Welcome
To the 2015-16 Course Guide

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

In partnership with other SDDU colleagues and 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 four main areas: 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, in the throes of writing up your thesis, or already embarked on a research career, 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 www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html. Please see later pages for booking information and terms and conditions.

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Personal Effectiveness

A Balancing Act: Dealing with the Anxieties of Doing a Research Degree
An Introduction to Effective Research Writing
Career Architect Programme
Careers Centre Advisory Workshops
Level 2 Award in Health and Safety for Engineering Researchers
Exploring Careers Outside Academia After Your PhD
Getting an Academic Career
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 Wednesday Club for Women in Science, Engineering and Technology
Working Effectively with Your Supervisor
Advanced Presentation Skills – Coaching
Personal Impact and Confident Networking

Professionalism: Research Governance and Organisation

Data Protection and Research (Ethics)
Ethics and Ethical Review
Ownership Confidentiality and Secrecy in Research
Preparing for Your Transfer
Preparing for Your VIVA
Research with Human Participants
Scientific Research Philosophy and Methodology: Putting Theory in to Practice

Engagement, Influence and Impact

A to Z of Publication (for scientific journals)
Business Strategy when Commercialising Research
Developing Impact Plans
Effective Poster Presentations
Engaging with the UK Parliament
Engaging with Chief Scientific Advisers
Engaging with EU Institutions
Entrepreneurial and Innovation Skills in Academia
Giving Effective Seminar and Conference Presentations
Identifying Your Best and Motivated Skills for Career Success

Introduction to Learning and Teaching
Introduction to Research Impact
Playing to your personal strengths and skills
Starting up and Running a Business
Writing for Publication: A 12 Week Course (for Science or Social Scientists)

“Showcase” 2015: The Annual Postgraduate Researcher

**+ How to book**

Unless otherwise specified, you must pre-book to attend our training courses and events. Please note that popular courses book up very quickly and are offered on a first come, first serve basis. We do try to arrange repeat sessions but this is dependent on room and tutor availability.

The majority of our courses can be booked via the EME Skills Training web page. Go to [www.emeskillstraining.leeds.ac.uk](http://www.emeskillstraining.leeds.ac.uk) and follow the links to the booking page. Here you will find a full list of our courses with availability and a detailed description.

Courses that are to be booked through a different training provider—such as IT or the Careers Centre—will be clearly indicated in this guide with a link by the course name to take you to the relevant booking page.

If you have any queries about any of the courses featured in this guide, or you would like further information, please email [skillstraining@leeds.ac.uk](mailto:skillstraining@leeds.ac.uk)

**Useful Links**

EME Skills Training: [www.emeskillstraining.leeds.ac.uk](http://www.emeskillstraining.leeds.ac.uk)
IT Training Centre: [http://it.leeds.ac.uk/info/110/for_researchers/](http://it.leeds.ac.uk/info/110/for_researchers/)
SDDU: [www.sddu.leeds.ac.uk](http://www.sddu.leeds.ac.uk)
Careers Centre [http://careerweb.leeds.ac.uk/info/23/researchers](http://careerweb.leeds.ac.uk/info/23/researchers)

**+ 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

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
- Started the process of analysing your training and development needs
- Have had an opportunity to discuss issues and concerns with other PhD students
- 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 please contact your School’s Postgraduate Administrator to arrange this. CDT Researchers will do this training at the end of the first year and the course will be arranged by the centre manager.

Welcome to the Faculty

Mandatory course for all new researchers commencing PhD studies. The Faculties of MaPS and Environment provide custom events in September to October each year, as do the Doctoral Training Centres in Engineering. Other PhD students in Engineering attend a monthly Welcome to the Faculty on arrival. 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
- Introduction to the libraries at Leeds
- Careers Advisory Service and career planning
- Health and Safety

Please note: you cannot book this course online. Places are reserved at the time of registration with the Graduate Office (1.08 Civil Engineering).
Go Online!
We offer several of our introductory IT based software courses online, including:

+ C++
+ Fortran
+ High Performance Computing (HPC)
+ IDL
+ MATLAB
+ Vensim
+ NetLogo
+ Python
+ R
+ Unix

To use, visit [www.programmingforresearchers.leeds.ac.uk](http://www.programmingforresearchers.leeds.ac.uk)
You will need to log on and select ‘Courses’ to view a complete list.

