



UNIVERSITY of  
GREENWICH

RETI

Research & Enterprise  
Training Institute



# Research & Enterprise Training Institute

Greenwich Research & Enterprise  
2018/2019

Providing guidance, training, development and mentoring to  
help guide researchers along their career journey.

# Contents

<b>Vision</b> .....	3
<b>RETI launch</b> .....	4
<b>Enhancing the researcher community</b>	
Building a research environment .....	5
Training courses for PGRs and Staff .....	5
Participation in the research environment .....	5
New initiatives .....	6
Established frameworks .....	6
RETI and the external environment .....	6
<b>Events</b>	
Training for Researchers .....	9
Networking .....	9
<b>Awards and celebrations</b> .....	9
<b>Meet the RETI team</b> .....	10
<b>Training programme 2018-19</b>	
Mandatory training for PGRs ....	12
PGRs (optional training) .....	16
PGR students and staff (optional training) .....	17
Staff (optional training) .....	18
Essential training for Research Staff .....	20
<b>Staff development opportunities across the University</b> .....	49
<b>Booking your training</b> .....	49





# Vision

The Research and Enterprise Training Institute (RETI) is a newly established structure within Greenwich Research and Enterprise (GRE). RETI's objective is to work in partnership with staff and postgraduate research students to nurture and grow the research and enterprise activities across the university and to encourage excellence in research. This will be achieved through a proactive, supportive and stimulating research environment, along with the provision of effective training to develop autonomous researchers and research leaders who can make a positive impact on society through successful academic and non-academic careers.

# RETI Launch

RETI was officially launched on 6th December 2017 at the university's award-winning Stockwell Street building. The event was attended by more than 130 delegates, many of whom are leaders in their own research fields. Highlighting the role of RETI, Professor Javier Bonet, Deputy Vice Chancellor Research and Enterprise, stated "Continuing to develop our community of research students and staff continues to be a core strategic priority for the university.... We have set ourselves ambitious goals for research excellence at Greenwich going into REF2021 and beyond. Our ambition for RETI sits at the heart of this. We want Greenwich to be recognised as a desirable and supportive research environment, one where researchers

can develop and fulfil their potential, particularly through support early in their careers."

The launch included a celebration of the research activities at the university. Greenwich's rising research stars were presented with the Early Career Researchers Awards by the Vice Chancellor, Professor David Maguire. The evening also featured Postgraduate Research Student and Early Career Researcher poster competitions and awards. Presentations were given by researchers from various subject areas which were thought-provoking and provided further networking opportunities at the event.



Award winners at the RETI launch December 2017

# Enhancing the Researcher Community

RETI aims to help researchers develop both personally and professionally to meet their research goals through tailored training, coaching and mentoring. Towards this, RETI has focused its efforts through a co-ordinated approach with HR, EDU, and the Library, as well as via consultations with the faculties. A forward thinking and effective training programme for 2018-19 has been devised through a gap analysis of the current training provision, whilst incorporating PGR students (PGRs) and staff feedback (YSIWDI), and incorporating the training needs in the context of the external environment. RETI has also introduced further initiatives which are outlined below and will continue into the next academic year.

## Building a research environment

RETI aims to work collaboratively within the researcher population by bringing together colleagues to build their networks and encourage a more extended vista of their activities, breaking down the barriers that researchers often meet.

## Training courses for PGRs and Staff

Training courses for 2018-19 have been refreshed in line with feedback and the revised Quality Assurance Agency

(QAA) UK Quality Code. Key examples of additional training includes sessions on thesis writing support, written and oral communication skills, employability skills, and networking events. Particular attention has been paid to support the mental health and wellbeing of PGRs, an area which needs an urgent input in the current environment. An 'Essentials of Researcher Training' for staff researcher training has been developed to include aspects of undertaking and managing research, recruitment, selection and supervision of PGRs at the university. Delivery approaches have been streamlined to improve time efficiencies, for example block delivery for PGRs mandatory courses, and recording of relevant sessions for PGRs based overseas or unable to attend due to extenuating circumstances. Training includes delivery through blended approaches such as face-to-face, online (virtual classroom, webinar, live streaming), and drop-in sessions. Bespoke specialist training from external providers include aspects of public engagement and leadership training.

## Participation in the research environment

Participation at a number of events across the university has given RETI a very useful insight into the ongoing research and training needs

for the future. These have included panel membership of judges for faculty-organised 3MT competitions, delivery of keynote/guest lectures at student-organised postgraduate annual conferences, attendance at Faculty postgraduate research student poster competitions, participation at the graduation ceremony, and input into the creation of the Research & Enterprise Hubs.

