including specialist writing, slide design and lecturing skills. He is an author of over 150 original papers, reviews & book chapters and has written or edited over 25 books on varied subjects.

• Anthony Haynes, Frontinus
Anthony Haynes is a founding director of Frontinus, a communications firm specialising in supporting those in engineering, particularly with bids, presentations, papers, reports, and publications.

• Iain Davidson, Seeingstone Consulting
Iain Davidson has 15 years' experience in delivering training for higher education, research development, public health, social and corporate sectors in UK and Europe. His training focuses on team building and leadership skills, presentation and communication skills, mentoring and coaching skills; also writing and presentation design skills, creativity and innovation.

• Dr Jen Allanson, TupleSpace
Jen has over 15 years' experience as a training and workshop facilitator across the UK, Europe and Japan. In 2005 she co-created the The Award-winning online 'An Academic Career' toolkit.

• Michael Hargreaves, Voice in Action
Michael is a RADA-trained theatre director and has worked in London's West End theatres as well as providing consultancy using his training, directing and media expertise. Voice in Action improves vocal skills and enhances confidence in public speaking.

• Dr Mimo Caenapeel, Research Communication Scotland
Mimo's interests lie in both theoretical and practical aspects of language and communication, with many years' experience as an academic editor.

• Dr Steve Hutchinson, Hutchinson Training & Development
Founder and Director, Steve Hutchinson provides facilitation, coaching, workshops and consulting which all focus on the needs of the individual and thereby help organisations to grow, change and improve.

• Dr Joanna Young, Scientific Editing Company
Jo Young founded the Scientific Editing Company in 2010 and has since been delivering professional skills training workshops around the UK and Europe to the research community on scientific communication, social media, scientific editing and data visualisation.

• Catherine Lyden, Fistral Training and Consultancy Ltd
Catherine Lyden is a strong and inspirational trainer, senior manager and leader. She is highly experienced in project and programme management with specialisms in education, sport, well-being and the 3rd sector. Additionally, she has worked with organisations since 2002 managing, consulting and devising and delivering training.

• Dr Rosemary Doyle, Fistral Training and Consultancy Ltd
Dr Rosemary Doyle has worked with organisations since 1993 devising and delivering training, research and consultancy. She specialises in Team Working, Communication, DiSC behavioural profiling, Personal Development, Positive Psychology, and Managing and Motivating staff.

• Hugh Kearns, ThinkWell Ltd
Hugh Kearns is a leading practitioner and researcher in cognitive behavioural coaching, with a fifteen year history of publishing books on the subject as well as offering training across the world in performing to high standards.

• Dr Mhairi Towler, Vivomotion
Dr Mhairi Towler integrates a background in science with animation skills in order to use visual and 3D methodologies to communicate science to a wide audience. Mhairi has a degree in Biochemistry and a PhD in molecular and cell biology from the University of Dundee. Her involvement in Sci-Art projects while working as a postdoc led to her gaining a Masters in Animation and Visualisation, and has exhibited her work across Europe.

• Dr Jamie Gallagher
Dr Jamie Gallagher is an award-winning freelance science communicator and engagement professional. He is a previous 3MT international winner and UK FameLab runner up. He has delivered training around the world, from skyscrapers of Hong Kong to tents in the African bush and has worked on improving the reach, profile and impact of research engagement in almost every academic discipline.

• Cherise Saywell
Cherise Saywell is a novelist and short-story writer with a background in academic research. She was the Royal Literary Fund (RLF) Fellow at Stirling University from 2014 to 2016 where she gave one-to-one consultations on academic writing to undergraduates and postgraduates. She is now an RLF Consultant Fellow and has facilitated writing interventions at Dundee University, Stirling University and the University of Glasgow. Cherise uses practical and accessible techniques to teach the craft of effective writing, with a particular emphasis on editing skills.