Advanced Unix/Linux for Scientific Researchers
Target audience: All PhD students and research staff

The workshop begins with monitoring and altering programs running on a LINUX computer. It then builds on previous knowledge of using built-in UNIX/LINUX programs for finding, analysing, and modifying files and datasets. It then progresses into a key aspect of this workshop which is learning how to do basic UNIX/LINUX programming (i.e. shell scripts). In this, you will learn how to write shell scripts to do repetitive UNIX/LINUX tasks, perform decision making, run a series of your programs and analyse data using built-in UNIX/LINUX programs automatically, without your intervention.

Developing Your Research Profile
Target audience: First year PhD students

The first part of this workshop will introduce you to bibliometrics; showing you how you can use bibliometrics to measure the impact of your own research and introducing you to the main bibliometrics tools. The second part of the session focusses on techniques you can use to improve your research impact. By the end of the session you will:

+ Understand how bibliometrics can help you demonstrate the impact of your research
+ Be able to identify key metrics such as citation counts and h-index using Web of Science and Scopus
+ Be able to identify the most influential journals and cited authors in your subject area (for potential collaboration and publishing routes)
+ Be aware of some of the techniques you can use to increase the impact of your research
Digimap: An Introduction to Digital Map Data of Great Britain

**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. Learn how to use Digimap Ordnance Survey, Historic Digimap, Geology Digimap and Environment Digimap to create, print and download a variety of digital maps. Learn also how to download map data for use in a GIS package.

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.

Use Roam to make a digital map displaying a selection of features:

- Print a map and download maps for printing
- Use the Postcode Query tool to view an area of your choice
- Use Data Download to select and download OS data
- Open OS data in MapInfo Professional
- Use Historic Digimap to view, print and download historic maps (1843-1996)
- Use Geology Digimap to view geological maps and download data
- Use Environment Digimap to view land cover maps and download data
- Know where to get further help with using the Digimap Collections

Digital Images Theory

**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, see next page.

Digital Image and Photo Editing using Corel Paint Shop Pro  

**IT Training Centre**

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

This is a half day hands-on introduction to digital image and photo editing using Corel PaintShop Pro. This course will be of use to anyone wishing to incorporate images into their work (e.g. PowerPoint presentations; web sites; reports; posters; theses; and papers). It is recommended, but not compulsory, that participants have attended the 'Digital Images Theory' course.

**Content:**

- Browsing and opening existing images
- Screen capture
- Creating a new image
- Rotating, straightening and cropping
- Changing the colour depth
- Adjusting the colour balance, contrast, brightness and saturation
- Removing unwanted parts
- Retouching and removing red eye
- Creating and editing a sample of clipart
- Using the vector drawing tools, adding text
- Resizing the whole of an image
- Printing images
- File formats and saving images
- Inserting images into a Microsoft Word document
MICROSOFT EXCEL COURSES

Target audience: All PhD students and research staff

Excel For Research—Absolute Beginners *(online course only)*

By the end of the course you will be able to:
- Explore the Excel screen and learn the terminology
- Create a new file and save the file with an appropriate name
- Understand workbooks and worksheets
- Insert & delete worksheets to accommodate more information
- Rename & modify worksheets
- Enter data into Excel and recognize the behavior of text, numbers and dates
- Search for data and replace information
- Change the appearance of information by adding colours, changing text size etc.
- Change column widths and row height to accommodate large amounts of data
- Copy or move data from one worksheet to another worksheet

