Skills Training Course Guide for Researchers

September 2011 onwards
Welcome To the 2011-12 Course Guide

This guide highlights training and development opportunities provided for Research Students and Research Staff. Many of these are facilitated by the Faculty Skills Training Team: a small dedicated unit providing access to tailored training and career development opportunities in the Faculties of Engineering, Environment and Mathematics and Physical Sciences.

In partnership with other central providers we offer courses and workshops covering a wide range of topics and skills. This guide lists them into categories related to those described by the national Researcher Development Framework. This sections competencies into Knowledge and Intellectual skills, Personal Effectiveness, Professionalism: Research Governance and Organisation and Engagement, Impact and Influence.

All training is bookable through our online booking system so it is easier than ever to sign up. Whether you are new to Leeds and just beginning your postgraduate studies or in the throes of writing up your thesis, we hope you will find a range of courses that meet your individual training needs.

We look forward to seeing you at an event soon.

Faculty Skills Training Team
Course and workshop details are listed below and described as fully as possible later in the brochure. However, our online calendar contains the latest information on upcoming course dates and locations and you should check this regularly.

The following courses have been grouped according to the Researcher Development Framework. For more information on the RDF please see [http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html](http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html) Please see later pages for booking information and terms and conditions.

**Courses and Workshop List**

**Beginning Your Research Studies**

*Starting Your Research Degree*

*Welcome to the Faculty of Engineering*

**Knowledge and Intellectual Tools to do Your Research**

*ARC1: Getting Started*

*Digimap: Introduction to Digital Map of UK*

*Digital Images and Photo Editing Theory*

*Digital Image and Photo Editing using Corel Paint Shop Pro*

*Drop-in IT Clinic*

*Excel 2007 for Research Analysing and Manipulating Data*

*Excel 2007 for Research Calculating and Automating Data*

*Excel 2007 for Research Fundamentals*

*Understanding Macros in Excel*

*Graphics and Mapping Software: An Overview*

*LabVIEW Introductory Hands-on Workshop*

*LabVIEW Intermediate Hands-on Workshop*

*LabVIEW Question and Answer Laboratory*

*LabVIEW Special Interest Group*

*Linear Algebra for Deterministic and Statistical Least Squares Engineering Problems*
Nvivo9 Fundamentals
Origin Pro: An Introduction
Parallel Programming and MPI for C and FORTRAN: an Introduction
PowerPoint Techniques
Programming: Introduction to Matlab and Simulink
Search and Save: Information Searching for PhD Students
SPSS for Beginners
SPSS Intermediate
Working with Literature: Impact, Evaluation & Reading Strategies
Working with Microsoft Word to produce Your Transfer Report, Thesis and other Long Documents
Working with Objects in Thesis and Long Documents in Microsoft Word

Personal Effectiveness
An Balancing Act: Dealing with the Anxieties of Doing a Research Degree
An Introduction to Effective Research Writing
Careers Centre Advisory Workshops
CIEH Level 2 Award in Health and Safety
PACE Mentoring Scheme
Project Managing Your Part Time Research Degree
Project Managing Your Research Degree
Springboard Programme for Female Researchers
The Final Stages of your Research Degree
Time Management During Your Research Degree
WiSET First Tuesday Club for Women in Science, Engineering and Technology
Working Effectively with Your Supervisor

Professionalism: Research Governance and Organisation
Data Protection and Research (Ethics)
Equality for PhD Students
Ethics and Ethical Review
Ethics – The Debates

Book online: http://www.maps.leeds.ac.uk/skills
Making the Most of Your Research and Keeping it Safe
Ownership, Confidentiality and Secrecy in Research
Preparing for Your Transfer
Preparing for Your VIVA
Preparing Research Proposals: Science & Engineering
Research Funding – Exploring the Funding Landscape (EPSRC Focus)
Research with Human Participants
Scientific Research Philosophy and Methodology: Putting Theory into Practice

Engagement, Influence and Impact

A to Z of Publication
Effective Learning, Teaching and Assessment Practices for Tutors and Demonstrators
Effective Poster Presentations
Engaging Non-Specialists with Your Research - Principles and Practice
Environment Conference 2012
Giving Effective Seminar and Conference Presentations
Interdisciplinary Networking Social
Make Some Noise! 2012 Public Engagement Festival
Posters for Academic or Public Engagement
Researcher@Leeds
Scientific Writing for Postgraduates
“Showcase” 2011: The Annual Postgraduate Researcher Conference
Working with Industrial Partners
Terms and conditions

All courses listed in this guide and on the website are FREE to PhD students and research staff, unless stated otherwise. However, if you register for a course but cancel with less than five days' notice, or fail to attend without notifying the Skills Training Team in advance, you are liable for a cancellation fee of up to £100. For full terms and conditions see the Faculty Researcher Development web site.
Starting Your Research Degree

**Target audience:** All new PhD students in the faculties of MaPS and Environment

This course is a compulsory introduction to postgraduate research studies and covers the following topics:
- The PhD process - being a research student at Leeds
- 'Doing the Right Thing – researching with integrity'
- 'Your PhD in context – where do you fit in?'
- 'Getting the best from your supervisor'
- 'What I wish I’d known…'
- 'Looking ahead – being prepared for your PhD'

By the end of the workshop you will:
- understand the key processes involved in getting a PhD at Leeds
- have considered academic integrity including correct use of citation, research ethics, and data management
- understand where you fit into research and your Faculty
- have considered how to get the most out of your working relationship with your supervisor
- have had an opportunity to discuss issues and concerns with other PhD students
- started the process of analysing your training and development needs
- started to develop an action plan for the first six months of your PhD

Please note if you are September/October starter you will be automatically booked on the relevant course. If you start at other times you should attend the alternative SDDU course "Starting your Research Degree" – please contact your School’s Postgraduate Administrator to arrange this.