• Dr Doug Johnstone
Doug Johnstone is the author of eight novels and a dozen short stories. He was the Royal Literary Fund Fellow at Queen Margaret University 2014-16, where he has also worked as a Consultant Fellow, running workshops for PhD students and staff on Writing with Clarity and Writing Strategies for Development. He has a PhD in Nuclear Physics and a Diploma in Journalism, and he continues to work as an arts journalist and creative writing tutor.

Our internal facilitators

• **Academic Support and Subject Librarians, Information Services**
Each School has its own dedicated Academic Support and Liaison Librarian who can help with all aspects of information gathering - providing advice on locating, searching and accessing resources for your subject, with evaluating the information you find and with helping ensure you cite and reference your sources correctly. They also provide training on the systems at Heriot-Watt including EndNote and Microsoft Office.

• **Emma Guion Akdağ/Jane Bell, School of Social Sciences**
Emma Guion Akdag has many years 'experience teaching English as a foreign language and worked across the world as a trainer with the British Council. She is currently teaching English for Academic Purposes as part of the pre-sessional and in-sessional courses at Heriot-Watt. Jane Bell has been a lecturer in cultural studies at Heriot-Watt for 20 years and teaches on English for Academic Purposes as part of the Languages and Intercultural Studies department.

• **Dr Claire Davies, Research Futures Academy**
Claire is the Researcher Development Coordinator for PGR students in the Research Futures Academy at Heriot-Watt University. Research Futures Academy organises and runs academic development programmes across Heriot-Watt University to support PGR students and early career researchers develop skills to enhance their professional and personal capabilities and future employability.
Before joining Heriot-Watt in 2019, Claire was a post-doctoral research fellow at the University of Edinburgh. Claire has a PhD in neuroimmunology from The Roslin Institute, University of Edinburgh.

• **Prof Gavin Gibson, School of Mathematical and Computer Sciences**
A Professor of Statistics in the Department of Actuarial Mathematics and Statistics, Prof Gavin Gibson has been in academia for over 30years, at Heriot-Watt since 2000. His research is currently focussed on applied statistics, collaborating with academia and industry on projects around Bayesian approaches to problem solving. He has dozens of published papers and book chapters, as well as numerous conference presentations across the world.

• **Ann Jones, Heritage and Information Governance**
Ann Jones leads the Heritage and Information Governance team within Governance and Legal Services professional service directorate. She holds a masters degree in Archive Administration and has professional qualifications in Data Protection, Freedom of Information and Information Security. She has served on the committees of a number of professional bodies and groups and has written a variety of papers and articles on information governance and the University's heritage and collections.

• **Keith Kilgore**
Keith is a professional Careers Adviser with over 25 years' experience in supporting students, graduates and postgraduates with their Career Planning.
In addition to his work with a number of University Careers Services, he was a Strategic Lead Adviser for the Learning and Skills Council in Sussex, where he completed a Strategic review of Education and Training provision in the area.
Keith has recently contributed to the World Petroleum Council publication on Careers In the International Oil and Gas Industry as a writer and member of the Steering Group and wrote for the most recent Engineering UK 2018 – The State of Engineering, promoting Heriot Watt as an example of good practise in developing industrially focused and ready graduates.

• Allyson Noble, Dubai

Allyson currently works as the Effective Learning Advisor at the Dubai campus, and with an interest in learning and teaching pedagogies, provides academic support to students at all levels of their academic development. She has a doctorate in cultural geography and sociology and previously lectured at the University of Strathclyde designing and teaching a range of courses such as: Geographies of Globalization, Mobility Studies, Technology and Society, Post Humanism, and Qualitative Research Methods. Prior to this, she worked in a research role at Edinburgh Napier University's Transport Research Institute. Her research approach draws on Ethnomethodology and Actor Network Theory.

• Dr Sara Tilley, Research Futures Academy

Dr Sara Tilley is a Researcher Development Coordinator at Heriot-Watt University, leading the coordination and delivery of CPD training and development for academic and research staff. She is also a Research Fellow at the OPENspace research centre at the Edinburgh College of Art. With a research background in human geography, Sara has also worked within government and the private sector.