Excel For Research—Fundamentals

By the end of the course you will be able to:
- Keep column and row titles visible at all times whilst scrolling around a large data set
- Hide/unhide worksheet data and save the view settings as a custom view
- Include information that prints at the top/bottom of every printed page
- Control how much information is printed on each page of the file
- Understand how to build a calculation using formula
- Calculate the Sum, Average, Minimum, Maximum, Standard Deviation, Mode and Median values
- Create and modify different types of chart
- Organise data by listing in alphabetical or numerical order
- Extract subsets of data using criteria

Excel For Research—Calculating Data

By the end of the course you will be able to:
- Edit multiple worksheets at the same time
- Sum cells on multiple worksheets
- Identify errors in formula using the auditing tools
- Use a range of date functions (e.g. calculate Age)
- Use a range of logical functions (e.g. use the IF function to make decisions in the formula)
- Use the statistical functions in Excel (e.g. count cells that meet a condition or calculate the frequency)
- Use the various Lookup functions (e.g. use the lookup functions to match data)
- Use a range of text functions (e.g. use the text functions to tidy data)
- Access further statistical analysis tool by installing the toolpak

Excel For Research—Manipulating Data

By the end of the course you will be able to:
- Highlight cells automatically that meet certain criteria
- Summarise data using subtotals and relative range naming
- Use advanced filters to analyse data in a list
- Group cells and use outlines to manipulate the worksheet
- Remove duplicate data
- Consolidate data across multiple worksheets
- Create scenarios using the What-If Analysis Tools
- Create, modify and work with PivotTables to analyse and manipulate large sets of data
Excel For Research—Macros

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 and Input Boxes
+ Understanding and using Variables
+ If Then Else’ statement and the Select Case statement
+ Creating functions
+ Userform and controls

Graphics and Mapping Software: An Overview

Target audience: All PhD students and research staff

By the end of the course you will be able to:
+ Highlight cells automatically that meet certain criteria
+ Summarise data using subtotals and relative range naming
+ Use advanced filters to analyse data in a list
+ Group cells and use outlines to manipulate the worksheet
+ Remove duplicate data
+ Consolidate data across multiple worksheets
+ Create scenarios using the What-If Analysis Tools
+ Create, modify and work with pivot tables to analyse and manipulate large sets of data

How Vital Are Your Statistics? Part I

Target audience: All PhD students and research staff

This two-day workshop will help you get to grips with statistics. Topics covered include summary and presentation of data (mean, standard deviation, box plots, histograms, etc). The normal distribution and probability, and decision-making using hypothesis tests. The course is suitable for researchers who are reasonably numerate but have either no previous statistical knowledge or whose statistical knowledge is a little ‘rusty’.
How Vital Are Your Statistics? Part II

*Target audience: All PhD students and research staff*

This 2.5 day course builds upon the knowledge acquired in ‘How Vital Are Your Statistics? Part I’. However attendance at Part I is not a pre-requisite of attending Part II.

Topics covered include accuracy of estimation of mean using confidence limits; comparison of two means; non-parametric testing; chi-squared tests; simple and multiple regressions.

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.

Certified LabVIEW Training Courses

LabVIEW Core 1

*Target audience: PhD students and research staff who have already attended the LabVIEW Introductory and Intermediate workshops, or are experienced LabVIEW users.*

The first step in any NI LabVIEW learning path, LabVIEW Core 1 gives you the chance to explore the LabVIEW environment, dataflow programming, and common LabVIEW development techniques in a hands-on format. Learn to develop data acquisition, instrument control, data-logging, and measurement analysis applications.
Topics covered include:

- Navigating LabVIEW
- Implementing a VI
- Developing modular applications
- Creating and leveraging structures
- Managing file and hardware resources
- Using sequential and state machine algorithms
- Solving dataflow challenges using variables

LabVIEW Core 2

*Target audience: PhD students and research staff who have already attended LabVIEW Core 1.*