Welcome to the Faculty of Engineering

**Target audience:** All new PhD students in the Faculty of Engineering

Mandatory course for all new researchers commencing PhD studies in the Faculty of Engineering. This half-day course will help you to become familiar with Faculty systems and services whilst also giving you the opportunity to meet and network with fellow new starters. Targeted versions are available to Centres for Doctoral Training students. The course covers the following topics:
- what is a PhD?
- administration requirements
- training and Development opportunities
- introduction to the University computer systems
Knowledge and Intellectual Tools to do Research

Getting Started with ARC1

Target audience: All PhD students and research staff

The course is ideal if you are intending to use the ARC1 facility. The course is designed for programmers and non-programmers alike, with limited knowledge of using the available facilities. The course covers the following topics:
  - background and overview available Arc1 resources
  - basic use of the system (file transfer, editors and environment)
  - introduction to the software environment
  - using Grid Engine for batch jobs, interactive sessions and task arrays
  - parallel job submission

Digimap: Introduction to Digital Map of the UK

Target audience: All PhD students and research staff

Digimap is a collection of online EDINA services that deliver maps and map data of Great Britain to UK Higher Education. This session will teach you how to use Digimap - Ordnance Survey Collection, Historic Digimap and Geology Digimap to create, print and download a variety of digital maps. You will also learn also how to download map data for use in a GIS package. No previous experience is necessary.

A presentation of the functions and content of Digimap, along with some introductory information about maps will be followed by the opportunity to complete an interactive workbook. This workbook contains a number of tasks and activities which will introduce you to Digimap.

Course content:
  - introduction
  - using Roam to make a digital map displaying a selection of features
  - using Carto to create maps of different scales and from more than one dataset
  - printing a map and download maps for printing
  - using the Postcode Query tool to view an area of your choice
  - using MasterMap Download to download data, then uncompress the data, then open the data in
MapInfo Professional
- using Data Download to download data, then convert the data, then open the data in MapInfo Professional
- using Historic Digimap to view and download Landmark historic maps from 1843 to 1996
- using Geology Digimap to view British Geological Survey maps and download data
- knowing where to get further help with using the Digimap Collections

Digital Image and Photo Editing using Corel Paint Shop Pro

**Target audience:** All PhD students and research staff

This is a 2 hour introduction to digital images and photo editing, in the form of a lecture. This course will be of use to you if you wish to incorporate images into your work (e.g. PowerPoint presentations; web sites; reports; posters; theses; and papers). The course is recommended for those attending the 'Digital Image and Photo Editing use PaintShop Pro' course.

Digital Image and Photo Editing using Corel Paint Shop Pro

**Target audience:** All PhD students and research staff

This is a half day hands-on introduction to digital image and photo editing using Paint Shop Pro. This course will be of use if you want to incorporate images into you work (e.g. PowerPoint presentations; web sites; reports; posters; theses; and papers).

Drop-in IT Clinic

**Target audience:** All PhD students and research staff

If you encounter problems with Microsoft office files or have specific questions about how to perform certain features, or just need a place to go to update your personal website, then this is your one stop shop. Simply book your place to reserve a PC in the training room and you can work on your own files. This is NOT a training course but an opportunity to work on your own files in the ISS Training Facilities with a tutor on hand to help you with your queries. The programs available are Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Adobe Dreamweaver CS3. This session works on a "first come first served" basis.
Excel 2007 for Research: Analysing and Manipulating Data

Target audience: All PhD students and research staff

By the end of the course you will be able to:
- manage worksheets in a workbook by using various methods
- sort and filter data to extract information using criteria
- use database functions
- summarise sample data efficiently by using the Subtotals feature
- electronically highlight data quickly
- create and modify a Pivot Table to summarise data effectively

Excel 2007 for Research 'Calculating & Automating Data'

Target audience: All PhD students and research staff

By the end of the course you will be able to:
- link data between worksheets and workbooks with 3-d formulas
- create and test formulas in Excel using various functions
- nest functions in a formula to create more powerful calculations
- use relative and absolute referencing
- install the Data Analysis Toolpak for statistical analysis
- record and run a macro
- attach a recorded macro to a toolbar button
- display the Macro module using VB Editor

Excel 2007 for Research 'Fundamentals'

Target audience: All PhD students and research staff

By the end of the course you will be able to:
- create, modify and format a workbook in Excel to present data effectively
- copy or move data between worksheets in order to speed up data entry
- build a formula in Excel to perform basic operations (Add, Subtract, Multiply, Divide)
- create calculations quickly with basic common functions
- understand the difference between Relative and Absolute cell referencing by fixing cell references in formulas using data provided
- use a variety of viewing techniques
- create & modify a variety of charts (graphs)
- prepare an Excel file for printing by using an example provided