• Dr James Wilson, Dubai

James works as an Academic Development Coordinator at Heriot Watt University-Dubai to enrich learning, teaching and research opportunities for academic staff, those who support learning and teaching and PhD candidates. James has worked internationally in the higher education sector in the UK, Portugal and more recently China occupying a diverse range of roles such as Adjunct Professor in English for Academic Purposes, e-Learning Developer and Director of Academic Enhancement. His areas of professional interest and activity include curriculum transformation and innovation, learning and teaching pedagogies, PhD skills development, online/blended learning, and students as partners.

Research Futures Academy

Research Student Workshop Programme 2019 – 2020

Getting Started (new research students)

Available in Semester 1 and 2

1: PGR University Induction   **5 Feb & 3 Jun 2020**   **B**

The Postgraduate Researcher Induction welcomes you to Heriot-Watt University. It includes contributions from senior academic staff, experienced research students, Postgraduate Representatives, and departments providing training and support for early career researchers, including the Research Futures Academy

You'll not only have the opportunity to meet other new postgraduate researchers from across all of our academic Schools, but also visit information stands from a range of departments and organisations, such as the Library, Careers Advisory Service, Student Union and Vitae. Come and meet new friends and colleagues, and find out about the programmes you could undertake to help you succeed as a postgraduate research student.

🕐 3hrs   Facilitator: Various speakers, Heriot-Watt University

2: Essentials Skills for Researcher   **10 March & 16 June 2020**   **A**

This half-day course is for PGR students within 6 months of starting their doctorate. The course will help students to develop essential skills they will require for their doctorate. It will provide students with an overview of the stages of a doctorate, and provides students with tools and techniques for project and time management, and developing a Personal Development Plan. The course will also explore some common issues experienced by PGR students, imposter syndrome and sources of support at HWU.2hrs   Facilitator: Sarah Kelly, Information Services, Heriot-Watt University

🕐 3hrs   Facilitator: Dr Claire Davies, Dr Sara Tilley, Heriot-Watt University

3: Literature Searching – ONLINE   **enrolment on 17 Feb & 8 June 2020**   **A**

Introduction to the library support and specialist resources available for Heriot-Watt research students. These courses are run separately for each School, so the information you receive is applicable to you.

🕐 1.25hrs   Facilitator: Academic Subject and Liaison Librarians, Heriot-Watt University

4: Strategic Reading of the Research Literature ONLINE   **A**
                                        enrolment on 2 March & 29 June 2020

This workshop provides a framework for locating, surveying, categorizing and evaluating sources efficiently. There are suggestions for note-taking and record keeping. This workshop explores the instruction to 'read around your subject' so that you can assess the current state of knowledge and find gaps that you can fill. To do this efficiently, you need to learn how to read selectively to get a general overview of your topic and begin to see connections between your sources. Categorizing your sources helps you decide which sources relate to one another and should be read together. Note-taking and keeping a record of your sources will also be discussed.

🕐 3hrs   Facilitator: Emma Guion Akdağ or Jane Bell, SoSS, Heriot-Watt University

5: Citing and Referencing ONLINE   enrolment on 16 March & 6 July 2020   C

This workshop provides an introduction to citing and referencing, focusing on good academic practice and avoiding accusations of plagiarism. The workshop will cover: when, why and how to cite and reference, numeric and author-date styles and how to handle quotes. There is also an introduction to EndNote X9, the recommended reference management software at Heriot-Watt University.

🕐 2hrs   Facilitator: Kirsty Thompson, Information Services, Heriot-Watt University

6: Working with Your Supervisor   12 Feb & 23 June 2020   B

The relationship between a research student and their supervisor is vitally important for all research students. This workshop looks at what you and your supervisor should contribute to this relationship, how do deal with common problems that can arise and will suggest ways to manage this relationship effectively.