The LabVIEW Core 2 course teaches you to design complete, stand-alone applications with LabVIEW. This course is an extension of the LabVIEW Core 1 course and introduces you to common design techniques for successfully implementing and distributing LabVIEW applications for research, engineering and testing environments and will show you how to:

- Apply common design patterns for common applications
- Use event programming effectively
- Programmatically control user interface objects
- Evaluate binary file I/O formats and use them in applications
- Optimise reuse of existing code for your projects

LaTeX for Beginners

*Target audience: All PhD students and research staff*

This course is for complete beginners and for students with little experience of LaTeX. The topics covered include:

- LaTeX on the ISS system
- Formatting text and equations
- References
- Lists
- Sections and a table of contents
- Tables
- Figures
- Colours

LaTeX Improvers

*Target audience: All PhD students and research staff*

For students who have already attended the Beginner’s LaTeX course, or have some experience with LaTeX. The topics covered include:

- Using packages
- Typesetting sets of equations
- Defining your own commands
- References with BibTeX
- Presentations with the beamer package
- Importing graphics files and arranging Figures
- Drawing pictures using pgf and TikZ
Developing Your Research Profile

Target audience: First year PhD students

The first part of this workshop will introduce you to bibliometrics; showing you how you can use bibliometrics to measure the impact of your own research and introducing you to the main bibliometrics tools. The second part of the session focusses on techniques you can use to improve your research impact. By the end of the session you will:

+ Understand how bibliometrics can help you demonstrate the impact of your research
+ Be able to identify key metrics such as citation counts and h-index using Web of Science and Scopus
+ Be able to identify the most influential journals and cited authors in your subject area (for potential collaboration and publishing routes)
+ Be aware of some of the techniques you can use to increase the impact of your research

NVivo Training Part 1, 2, 3 and 4 available

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 to researchers wishing to work with rich text documents who need to combine qualitative coding with linking, shaping, searching and modelling to explore patterns and relationships in the data.

+ Create a new project and folder structure to import your project data into.
+ Import your research materials into the project & learn how to save and backup the data.
+ Create thematic Node structure & learn how to code your sources to the thematic nodes using various coding techniques.
+ Create Case Nodes and classify them by their demographic attributes.
+ Organise Externals.

Origin Pro: An Introduction

Target audience: All PhD students and research staff

This is a half day hands-on course learning to use the scientific charting and data analysis package OriginPro.

Content:

+ Creating and editing a simple graph
+ Obtaining printed output
+ Exporting to an image file
+ Importing a data file
+ Multiple graphs on the same page
+ Curve fitting: pre-defined and user-defined
+ Creating a 3D graph
+ Creating a surface plot
+ Assignment — recreating a graph from research data
PowerPoint Techniques

Target audience: All PhD students

By the end of the course you will be able to:

- Manipulate Slide Objects (e.g. working with multiple images on a slide)
- Using SmartArt graphics as an alternative to text
- Using Media objects (sound & movie files)
- Controlling slide Design and using the university PowerPoint template
- Add slide transitions
- Animate slide objects
- Using triggers to control animation
- Make global changes to the presentation using the master slides
- Create slide show navigation
- Create multiple slide shows from a single presentation using custom shows
- Generate hand-outs from presentation slides

Programming: Advanced Matlab and Simulink

Target audience: All PhD students and research staff

This is a two day advanced Matlab training for Researchers in Engineering, delivered through four tutorials sessions plus four practice sessions.

Content:

- Advanced Matlab Programming
- Import data into Matlab
- Data visualization and exporting

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.

Prerequisites: Basic familiarity with the Windows environment and elementary knowledge of statistical concepts such as frequency distribution, mean, mode, median, standard deviation etc. is assumed. This course does not cover statistical theory.