Excel 2007 for Research: Understanding Macros in Excel

Target audience: All PhD students and research staff

A full day’s hands-on training course to help you to make use of the powerful facilities in Excel made available by Visual Basic. Topics covered include:
- recording and running macros
- introducing the Visual Basic Editor Window
- writing basic code
- using Message Boxes
- using Input Boxes
- understanding and using Variables
- ‘If Then Else’ statement
- ‘Select Case’ statement
- creating functions
- userform and controls

Graphics and Mapping Software: An Overview

Target audience: All PhD students and research staff

This is a 1.5 hour lecture designed to advise new users of the graphics and mapping software available and what it can do. Please note that this course is not designed to teach you how to use these software packages, but merely to introduce you to the concepts, scope and application of each package so that you can choose one appropriate to your needs. Topics covered include:
- computer graphics
- charting
- presentations
- painting, drawing and design, and animation
- image processing
- scientific visualization
- desktop mapping and Geographic Information Systems
- digital media facilities

LabVIEW Introductory Hands-on Workshop

Target audience: All PhD students and research staff
This half-day workshop introduces new users or those with little experience to the LabVIEW graphical programming environment, and covers data acquisition, signal processing, controls and various instrumentation needs. In this session you will:

- receive three hours of hands-on technical training from a senior engineer on real hardware
- explore the latest features in LabVIEW, including simplified textual math, advanced signal processing and analysis and new Express VIs for sound cards and data acquisition
- learn how to create complete LabVIEW applications from scratch in minutes with interactive Express VIs and I/O assistants

**LabVIEW Intermediate Hands-on Workshop**

**Target audience:** All PhD students and research staff

Designed for existing LabVIEW users, this half-day workshop will teach you how to use a number of more advanced applications such as control, data acquisition and testing. In this workshop you will:

- learn how to fully exploit the benefits of Graphical Programming and dataflow execution
- explore the different data and execution structures and how these can be utilised to implement complex architectures
- learn how to create modular code so that your application is readable, scalable, and maintainable

**LabVIEW Question and Answer Laboratory**

**Target audience:** All PhD students and research staff

This is your opportunity to meet one-to-one with a National Instruments engineer to ask any questions you may have about LabVIEW.

**LabVIEW Special Interest Group**

**Target audience:** All PhD students and research staff

The Special Interest Group is your chance to get together with fellow LabVIEW users to discuss and the software and ways of working. The group will also be attended by a National Instruments engineer who will be on hand to help answer any questions you may have and offer advice.

**Linear Algebra for Deterministic and Statistical Least Squares Engineering Problems**
**Target audience:** All PhD students in the faculties of Engineering and MaPS

This two day workshop will introduce you to the mathematics (via statistics and linear algebra) of both deterministic and statistical least-squares problems, and where possible, relate the mathematics to real engineering problems.

By the end of this course should be able to:
- understand the basic matrix relationships, linear algebra and introductory signal processing that might be required for solutions to certain engineering problems
- identify what is a “least squares” problem and how it might arise in an engineering context
- formulate the problem in a generic mathematical structure
- appreciate the mathematical differences between deterministic and statistical approaches and how these situations might arise in an engineering context
- learn how to incorporate constraints into “least-squares” problems
- understand when an adaptive solution might be necessary and how this can be implemented
- be familiar with more advanced linear algebra concepts and how these help simplify the solution to any problem
- apply what is learnt to various practical engineering applications (e.g. high resolution spectral analysis, parameter/position estimation, image compression, interference cancellation/data noise reduction, etc)

**Nvivo9 Fundamentals**

**Target audience:** All PhD students and research staff

This is a half day hands-on workshop for those wishing to use a qualitative data analysis tool. This course will be of use if you wish to work with rich text documents and need to combine qualitative coding with linking, shaping, searching and modelling to explore patterns and relationships in the data. No formal training or informal experience with qualitative data analysis software is required. The course covers the following topics:
- introduction to NVivo Interface-creating & saving a project, navigating around NVIVO project structure
- understanding NVivo Sources (Internals, Externals, Memos)
- importing & working with NVivo Sources including Word documents, PDF files, audio/video files and photos
- creating Sources within NVivo (i.e. research journal, memos, and annotations)
- creating External Sources (i.e. books, journals, websites, Excel files, PowerPoint presentations etc.)
- create static model
- understanding Nodes and Coding
- understanding Cases and Attributes
- exploring and managing Nodes
**Origin Pro: An Introduction**

*Target audience: All PhD students and research staff*

This is a half-day hands-on course will teach you how to use the scientific charting and data analysis package OriginPro. The course covers the following topics:
- running OriginPro
- creating a simple graph
- editing graphic elements
- saving your work
- obtaining printed output
- exporting to an image file
- importing data files
- multiple graphs on the same page
- curve fitting: pre-defined
- curve fitting: user-defined
- creating a 3D graph
- creating a surface graph
- assignment – recreating a graph from research data

**Parallel Programming and MPI for C and FORTRAN: An Introduction**

*Target audience: All PhD students and research Staff*

The course would benefit new users helping to make you familiar with existing MPI codes, or in particular users with C or FORTRAN single processor codes which they would like to develop for the University's high performance computing 2000-processor facility, ARC1. The course does NOT cover using ARC1 (which is covered in the 'Getting Started with Arc1' course), parallel programming with OpenMPI, or any optimisation/efficiency guidance. Topics covered include:
- introduction to parallel programming
- introduction to MPI
- point to point communications with MPI
- collective group communications with MPI