## New initiatives

**PGRs, ECR forum:** RETI has initiated a PGR, ECR forum which has membership from all faculties and reports directly to the University of Greenwich Research and Enterprise Committee. The forum meets three times a year and provides opportunities for exchange of ideas and views to improve research support and training across the university. Recent topics of discussion have included PGRs and ECR training, 3MT thesis competition, and Postgraduate Research Experience Survey (PRES).

**Departmental roadshows:** It is important that RETI works proactively with staff across the university in order to understand and implement the research training needs of our research community. RETI's attendance at some departmental meetings has demonstrated its benefits to both the departments and RETI. We are, therefore, looking to liaise with faculties through a series of departmental roadshows to enable us to work more closely with their staff to improve our provision.

## Established frameworks

The University aims to be recognised for training next generation researchers. This aspiration is informed by our embracing of researcher development frameworks, including Vitae and HR Excellence in Research Award. For example, as an organisational member of Vitae we can strengthen our researcher's professional development. In order to disseminate this useful information to our researchers, RETI has produced and circulated a one page document on 'Vitae Information and Events' across the university. An updated version will be circulated regularly highlighting the forthcoming events which our researchers can attend.

## RETI and the external environment

RETI represents the University at the University Alliance's (UA) Doctoral Training Alliance (DTA) Management and Training Groups and as well as at the Quality Assurance Agency (QAA) Postgraduate Advisory Group. On the DTA programme, we work with a consortia of universities, and recruit PGRs and research fellows through successful bids. DTA scholars receive a very valuable and enriching experience through specific training delivered by the UA universities, as well as opportunities for collaboration and placements. With the QAA, RETI has actively contributed in the production of the Advice and Guidance for Research Degrees of the UK Quality Code for Higher Education (to be published in November 2018).





2017 Post  
research  
excellence

# Highly Commended Poster

Briefless Barristers. Punch & the Legal Profession's Gender Monopoly (1841-1900)

*David J. Maguire*

Professor David Maguire  
Vice-Chancellor, University of G



## Events

Build your capability and realise your potential through our enriching range of developmental workshops and support structures.

### Training and development

As research evolves, so should researchers. To enhance research and enterprise capabilities, RETI delivers tailored training and personal development workshops designed to support researchers through the various stages of their career.

### Networking

RETI is dedicated to fostering collaboration amongst academic peers that benefits our research community as a whole. Throughout the year RETI will be hosting a series of workshops and networking events, for example, thematic speed dating on topics of mutual interest, and enterprise activities such as KTP to diversify income streams, which will help our researchers to strive for, and achieve, ambitious outcomes.

## Awards and celebrations

Our research and enterprise activities will be celebrated as part of the University's wider recognition scheme, with awards tailored for the PGR student and ECR as well as those demonstrating Excellence.



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# Meet the RETI team



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# Training programme 2018-2019

Mandatory training for PGRs

Essential training for research staff

Optional training for PGRs and staff



# Mandatory training for PGRs

The Postgraduate Researcher Development Programme (PGRDP) is the university's approach to personal development and skills training of postgraduate research students (PGRs)

**Index of training workshops and courses for researchers and associated academics for 2018/19**

## PGRDP: Strand 1 - Introduction to Research Skills

Session Title	Lead RTO	Time	Campus Dates (Term1 / Term2)		Page No.
			Greenwich	Medway	
<b>Working towards a doctorate</b> – roles and responsibilities	Harvinder Birdi	1:00pm – 2:00pm	QA 075 Fri 5 October	Drill Hall DA117 Wed 10 October	22
			QA 075 Fri 8 February	Drill Hall DA117 Wed 6 February	
<b>Contextualising your research</b> – sources of information	Harvinder Birdi	2:00pm – 3:30pm	QA 075 Fri 5 October	Drill Hall DA117 Wed 10 October	22
			QA 075 Fri 8 February	Drill Hall DA117 Wed 6 February	
<b>Research design and analytical techniques</b>	Harvinder Birdi	4:00pm – 5:00pm	QA 075 Fri 5 October	Drill Hall DA117 Wed 10 October	23
			QA 075 Fri 8 February	Drill Hall DA117 Wed 6 February	
<b>Project planning and time management</b>	Harvinder Birdi	1:00pm – 2:00pm	QA 075 Fri 26 October	Blake B028 Wed 24 October	23
			QA 075 Fri 22 February	Blake B028 Wed 20 February	
<b>Intellectual property and research ethics</b>	Harvinder Birdi	2:00pm – 3:00pm	QA 075 Fri 26 October	Blake B028 Wed 24 October	24
			QA 075 Fri 22 February	Blake B028 Wed 20 February	
<b>Good research practice and CPD</b>	Harvinder Birdi	3.30pm – 5:00pm	QA 075 Fri 26 October	Blake B028 Wed 24 October	24
			QA 075 Fri 22 February	Blake B028 Wed 20 February	

# PGRDP: Research Programme - Epigeum online courses

PGRs are requested to undertake all the online Epigeum mandatory (\*study specific) sessions via links on the Moodle page.