🕐 3hrs   Facilitator: Dr Jen Allanson, TupleSpace

7: Managing Your Research Data ONLINE   enrolment on 23 March & 13 July 2020   C

This workshop provides participants with the facts and fables around research data management in the UK, the why's and the how's. You will gain an understanding of the basic principles of research data management, and what practical steps are needed to protect unique and confidential information. We also explore the University and funders' expectations about research data management, legal and ethical issues relating to research data and the public interest in research and rights to access research data. Group case studies will explore how to balance "the public right to know" with the need to protect confidential data.

🕐 3hrs   Facilitator: Ann Jones, Heritage and Information Governance, Heriot-Watt University

8: Critical Thinking   27 Feb & 9 June 2020   A

This interactive workshop helps new research students to learn what critical thinking is, understand the contribution of critical thinking to success in research, and learn how to develop critical thinking and apply it to your own work.

🕐 3hrs   Facilitator: Anthony Haynes, Frontinus

Communicating Research (2nd year and above)

Available in Semester 1

1: Preparation and Design for Great Presentations   31 Oct 2019   A

In this lively and interactive workshop we will explore how to prepare, design and build presentations that can connect with any small to medium size audience. From top tips to deep design we will focus on how to build short, powerful presentations that help you deliver your best work both critically and creatively by exploring concepts such as mindset, designing for time, slide and visual literacy, great openings and question and feedback interaction.

🕐 3hrs   Facilitator: Iain Davidson, Seeingstone Consulting

2: Preparation for conference presentations
and competitions (3 Minute Thesis)   13 Feb 2020   A

In this second workshop -a follow up to Presentation Skills A- we continue developing the key themes such as good design and great timing by exploring the techniques you need to engage with larger conference audiences. We begin our journey by concentrating on the skills needed to inform and delight audiences through short, creative presentations such as Three Minute Thesis and FameLab, so anyone wishing to take part in these national competitions is strongly advised to attend this workshop. We will also work on using these techniques to build a longer conference presentation to connect with a large audience in a very big hall!.

🕐 3hrs   Facilitator: Iain Davidson, Seeingstone Consulting

D

3: Conference Talks   4 Feb 2020

Following on from learning about presentation style and content and building confidence in presenting, this session provides an introduction to giving talks at conferences with a particular focus on how to deal with the question and discussion session.

🕐 3hrs   Facilitator: Prof Gavin Gibson, MACS, Heriot-Watt University

4: Introduction to Data Visualisation   12 Nov 2019   D

This workshop will serve as an introduction to the vast field of data visualisation. Highlighting on-line tools, you will learn how to tell stories with your data. Examples of unique data visualisation projects will be shown for inspiration. Designing communications that appeal on an aesthetic level is important no matter what discipline you work in. 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.
- Examples of good practice.

Please note: Although different visualisation software options will be discussed during the workshop, this is not a software-training course.

🕐 3hrs   Facilitator: Dr Mhairi Towler, VivoMotion

Publishing Your Research (for 2nd year and above students and staff)

Available in Semester 2

This series of workshop is designed for researchers who are considering publishing their research and have some familiarity with the process and terminology. These workshops are part of a set of three interlinked workshops providing a comprehensive advice and knowledge on how to successfully publish your research findings. It is recommended that participants attend all three of these sessions.

1: Getting Published in Journal: Guidance for Researchers   19 May 2020

This session will cover the following topics:

- how to discover journals;
- how to evaluate them, using metrics (including the impact factor) and qualitative criteria;
- how to tailor your paper to your target journal; and
- how to handle peer review.
- The session will include a consideration of open access publishing.

🕐 3hrs   Facilitator: Anthony Haynes, Frontinus

2: How to Structure and Edit Your Paper   2 June 2020

This session will provide practical guidance on how to decide the overall shape of your paper and how to write specific components – notably the abstract, conclusion, tables and figures, and the cover letter. The session will also introduce editorial criteria to help you assess and develop your papers.

🕐 3hrs   Facilitator: Anthony Haynes, Frontinus

3: Making an Impact with Your Publications   9 June 2020

This session will focus on the following questions: How can you promote yourself and your papers? How can you develop an authorial strategy for your publications? And how can you achieve impact with them? The discussion will include consideration both of the journal papers and other forms of publication (including what is sometimes known as 'grey literature').