Content:

- 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

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**Word for Thesis Part 1**

*Target audience: All PhD students*

By the end of the course you will be able to:

- Control document structure and formatting by applying and modifying styles
- Create your own template/work with the university thesis template
- Generate a table of contents, list of figures and list of tables
- Add captions to images and tables
- Create cross-references to figures and tables
- Work with the Navigation Pane
- Use sections to create landscape and portrait page layout
- Apply different page number styles
- Create a master document from sub documents

**Word for Thesis Part 2 (Working with Objects)**

*Target audience: Final stage PhD students*

By the end of the course you will be able to:

- Insert and link charts and data from Excel
- Create and modify Word tables
- Use tables to layout page content
- Insert images and work with the formatting tools
- Track changes in a document and accept/reject the changes
- Compare two documents
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 *SDDU Central Training*

*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.

Career Architect Programme

*Target audience: Postdoctoral researchers with 6-12 months left on their contract*

This highly regarded development programme supports postdoctoral researchers, who currently have 6-12 months left on their contract and are considering careers beyond academic research.

Taking place over three staggered two-day workshops with fieldwork in-between, the Programme comprises of a series of informal small group sessions offering in-depth careers planning and information, together with peer-mentoring, individual coaching, group and individual fieldwork and some personal action planning carried out in between workshops. The Programme covers key career exploration and job search topics, including specialised information from sectors and industries related to your discipline. You’ll receive expert input from a highly qualified careers coach, plus support and guidance from experienced facilitators, as well as an online group discussion forum. Groups consist of a maximum of 16 participants to ensure that appropriate personal support can be provided.

Careers Centre Advisory Workshops *Careers Centre Training*

*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).*

Getting an Academic Career

**Target audience: PGRs with 18 months or more to run on their PhD studies**

- What do you need to consider to build a career as an academic?
- What skills do you need?
- What else, apart from a research record, will help?
- What will make you stand out from your peers?

This seminar will help you consider ways in which you can enhance your career prospects and begin to develop an action plan to help you progress your career in academia. It will also help you identify your personality preferences and leadership style in relation to your career planning and your future role as an academic (using the MBTI tool). The seminar will be a mixture of presentations, speakers (including a senior academic who sits on appointment panels and two recently appointed PDRAs from the other faculties) and group discussion and exercises.

Exploring Careers Outside Academia After Your PhD

**Target audience: All PhD students**

If you are wanting to explore opportunities outside academia after your PhD this seminar is for you. This will be an interactive session which will give you information and insights on what your options might be, what transferable skills you have, how to do further research about opportunities, how to manage this career choice and how to effectively apply for jobs and go through the selection process.

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.

*Please note: We also offer Project Managing Your Part Time Research Degree to part time PhD students in the first six months of study*

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**Springboard: Personal Development for Women**  
**SDDU Central Training**

**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 visit:

[http://www.sddu.leeds.ac.uk/leadership-professional-skills/support-for-individuals-schools-and-faculties/personal-development-for-women/springboard-programme/](http://www.sddu.leeds.ac.uk/leadership-professional-skills/support-for-individuals-schools-and-faculties/personal-development-for-women/springboard-programme/)

You can also contact Heather directly for an application form ([h.j.sears@leeds.ac.uk](mailto:h.j.sears@leeds.ac.uk)) and with any queries you have regarding the Springboard Programme.
The Final Stages of Your Research and Thesis Presentation

*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.

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 Wednesday 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 Wednesday 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. These sessions are open to academics, project and other professional staff as well researchers.

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
Coaching - Advanced Presentation Skills

Target audience: All postdoctoral staff

Even if you’re an experienced public speaker, it can be daunting to make presentations at conferences, meetings with peers and public engagement events, even though you may know your subject matter inside out. As well as the challenge of managing nerves, there’s the need to make an immediate connection with the audience, hold their interest and convey your message with clarity and impact.

This highly practical and enjoyable course, run by VOX Coaching, will help you achieve the confidence, authority and ‘presence’ that enables compelling speakers to engage and influence audiences. The coach will create a ‘safe’ environment in which you’ll feel free to explore effective communication techniques and address issues that concern you. If you want to make sure your communication style does justice to your content, this is the course for you.