**PowerPoint Techniques**

*Target audience: All PhD students*

This is a half-day hands-on course will give you new techniques for creating powerful, professional and dynamic presentations. The course will involve explanation, demonstration and hands-on practice, working through exercises that build into a broad base of fundamental skills. By the end of the course
you will be able to:
- work with Objects and Images
- add Slide Transitions & Timings
- add animation to slide objects
- create slide show navigation through the use of hyperlinks
- streamline presentations using custom shows

**Programming: Introduction to Matlab and Simulink**

*Target audience: All PhD students and research staff*

This is a two day hands-on introduction to MatLab and Simulink for researchers is delivered through four hands-on tutorial sessions plus four practice sessions over two days. This practical introductory workshop will help you to build up MatLab and Simulink simulation skills for your research. As a result of attending this course you should:
- be familiar with the MatLab environment
- be able to solve problems in the MatLab command window
- program and Debug in MatLab
- create MatLab GUI
- be familiar with Simulink
- be able to solve problems in Simulink

**Search and Save: Information Searching for PhD Students**

*Target audience: 1st year PhD students*

This workshop focuses on gathering and managing literature for your PhD. You will develop effective strategies for planning, controlling and conducting a comprehensive literature search, be introduced to advanced techniques for literature searching and uncover appropriate search tools for your subject area. You will have the opportunity to explore EndNote as a tool for storing and managing references, and to learn how to use RSS feeds and publication alerts to keep up-to-date with new publications in your field.

**SPSS for Beginners**

*Target audience: All PhD students and research staff*

This half-day course is an introduction to the statistical software package – ‘SPSS for Windows’. The
course uses a mixture of teaching and demonstrations and contains a large practical element involving step-by-step instructions and exercises. After taking the course you should be able to:
- define and code variables, enter and edit data
- undertake basic exploratory & descriptive data analysis and interpret results
- produce and interpret various types of graphs
- import data from Excel into SPSS
- export SPSS output into Word

**SPSS Intermediate**

**Target audience:** All PhD students and research staff

This is a half-day course which builds upon the material covered in SPSS Beginners and provides greater detail of aspects of data handling in SPSS. The course will mix teaching with demonstrations and hands-on exercises. This course assumes that you have attended the SPSS Beginners level training which covers basic skills in creating data file, entering & editing data, producing descriptive statistics and graphs, and exporting the output to MS Word. The course covers the following topics:
- introduction to the SPSS Command Language
- creating new variables using the Compute facility
- recoding existing variables using the Transform facility
- working with subsets of data using Select Cases and Split File commands
- merging SPSS data files (Adding Cases, adding Variables)
- handling multiple response data

**Working with Literature: Impact, Evaluation and Reading Strategies**

**Target audience:** 1st year PhD students

The first part of this workshop series looked at gathering literature for your PhD and storing it systematically. This second interactive workshop will provide an opportunity to find out how to identify the most important and influential material from your literature search. You will use measures to identify journals with high impact factors, articles with large citation counts, and influential authors. Strategies for reading will also be discussed, as well as understanding how much to read, when to stop, and options for taking effective notes from reading materials.
Working with Microsoft Word to Produce Your Transfer Report, Thesis and Other Long Documents

Target audience: All PhD students

A one-day hands on course covering the Microsoft Word features that make creating, editing and reviewing of long, complex documents more manageable. On completion of the course, you will be able to:

- manage documents using Styles and Templates
- use Outline View
- create a Table of Contents and work with Master and Subdocument
- be able to create a document based on the University of Leeds Thesis template

Please note that this course is not suitable for complete beginners in Word 2007, and participants must have a sound knowledge of the basics techniques and be familiar with the Word 2007 environment. Participants who do not meet the pre-requisite requirements may be turned away.

Working with Objects in Thesis and Long Documents in Microsoft Word

Target audience: Final stage PhD students

A half-day hands on course covering the Microsoft Word 2007 features that make working with objects in long documents more manageable. At the end of the session, you will have the opportunity to practice the techniques using the sample document provided or with your own Word documents. The course covers the following topics:

- inserting & linking charts and data from Excel
- creating & modifying Word tables
- using tables to layout page content
- inserting images and work with the formatting tools
- tracking changes in a document and accept/reject the changes
- comparing two documents

Please note that this course is not suitable for complete beginners in Word 2007, and participants must have a sound knowledge of the basics techniques and be familiar with the Word 2007 environment. Participants who do not meet the pre-requisite requirements may be turned away.
Skills for Personal Effectiveness

A Balancing Act: Dealing with the Anxieties of Doing a Research Degree

Target audience: Final PhD students

This workshop is aimed at those students who are finding that balancing the various demands (academic, personal and work) of doing a research degree is difficult and stressful. The aim is to enable you to deal more effectively with these competing pressures and look at ways of managing stress. It also provides the opportunity to talk about experiences with others in a similar situation and hear about ways of coping that other people have found useful.

The workshop will consist of input from the facilitator, discussion, interactive group work and guided relaxation.