🕐 3hrs   Facilitator: Anthony Haynes, Frontinus

Viva Preparation (3rd year and above)

Available in Semester 1 and 2

1: Preparing for your Viva   5 May 2020   B

The viva at the end of the doctoral process is something that can worry candidates unduly. Mainly this worry is around the unknown, the "what ifs" and the fact that there is no such thing as a typical viva. Many of these worries can be dealt with simply by considering what the viva is for, who the examiners might be and what they might want and to thinking about how to answer their questions most effectively.

🕐 3hrs   Facilitator: Dr Steve Hutchinson, Hutchinson Training & Development

2: Performing on the Day   TBC   B

This session focuses on the viva itself and provides practical advice on how to maximise your performance on the day. The workshop is split in two, with the morning session for those with English as a second language, and the afternoon for those with English as a first or bilingual language.

The session will:
- Improve your confidence.
- Improve your presentational skills specifically for the viva.
- Help you to positively handle the pressure and emotions.
- Concentrate on justifying, explaining and defending your thesis.
- Give you case studies of previous successful vivas.

🕐 3hrs   Facilitator: Michael Hargreaves, Voice in Action

Managing Your Career (for 2nd and 3rd year)

Available in Semester 2

Careers beyond Academia   5 Mar 2020   B

Not everyone chooses to climb the academic ladder and throughout your PhD you will have developed a number of key skills that can be utilised in a variety of other positions. This workshop aims to highlight a number of careers outside academia and to explore what particular options might be compatible to you. It includes overviews of different job types, case studies of researchers who have moved into different careers and provide resources to help you explore your options. You will also undertake exercises to help you reflect on your own skills and experience, to enable you to communicate these effectively in written applications and interview.

🕐 3hrs   Facilitator: Dr Joanna Young, Scientific Editing Company

Identifying Your Skills and Career Planning   23 Apr 2020   B

This workshop is designed for PhD candidates who are seeking to take the next steps in their Career Planning. It will support students in identifying what their key strengths are and how to explore, articulate and evidence their skills and unique selling point. This workshop is suitable for those planning a career in academia, as well as those planning a career outside of academia.

🕐 3hrs   Facilitator: Keith Kilgore, Careers Services

Research Futures Academy

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Developing a Stand-out CV and Job Application   6 May 2020   B

This workshop is designed for PhD candidates who are seeking to take the next steps in their Career Planning. The session will support students in applying for their next professional role or for some additional work experience. It looks at developing a strong CV or Application when applying for jobs. This workshop is suitable for those planning a career in academia, as well as those planning a career outside of academia.

🕐 3hrs   Facilitator: Keith Kilgore, Careers Services

Successful Job Interviews   21 May 2020   B

 This workshop is designed for PhD candidates who are seeking to take the next steps in their Career Planning. This session will cover what to expect from a graduate/professional job interview, techniques for answering questions plus hints and tips for success. This workshop is suitable for those planning a career in academia, as well as those planning a career outside of academia.

🕐 3hrs   Facilitator: Keith Kilgore, Careers Services

Research Writing (for all research students)

Available in Semester 1 and 2

This set of three workshops is for research students who are in the initial stages of writing up their research. This may be for a first year report or for some other purpose. Students are recommended to take part in all three courses.

1: The Writing Process   7 May 2020   A

For many researchers, starting to draft your thesis is one of the most challenging aspects of writing a PhD. How do you know whether you are ready to write? How do you overcome that sense of paralysis or overwhelm that often accompanies the early stages of the writing process? This workshop provides tools and tips for when and how to get started; for generating, focusing, targeting and structuring material; and for developing a first draft. All of these will be put into practice through the development of a short text.

🕐 3hrs   Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

2: Writing a Literature Review   14 May 2020   D

The literature review is a key component of a PhD, because it motivates and contextualises key research issues. Developing a review is a complex task, which involves selecting, organising and evaluating source material; reading actively while taking effective notes; and shaping relevant information into a coherent piece of writing. This workshop offers practical ways of making this process manageable and beginning to develop a review.