Afterwards, you'll be able to get access to a course summary, follow-up material and the resources of the online VOX Academy.

VOX’s Coaching’s expert trainers have worked with academics and researchers at many universities. They have also coached company CEOs, health service managers and politicians up to Cabinet level. The company bases its work on the premise that ‘the best communicators speak honestly and as themselves’. Its coaches help people communicate in their own style, but with more skill and a dash of inspiration.

Personal Impact and Confident Networking

Target audience: All postdoctoral staff

Some people seem to have a natural ability to speak to that others want to listen and to interact confidently with peers and those in more elevated positions. But for most of us it’s not so easy to read a situation, to interpret people’s behaviour or to gain their interest and influence their thinking. Informal encounters, formal meetings, networking events and interviews can all be daunting and frustrating. Fortunately, we can learn how to feel more confident, to strengthen our vocal and physical presence and to make our mark. What we say matters, of course, but so does how we say it. If our communication style is inadequate, our message is unlikely to be remembered and may go unheeded.

VOX’s Personal Impact and Confident Networking course general covers the following interrelated topics, although participants are welcome to raise other relevant issues that concern them:

- Speaking about what you do in formal and informal situations
- Understanding body language, vocal tone and other signals
- Communicating assertively under pressure
- Developing confidence
- Engaging others
- Networking at conferences and similar events
- Contributing to meetings
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.

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: First 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 the viva
- Questions and answers with a Postgraduate Tutor

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:

- The issues surrounding the viva
- What might be expected of the candidate -preparing for the event
- What happens after the viva

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.
**A-Z of Publication**

*Target audience: Final stage PhD students and research staff in science and engineering.*

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 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
Giving Effective Seminar and Conference Presentations

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

The aim of this workshop is to support participants in considering their own presentation skills, how they may want to develop as a presenter in the future and how they are going to do it, with a particular focus on effective research seminar and conference presentations. What do you want to achieve with presentation and how are you going to achieve it? The session will cover:

- What is a bad presentation? What is a good presentation?
- Determining the different purposes of presentations. Why present? Why not just write the paper?
- Taking account of the venue
- Presentation, structures, content, pace and timing
- Prioritising what you have to say
- Providing an opening to your presentation that engages the audience
- Pitching at the right level
- Vary activities and understand audio-visual considerations
- Verbal and non-verbal aspects
- Interacting and developing rapport with the audience
- Dealing with the ‘Question and answer’ session after a presentation

Identifying Your Best and Motivated Skills for Career Success

**Target audience: PhD students from all Science, Engineering and Mathematics disciplines with 12 months or less to run to completion of their studies.**

Skills. We all have them but do you know what you’re particularly good at? Do you know what you most enjoy doing? Can you describe your skills in a way that will help you get a job that you’ll thrive in? This short very focussed workshop will allow you to explore and document your individual and motivated skills using the JLA Skills Card Toolkit devised by John Lees. This workshop will help you identify learning needs so that you can take further training in any area needed; learn how to talk about your skills in a way that will help you write more targeted CVs, apply for jobs and undertake interviews and identify the skills you need to improve in order to follow a particular careers pathway.

This has been replaced by the strengths and skills workshop
Introduction to Learning and Teaching

Target audience: PhD students who wish to demonstrate or have been asked to do so

This one day workshop is designed for postgraduate research students who will be undertaking part-time teaching duties – for example demonstrating in computing or practical laboratory classes, marking students’ assessed work and supporting tutorial or problem classes. Given the changes to the student fee regime for 2012 it is more important than ever that PGRs are trained and equipped with the skills needed to be effective in their teaching role.

The workshop aims to prepare you for your teaching role at the University by providing you with the essential skills required for demonstrating 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 arise
+ 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

Writing for Research Students in the Sciences

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.
Writing for Publication: A 12 Week Course

Target audience: All PhD students

This programme is for PhD students who would like some support whilst writing papers. Participants commit to meeting for two hours every week and to continue to work on their writing project each week between meetings. The programme is designed for anyone who feels they need a boost to help them produce their next paper, whether you’ve done it before or not.