An Introduction to Effective Research Writing

Target audience: All PhD students

This workshop is for students who would like basic guidance on effective writing for the thesis. It is intended for students who are native speakers of English or fluent in English as a second language. The workshop is in three parts. The first gives you an opportunity to explore issues and problems in writing the thesis, and to consider the audience for the thesis and the criteria for assessment. The second and third parts provide basic advice on aspects of language use such as style, clarity, and sentence and text structure.

Careers Centre Advisory Workshops

Target audience: All PhD students and research staff

These workshops open to all early-career researchers in the faculties of Engineering, Environment and Maths and Physical Sciences. Places are limited to 16 per workshop, with at least two tutors, to enable a high degree of tutor support. All tutors are led by Senior Careers Advisors with experience of working with PhD and Post-Doc researchers in the faculties of Engineering, Environment and Maths and Physical Sciences.
**CIEH Level 2 Award in Health and Safety**

**Target audience:** All new PhD students in the Faculty of Engineering

Mandatory course for all new researchers commencing PhD studies, followed by a multiple-choice exam. This training course is designed to give you a greater understanding of your Health and Safety responsibility, hazards and risks. The course covers the following topics:

- H&S Legislation and enforcement agencies
- Accident statistics
- Risk assessments
- Fire safety (practical demo)
- Hazardous substances
- Manual handling

Please note that you cannot book this course online – places are reserved at the time of registration with the Graduate Office (1.08 Civil Engineering).

**PACE Mentoring Scheme**

**Target audience:** Early career research staff

PACE is an exciting initiative in the Faculty of Engineering, making mentoring accessible to research staff like you. You’ll know from your own experience how demanding, satisfying and challenging a career in academia can be. Especially when it comes to carving out a niche for yourself wouldn’t it be helpful if you had additional support from someone who has been in your shoes before? Someone who can act as your sounding board, challenge your thinking, offer a different perspective?

The PACE programme is meant to provide exactly that: informally linking you with a mentor who can support your professional and career development.

PACE is aimed at all postdoctoral research staff across all schools and centres in the Engineering Faculty.

If you are interested in

- Working in partnership with a senior engineering professional
- Identifying, discussing and setting tangible learning outcomes for yourself
- Respecting the shared professional responsibilities and boundaries that come with mentoring
- Agreeing action points during your mentoring sessions which you then put into practice

This programme will offer you invaluable learning opportunities.

**Project Managing Your Part Time Research Degree**

**Target audience:** Part time PhD students in the first six months of study

This workshop is for students in the first half of their part time research degree and who are looking for assistance with the demands of managing an extended project on a part time basis.
The aim of the workshop is to help part time research students who have been studying for at least one year to appreciate and implement project management techniques as tools that can be used to help plan and organise the PhD and the rest of their lives. The topics covered will be:
- characteristics of research projects and the challenges of doing one part-time
- using project management techniques to manage a research project
- planning and setting targets
- bringing it together on a part-time basis
- reporting and reviewing progress

The workshop will be a mixture of mini-talks, discussion and interactive group work.

**Project Managing Your Research Degree**

**Target audience:** PhD students in the first six months of study

This workshop is for students who are in the first half of their research degree and who have little experience of managing an extended project. This workshop will help you to appreciate project management techniques as tools that can be used to help plan and organise the PhD and other projects. The topics covered will be:
- characteristics of research projects
- using project management techniques to manage a research project
- planning and setting targets
- implementing the plan and involving others
- reporting and reviewing progress

The workshop will be a mixture of mini-talks, discussion and interactive sessions.

**Springboard: Personal Development for Women**

**Target audience:** Research Staff

*Springboard* is an award-winning international three-month personal development programme designed especially for women. It has been created to enable women to achieve greater recognition and influence and to fulfil their potential in both their work and personal lives. *Springboard* programmes are run around the world for all sorts of organisations. The programme has helped thousands of women to develop their confidence, assertiveness and personal and work relationships.

There are four compulsory one day workshops. These are highly participative, supportive and lively. You will be provided with a workbook and over the three months you will be asked to work through the chapters. This is both thought-provoking and fun, and needs to happen if you are to get the most out of...
the programme.

Topics include: understanding yourself, identifying your values, assertiveness, managing your image and visibility, making things happen, networking & support and work life balance.

Springboard is for you if you would like the opportunity to:
- take stock of your strengths and achievements and build on them
- identify your weaknesses and turn them into strengths
- develop confidence to make things happen.

Dr Heather Sears, SDDU, is a licensed Springboard Trainer and will be running the programme for research staff. For further details and an application form:

http://www.leeds.ac.uk/sddu/personal/springboard/

You can also contact Heather directly for an application form (h.j.sears@leeds.ac.uk) and with any queries you have regarding the Springboard Programme.

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The Final Stages of Your Research and Thesis

Target audience: Final stage PhD students

This workshop will help you to focus further on managing and completing the remaining tasks within the time available. The session will include:
- reviewing your current position
- identifying and managing the workload
- a discussion of originality
- structure and presentation style for theses from the University of Leeds
- University procedures and deadlines
- the examination entry process
- before and after the Viva

The workshop will be a mixture of mini-talks, discussion, group work and question and answer sessions.