🕐 3hrs   Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

3: Is my Writing "Academic" Enough   28 May 2020 **A**

Does academic writing have to be dull or obscure, or can it be engaging and clear? This workshop explores the standards and expectations associated with academic writing. We will look at relevant linguistic and stylistic choices (active or passive? first or third person? plain English or jargon?) and consider academic conventions in terms of organisation and writing style.

🕐 3hrs   Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

Other workshops

Introduction to Project Management (2nd year and above)   8 Oct 2019 **C**

This is an intense and compact 1-day course that provides a high level overview of key Project Management techniques and concepts. It offers an introduction to the process of managing projects and the tools to assist in planning and tracking progress; this course is intended to be immediately applicable to planning and managing academic and research projects as well as commercial projects. It covers the theory and principles of project management within the context of the Project Management Institute.

🕐 7hrs   Facilitator: Catherine Lyden, Fistral Training and Consultancy Ltd

Writing Your Thesis (2nd year and above)   19 Nov 2019 **A**

How do you initiate the writing process when faced with only a blank page? The PhD thesis may be the longest writing project you ever undertake and a successful thesis includes planning, setting deadlines and receiving feedback. A thesis must be written in a clear and concise manner and all students should be aware of what is expected of them. This workshop will focus on how to start writing, how to keep going and how to finish. We will cover language and the academic writing style, planning, figures and data presentation, avoiding pitfalls, submitting the thesis and preparing for the viva and beyond.

🕐 3hrs   Facilitator: Joanna Young, Scientific Editing Company

How to Be an Effective Researcher (1st and 2nd year)   11 Feb 2020 **B**

This programme gives you the opportunity to develop and enhance the core skills required to successfully complete a doctorate. The course will also provide you with transferrable skills that will develop you as a researcher, but will also enable you to succeed outside academia. Participants will work on different aspects of the doctorate experience including:

- PhD project planning and time management,
- working effectively with their supervisors and other researchers,
- collaboration,
- culture within research groups, institutions and countries,
- self-awareness and preferences for learning and working.

🕐 7hrs   Facilitator: Dr Jen Allanson, TupleSpace

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Applying Critical Thinking to your own Research
(all research students)
27 Feb 2020

A

This workshop focuses on the implementation of critical thinking in your own research, using practical resources to help you. It follows the workshop within the Getting Started series, but prior attendance on that workshop is not a requirement.

🕐 3hrs   Facilitator: Anthony Haynes, Frontinus

Keeping on Top of Your PhD: Personal Time Management Strategies
(1st and 2nd year)
3 Dec 2019

B

The challenge of creating momentum and structure for the duration of a PhD, which is often characterised by long periods of independent work, demands effective, resilient time management skills. PhD students may find themselves careering between periods of drifting and stressful deadline driven overwork. Students often feel overwhelmed and rudderless, and struggle to prioritise or use their time efficiently and effectively. At times PhD study will overtake everything else in life, making work-life balance seem impossible, and preventing long-term career development.

Despite the challenges, it is possible to develop time management habits that will make PhD study easier and less stressful. Understanding and working with individual time management style, learning better prioritisation techniques, identifying and eliminating time thieves and reducing procrastination can help students use their time and energy more productively. This course will explore how participants can better manage their own time and understand how others manage theirs, in order to become more effective and less stressed on a day-to-day basis.

Through group exercises, personal reflection and application to real-life problems, individuals will develop a range of self-management approaches and learn practical time management techniques in order to use time effectively and maintain work-life balance. Participants will learn how to manage themselves: how to focus their energy, attention, and priorities. They will devise a personalised and, most importantly, pragmatic approach – based on a range of take-away time management tools – which will enable them to maximise and sustain their effectiveness for the duration of their PhD – and beyond.