The course objectives are:

- To support researchers to write research papers
- To develop writing skills and enable researchers to practice them
- To motivate de-motivated writers
- For participants to produce a piece of work for publication

Please note: It is a course requirement that participants are writing a journal paper for publication and you will have to confirm this in writing before your booking is accepted.

Impact Courses

Dr Ged Hall of the University of Leeds Staff and Departmental Development Unit (SDDU) runs a series of workshops designed to help you develop your understanding of the impact your research could have beyond academia and the type of activities you could undertake to make this impact more likely to happen.

Additional workshops are often added to the programme for instance around academic consultancy and policy-impact. More details regarding new and existing provision can be found at: http://www.sddu.leeds.ac.uk/research-innovation/research-impact/how-to-develop/impact-workshops/ The following courses are available

Introduction to Research Impact

This introductory half day course helps researchers to develop their understanding of impact outside of academia and to begin the process of planning activities to achieve it.

Developing Impact Plans

This workshop is offered to those who have attended the workshop Introduction to Research Impact.

Each participant has the chance to further develop their plans for impact through a structured analysis process. This workshop is offered on demand.

Entrepreneurial and Innovation Skills in Academia.

This half-day workshop allows you to explore what is meant by ‘Being enterprising’ and ‘being innovative’ by offering participants a framework and definition which is then explored in a group task with feedback (related to the framework) offered by the course tutors.

Starting up and Running a Business

This course uses business simulation software (SimVenture) to help you work through topics relevant to setting up your own business. This course focuses on business decisions and is therefore suitable for researchers looking to set up an business unrelated to their research or those looking for form a spin-out company.
Business Strategy when Commercialising Research

The course will help participants to develop an understanding of the choices available to them when commercialising research.

Engaging with the UK Parliament

This half day workshop is led by the Parliamentary Outreach Service and looks at ways in which you can engage with Parliamentarians (MPs and Lords) and the Parliamentary process (committee inquiries, debates, etc).

Engaging with Chief Scientific Advisers

This session will be led by Professor Tim Dafforn, Chief Scientific Adviser (CSA) for the Department of Business, Innovation and Skills (BIS). Tim will explain his role within BIS and compare it to other CSAs in other government departments. Tim will also cover how science is used within the policy making process and how he balances this role with his ongoing academic career.

Engaging with EU Institutions.

This course will help you to understand the range of ways you can participate in and influence EU policy processes. If you have a specific question / topic you would like to see covered please send this to Dr Ged Hall (g.hall@adm.leeds.ac.uk).

In addition to this workshop programme, it is also possible to access bespoke, longitudinal development support to improve your understanding of impact and how to achieve it within the day to day context of your research project. This support is entirely bespoke for you and the project you are working on and as such there is no pre-determined way it operates. However, we have found that those who access the bespoke provision have valued being able to explore the exact nature of the impact they could have and over what period of time. This then leads into the development of a realistic plan to make the achievement of that impact more likely. There are often area(s) of this emerging plan that require the researchers involved to develop new skills or new knowledge. This is where the support is focussed. This can range from very informal mentoring through to multi-day workshops or even secondments and is driven by what you need to know and the best way for you to learn that new knowledge / skill.

Further details about this bespoke support can be found at:
http://www.sddu.leeds.ac.uk/research-innovation/research-impact/how-to-develop/bespoke-support-for-impact/

Details of the impact workshops programme can be found at:
http://www.sddu.leeds.ac.uk/research-innovation/research-impact/how-to-develop/impact-workshops/

Also if you would like to discuss the workshop programme or the bespoke provision please contact...
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 2015 competition
- Postgraduate Research Image of the Year 2015
- Postgraduate Research Poster of the Year 2015
- Three Minute Thesis competition

Visit www.emeskillestraining.leeds.ac.uk for further information on all our courses and availability!