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Time Management During Your Research Degree

Target audience: All PhD students

This workshop will help you improve your time management. Subjects to be covered in the workshop will include:
- developing a sense of time
- identifying your own time management techniques
- becoming pro-active
- the use of personal roles & key tasks in planning
- the importance of goals, review and action planning
- the use of diaries
- the role of speed techniques

**WiSET First Tuesday Club**

**Target audience:** All female PhD students and research staff in SET subjects

It is generally recognised that women are less well represented in SET disciplines than men, particularly at more senior levels. As part of the University’s support for women in SET there is an active WiSET network which holds a monthly meeting, the **First Tuesday Club.** This allows the opportunity to network with female colleagues from across disciplines and includes invited speakers to offer advice, support and share their experiences of developing a career as a woman in SET. Action Learning Sets are also formed to enable women to work through particular topics and issues of personal interest to their career development such as gaining promotion, achieving work-life balance, improving your professional image and profile, etc.

**Working Effectively with Your Supervisor**

**Target audience:** All PhD students

Many research students believe that all of their problems could be solved if they had the dream supervisor. While this is probably untrue, it does highlight just how important the student/supervisor relationship actually is!

The aim of this course is to help you in considering the research student/supervisor relationship and to help them explore how to manage this relationship most effectively. Topics covered include:
- what is expected from both parties
- how to build, manage and maintain supervisory relationships
- difficulties and strategies for dealing with potential problems
Professionalism: Research Governance and Organisation

Data Protection and Research (Ethics)

Target audience: All PhD students and research staff

Consideration of research ethics facilitates high quality research, encouraging researchers to pay greater attention to detail and be rigorous. As research activities increase in complexity, often conducted in an interdisciplinary manner, or with international collaborators, the ethical issues become more complex, consideration of the ethical issues becomes even more important.

This session will help you consider the ethical issues in working with research data, including data protection principles – consent, security, confidentiality, permitted purposes and how they apply to research. It will also consider protocols for working with research data.

Ethics and Ethical Review

Target audience: All PhD students and research staff

Consideration of research ethics facilitates high quality research, encouraging researchers to pay greater attention to detail and be rigorous. As research activities increase in complexity, often conducted in an interdisciplinary manner, or with international collaborators, the ethical issues become more complex, consideration of the ethical issues becomes even more important.

This course will be of use if you need to submit an application to a Faculty Research Ethics Committee, or if you would like to know more about the fundamental principles governing research ethics, the objectives, scope and applicability of the ethical review procedures and the practicalities of research ethics review at the University: when and how to obtain ethics approval for a project.

Making the Most of Your Research and Keeping it Safe

Target audience: All PhD students and research staff

Leeds is an institution that has an excellent research profile and reputation and aspires to world-class status in all areas. As a research student you are part of that world-class future. In order to achieve this goal, every individual researcher must make the most of their research by exploiting their findings in a variety of ways, but they must also protect their intellectual property. These two facets will ensure we
each build our own research profiles, and also meet the University's strategic aim.

This short workshop will give you the insight to start you off on the right foot. The course will result in you producing a plan that you can take away and use to explore how best to address the issues of exploiting and protecting your work.

It will address the questions:
- what makes good research? What does research actually produce?
- who are the stakeholders in your research?
- what are the outputs? What will their value be? How can you exploit these outputs most fully?
- how might you protect yourself and your intellectual property?
- what contracts are there relating to your research and those involved in it?

Ownership, Confidentiality and Secrecy in Research

Target audience: All PhD students and research staff

Consideration of research ethics facilitates high quality research, encouraging researchers to pay greater attention to detail and be rigorous. As research activities increase in complexity, often conducted in an interdisciplinary manner, or with international collaborators, the ethical issues become more complex, consideration of the ethical issues becomes even more important. The workshop will assist you if you are planning studies in which confidentiality and ownership of information and knowledge are likely to be issues. The aim of the workshop is to help you:
- identify the ethical issues that arise concerning ownership of research and secrecy and confidentiality in research
- to begin to analyse and think critically about the ethical problems posed by ownership, confidentiality and secrecy in research
- relate these problems to more general consideration as to the values to be upheld in research
- provide guidance on the strengths that a heightened ethical awareness brings to research applications in today’s increasingly competitive funding climate

Preparing for your Transfer

Target audience: 1st year PhD students who are approximately six months into their studies.

This workshop will help you to understand what is required in the process of Transfer and how you can maximise the effectiveness of your preparation. You will also get to hear from researchers who have already been through the process and from postgraduate tutors in the Faculty. The course covers the following topics:
- the transfer process in the Faculty
Preparing for Your VIVA

**Target audience:** All PhD students

This workshop will help you to understand what is required in the Viva voce and how you can maximize the effectiveness of your preparation. Specifically, the session will cover:
- issues surrounding the viva
- what might be expected of the candidate
- preparing for the event
- what happens after the viva

Preparing Research Proposals: Science and Engineering

**Target audience:** Research Staff

This workshop will help you to recognise the wide range of potential sources of research funding that exist, and provide the basic information that will enable you to develop your own strategy for identifying and approaching relevant funding bodies. The proposal cycle, from call through to the award of funding, will be reviewed, because an understanding of how the assessment process works will help you to write a better proposal. The characteristics of a successful proposal will be addressed, and by the end of the workshop you will be able to list a range of general features that you will incorporate in your first proposal.