🕐 7hrs   Facilitator: Dr Rosemary Doyle, Fistral Training and Consultancy Ltd

The Seven Secrets of Highly Successful Research Students (all research students)
28 Feb 2020

B

This workshop describes the key habits that ThinkWell's research, and experience with thousands of students, shows will make a difference to how quickly and easily you complete your degree. Just as importantly, these habits can greatly reduce the stress and increase the pleasure involved in completing a degree. The workshop will help you to understand how to increase your effectiveness and outcomes in the following key areas:

- how you deal with your supervisor,
- how you structure your study time,
- your attitude (or lack thereof!) in relation to your research,
- dealing with writer's block or having difficulty writing,

- getting the help you need when you are stuck,
- keeping going when the going gets tough,
- juggling multiple commitments and never having enough time.

🕐 3hrs   Facilitator: Hugh Kearns, ThinkWell Ltd

Software Carpentry   TBC   A

Software Carpentry aims to help researchers get their work done in less time and with less pain by teaching them basic research computing skills. This hands-on workshop will cover basic concepts and tools, including program design, version control, data management, and task automation. Participants will be encouraged to help one another and to apply what they have learned to their own research problems.

🕐 2 Days   Facilitator: Martino Sorbaro, University of Edinburgh

Data Carpentry   TBC   A

Data Carpentry workshops will focus on introductory computational skills needed for data management and analysis in all domains of research. It is ideal training for researchers wishing to learn how to use open source tools to make their research open and reproducible. Its target audience is researchers who have little to no prior computational experience, and its lessons are domain specific, building on learners' existing knowledge to enable them to quickly apply skills learned to their own research. Participants will be encouraged to help one another and to apply what they have learned to their own research problems.

Science Communication (all research students)   19 Feb 2020   A

Being able to describe what you do and why is an essential skill for any researcher and this workshop will help you take your communication to the next level. Discover how to turn your research into the most interesting, engaging and memorable presentation possible. This interactive session is packed full of hints and tips that will make your talk stand out from the crowd and banish nerves to give a confident performance.

🕐 3hr   Facilitator: Jamie Gallagher

Designing Effective Slides Webinar (all research students)   3 Mar 2020   A

Most of us use slides in our presentations, whether these are for short departmental meetings or major presentations at international conferences. However, one of the commonest features of all presentations is poor slide design. Our slides are visual aids to help our audience understand and follow what we are saying. Unfortunately, the slides presenters use are often overcrowded, difficult to see and badly designed. As visual aids they fail both visually and as aids for the audience. Using lots of examples, the workshop facilitator, Allan Gaw, will introduce delegates to the acronym SWIPE and show how its component parts can be used to help us design clean, simple slides that will serve us best as great visual aids. If you are completely new to making slides, or if you feel that that slides you have been making for the last twenty years could be better, you will find this workshop useful and relevant to your work.

🕐 1hr   Facilitator: Prof Allan Gaw

Research Futures Academy

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3 Minute Thesis Voice Coaching (all research students)　　　　　16 Mar 2020　A

This workshop is designed to improve research communication in preparation for the 3 Minute Thesis competition and as such it will be particularly relevant for students who have successfully applied to take part in the HWU 3 Minute Thesis competition.

🕐 1hr　　　　　　Facilitator: Michael Hargreaves, Voice in Action

3 Minute Thesis Peer Practice (all research students)　　　　　25 Mar 2020　A

Opportunity for students taking part in 3 Minute Thesis 2020 to practice their presentation in front of a small audience and receive peer feedback.

Thesis Writing Restreat (2nda and 3rds year)　　　　　19 Feb 2020　A

A three-day intensive residential programme for PhD students currently writing their PhD thesis. The goal of this immersive writing programme is for participants to improve or finesse their academic writing. You will learn how to closely edit and craft your academic prose and will take away an edited piece of your own work. By the end of the course participants should understand the benefits of applying the principles of narrative to structuring a thesis and an abstract. They will develop techniques for editing with special attention to line-by-line crafting.
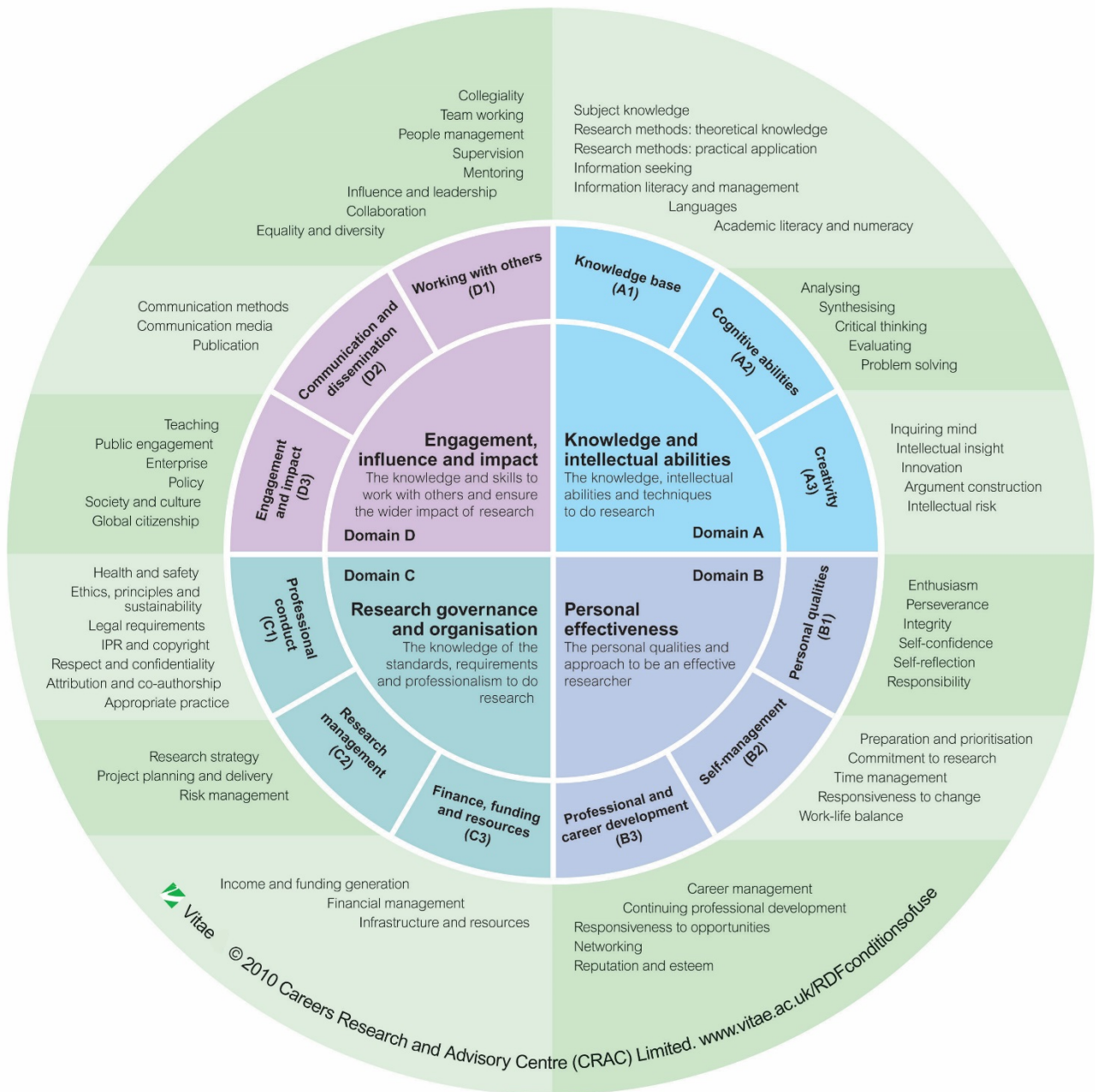
The programme will involve both one-to-one writing consultations with the course facilitators and a 'free-writing session'. The latter will enable you to develop techniques for getting words on the page and using creative practice to develop your ideas.

🕐 3 days　　　　　Facilitators: Cherise Saywell, Doug Johnstone

The Researcher Development Framework

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realising
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