The workshop involves a combination of instruction, discussion and interactive group work. Participants will be asked to bring along a copy of a successful grant proposal from their field (possibly the one for the project on which you are employed).

Research Funding - Exploring the Funding Landscape (EPSRC)

**Target audience:** All PhD students and research staff
If you have had little/no experience of applying for funding, navigating the funding landscape can seem incredibly daunting, especially at a time when the UK Research Councils are undergoing an extensive period of change in terms of the levels, types and areas of funding available.

This short session will:
- provide an overview of how research funding in the UK works: where does the money come from and how can you access it?
- introduce the main funding bodies and types of funding available at different stages of your career, highlighting in particular the recent changes introduced by the Research Councils
- guidance and suggestions as to how you can find out about the latest funding opportunities in your discipline
- include time to discuss any questions that you may have.

**Research with Human Participants**

**Target audience:** All PhD students and research staff

If you are planning to carry out research that involves people this course will be of use to you. The aim of the workshop is to help researchers to interpret:
- codes and declarations
- the nature and significance of informed consent
- the distinction between therapeutic and non-therapeutic research
- its ethical significance
- how to protect the rights of particularly vulnerable subjects (children, the desperately ill, prisoners, impecunious students, etc.)
- whether the use of deception on subjects is sometimes compatible with the codes and guidelines.

The workshop will be a mixture of mini-talks, discussion and interactive sessions.

**Scientific Research Philosophy and Methodology: Putting Theory in to Practice**

**Target audience:** All PhD students and research staff

The workshop is for research students and staff who are interested in exploring further the philosophical and methodological principles of the scientific method and in applying the ideas to research projects. The topics covered include:
- what defines the scientific method?
- key ideas from e.g. Bacon, Descartes, Popper, Kuhn etc.
- deductive and inductive reasoning
- types and characteristics of research
- criteria by which research is judged
- applying the principles of scientific methodology
Please note, the workshop DOES NOT cover subject specific methods of research. The workshop will be a mixture of mini-talks, discussion and group work.

**Engagement, Influence and Impact**

**A-Z of Publication**

*Target audience:* Final stage PhD students and Research Staff

Get an insider’s perspective on publishing.

Mastering the art of publishing is critical to a successful research career. Join us for a special training day dedicated to the subject of academic publishing. With training sessions led by published academics, find out how to make your research count. Topics covered include:

- thinking strategically
- the right time to publish
- choosing the right publication
- making an impact
- how best to approach the writing process
- effective ways to present data
- how technology can help
- a journal editor’s perspective on the academic publication process
- supporting your publication after you’ve published

**Effective Learning, Teaching and Assessment Practices for Tutors and Demonstrators**

*Target audience:* PhD students in all Faculties who wish to demonstrate or have been asked to do so

This one day workshop is aimed at postgraduate research students who will be undertaking part-time teaching duties – for example demonstrating in computing or practical laboratory classes, supporting tutorial or problem classes and/or marking students’ assessed work.

The workshop aims to prepare you for your teaching role at the University by providing you with the essential skills required for demonstrating, small group teaching and assessing student work. Through attending the session, you will be given opportunity to:

- develop a greater understanding of your role as a tutor, demonstrator and assessor
- gain practical skills to better enable you to undertake the role and tasks of tutor/demonstrator, e.g. good practice in explaining and questioning plus strategies to deal with difficult situations that may
- explore issues related to student assessment and gain practical experience of marking and giving feedback
- familiarise yourself with underlying principles and theories of effective teaching, learning and assessment
- develop mechanisms by which you can continually review and enhance your teaching practices

**Effective Poster Presentations**

**Target audience:** All PhD students

This workshop is for students who are preparing an academic poster for display and will help you to use posters effectively. The session explores a number of topics including:

- reasons for producing and presenting posters
- managing the stages of the process, from formulating your hypothesis to defending the poster
- issues to consider when producing your poster - the balance between simplicity, content/information, design, materials, time and cost
- defending your poster at the meeting/conference

**Engaging Non-Specialists with Your Research – Principles and Practices**

**Target audience:** All PhD students and research staff

This is an informal introductory level workshop aimed at researchers who, although familiar with presenting their work to their peers, may be unfamiliar with communicating with wider, non-specialist groups. You will also have the opportunity to explore and practice their skills through a number of group based exercises.

Topics covered include:

- why should you communicate their research to the public?
- different ‘audiences’ and their communication needs: what issues and interests do people really have when they think about research and researchers?
- avoiding the ‘one size fits all’ approach; looking at different communication methods and means of delivery for different groups
- better communication techniques, exploring language use and communication styles for creating understanding of your work
- confidence building exercises to help you practice communicating your research more widely and information and resources for future use
- researcher feedback on being involved in recent public engagement work
- new models of public dialogue and interaction: a case study from Café Sci and a practice session
- opportunities for you to get involved with public engagement work, in your Faculty and beyond
Environment Conference 2012

Target audience: All PhD students and research staff in the Faculty of Environment

Now in its sixth year the Environment Conference is a one-day event for Early-Career Researchers within the Faculty of Environment to showcase their research. PhD students are invited to contribute a talk, poster or research image. Presentations will be received in a supportive atmosphere, with a range of good prizes and individual private feedback to all presenters. To encourage a high international standard in both oral and poster presentations there is a dedicated programme of skills training provided ahead of the conference, including voice-coaching by a professional trainer.

There is also an opportunity to gain experience in running a conference, essential skills for a research career. You are invited to contribute as much or little time and effort as you can.

More details to follow during the year.

Giving Effective Seminar and Conference Presentations (in Science, Maths and Engineering)

Target audience: All PhD students

This workshop is for any Science, Engineering or Maths postgraduate who has to give a presentation, in the seminar or conference environment. By the end of this workshop you will have considered a range of aspects of presentation including:

- determining the different purposes of presentations
- taking account of the venue
- presentation, structures, content and pace
- pitching at the right level
- vary activities and understand audio-visual considerations
- verbal and non-verbal aspects
- interacting and developing rapport with the audience

Interdisciplinary Networking Social

Target audience: Research staff

Join with colleagues from Engineering, MAPS, Environment and Biological Sciences and find out about each other’s research at a fun, social and informative event for postgraduates and postdocs. Share your research interests with one another for a few minutes before the whistle blows and you have to move on to the next researcher! You might just start new, ground-breaking research collaboration.
The event will begin with a 20 minute presentation by a leading academic from one of the faculties, highlighting the potential of interdisciplinary research.

*Make Some Noise! 2012 Annual Public Engagement Festival*

**Target audience:** All PhD students

*Make Some Noise!* the annual festival of public engagement returns in 2012 and promises to be the largest and most dynamic yet. The festival combines tailored training with competitions as well as outreach opportunities to spread the message of your research to people outside the University.

Each year we also organise practice opportunities, competitions and a special Guest Lecture where we hear from an inspirational speaker. Previous guests have included Brian Cox, Professor of Particle Physics at the University of Manchester, Noel Sharkey, Professor of Artificial Intelligence and Robotics, University of Sheffield, Emily Cummins, inventor and social entrepreneur, science journalist Quentin Cooper, and Trevor Cox, Professor of Acoustic Engineering at the University of Salford.

*Posters for Academic or Public Engagement*

**Target audience:** All PhD students

What is an effective poster? What really makes an impact? Once learned, these transferable skills can be used to engage with an academic or with any other audience. This hands-on workshop will give you the essential tools to communicate your research effectively and appropriately. In this session we are concentrating on communicating with non-specialists, including a potential employer, industrial partner, possible funder or members of the public using a poster.

*Researcher@Leeds*

**Target audience:** All PhD students and research staff

This full day course is designed to assist you to build an online identity using various tools provided online. The course consists of brief presentations and practical exercises to build a personal website, blog and wiki. Participants will need experience of using the Internet, but do not require any knowledge of web design software. The course covers the following topics:

- understand the importance of an online identity, what is a digital footprint and what is the purpose of blogging
-create personal web site using WordPress
-use a flip camera to create a short introduction about self and then upload and store videos on LUTube
-include flip video on personal web site
-work with blogs and communities
-Web 2.0 technologies (Googledocs, slideshare, twitter, referencing)

Scientific Writing for PhD Students

Target audience: All PhD students

This one day workshop is for PhD researchers for whom English is their first language or who are fluent in English as a second language. Ideally you should have already had some scientific writing experience – e.g. 3 month report.

The course:
- will develop your skills for producing scientific reports and papers for scientific journals
- gives a high level of individual feedback
- aims to demonstrate the techniques and pitfalls of using written language and introduces editorial techniques to improve writing style
- assumes a high level of English literacy and concentrates on producing succinct and informative prose in a well organised, scientific framework

A variety of articles and papers will be examined from the points of view of writer and readers. Emphasis is placed on maintaining scientific precision while encouraging clarity, lack of ambiguity, accurate use of non-scientific language and good organisation of material. The course involves instruction, discussion, individual and group exercises.

You are encouraged to try out editorial techniques on their own work in the workshop session.

‘Showcase’ 2011 - the University of Leeds Annual Postgraduate Researcher Conference

Target audience: All PhD students

The University of Leeds Postgraduate Researcher Conference is an annual showcase of postgraduate research and a celebration of the significant contribution postgraduate researchers make to the research profile of the University.

The conference aims to:
- celebrate the success of postgraduate research
- provide a showcase of postgraduate research
- engage the academic community across disciplines
The programme includes:
- Researcher of the Year 2011 competition
- Postgraduate Research Image of the Year 2011
- Postgraduate Research Poster of the Year 2011
- Three Minute Thesis competition

Details [http://www.leeds.ac.uk/rtd/pgrconference.html](http://www.leeds.ac.uk/rtd/pgrconference.html)

**Building Better Commercial Relationships:**
**Working with Industrial Partners**

**Target audience:** Research staff

The EPSRC seeks to promote an ‘Enterprising Culture’ of adventure and excitement in which researchers seize opportunities and make things happen. Could this be you? This two day event will be of interest to research staff from all science and engineering disciplines and places will be allocated to reflect this. Using participative workshops, you will gain experience of collaboration and interdisciplinary working with input from external experts and academic entrepreneurs who will provide you with real perspectives on building external partnerships and consultancy relationships.

This event will develop the skills and knowledge you need to build better industrial partner relationships which will enable your research to realise economic or social impact. It is a perfect opportunity to network with researchers from a range of disciplines.
Faculty of MaPS

Skills Training

http://www.maps.leeds.ac.uk/skills