Session Title	Page No.
<b>Part 1: To be completed before submission of RDA2 for all MPhil/PhD, MPhil and within the first year of study for PhD Direct students</b>	
Video: An Introductory to Research Skills	25
Project Management	25
Research Methods in Literature Review	25
Research Methods (Arts & Humanities)*	25
Research Methods (Social Sciences)*	25
Research Methods (Sciences)*	25
Ethics 1: Good Research Practice	25
Ethics 2: Working with Human Subjects	25
Working with your Supervisor	25
IP in the Research Context	25

<b>Part 2: To be completed before submission of RDA6 for all students</b>	
Conferences, Presenting & Networking	25
Getting Published in the Arts*	25
Getting Published in the Sciences*	25
Career Planning in the Arts/Humanities*	25
Career Planning in the Sciences*	25

## PGRDP: Strand 2

All PGRs in their first year of study are required to attend all Strand 2 mandatory sessions. PGRs are required to attend only one of the occurrences in either Term 1 or Term 2 for each session following their start date. To enrol onto Strand 2 sessions, send full details, including name, Banner ID, Faculty and supervisor to: [pgrtla@greenwich.ac.uk](mailto:pgrtla@greenwich.ac.uk)

Session Title	Time	Campus Dates (Term1 / Term2)		Page No.
		Greenwich	Medway	
<b>How we learn</b>	9:00am – 12:00 noon	QA 075 Fri 5 October	Blake B028 Wed 03 October	26
		QA 075 Fri 01 February	Blake B028 Wed 30 January	
<b>Delivery strategies</b>	9:00am – 12:00 noon	QA 075 Fri 19 October	Blake B028 Wed 10 October	26
		QA 075 Fri 08 February	Blake B028 Wed 6 February	
<b>Assessment and feedback</b>	9:00am – 12:00 noon	QA 075 Fri 12 October	Blake B028 Wed 17 October	27
		QA 075 Fri 15 February	Blake B028 Wed 13 February	
<b>Technology enhanced learning</b>	9:00am – 12:00 noon	QA 075 Fri 26 October	Blake B028 Wed 24 October	27
		QA 075 Fri 22 February	Blake B028 Wed 20 February	
<b>Microteaching</b>	9:00am – 12:00 noon	G102, G104, G105 Fri 02 November (Avery Hill)	Blake 028 Nelson N005, N006 Wed 31 October	27
		QA 075, 063, 084 Fri 22 February	Blake 028 Nelson N005, N006 Wed 27 February	
<b>The UKPSF and The Gold professional framework</b>	9:00am – 12:00 noon	QA 075 Fri 09 November	Blake B028 Wed 07 November	27
		QA 075 Fri 08 March	Blake B028 Wed 06 March	

# PGRDP: Strand 3

PGRs are required to attend only one of the occurrences in either Term 1 or Term 2 for each Strand 3 mandatory session during stages of their study as indicated in the Programme Handbook

**2018-19.** All session details and booking information will be available from at least a month before the session occurrence via the PGR Moodle page.

Session Title	Lead RTO	Time	Campus Dates (Term1 / Term2)		Page No.
			Greenwich	Medway	
<b>Information compliance for researchers</b>	Karena Whiting	2:00pm – 4:00pm	<b>QA 075</b> Fri 16 November	<b>Blake B028</b> Wed 13 March	28
<b>Preparing for your MPhil to PhD transfer</b>	Karena Whiting	2:00pm – 3:30pm	<b>QA 075</b> Fri 23 November	<b>Blake B028</b> Mon 19 November	28
			<b>QA 075</b> Fri 22 March	<b>Blake B028</b> Wed 20 March	
<b>Preparing for your final examination</b>	Karena Whiting	2:00pm – 3:30pm	<b>QA 075</b> Fri 23 November	<b>Blake B028</b> Mon 19 November	29
			<b>QA 075</b> Fri 22 March	<b>Blake B028</b> Wed 20 March	
<b>Employability skills</b>	Harvinder Birdi	10:00am – 1:00pm	A Panopto session will be made available on PGRDP Moodle site, which is Mandatory to view if the Medway workshop is not attended.	<b>Nelson N005</b> Wed 13 March Full session including interactive workshop	30

# PGR students (optional training)

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>Without Anxiety:</b> Enhancing Academic Writing Skills - external facilitator	Harvinder Birdi	Tues 15 Jan 2019 1:00pm – 4:00pm	<b>QA075</b> Greenwich	31
		Wed 16 Jan 2019 10:00am to 1:00pm	<b>B028</b> Medway	
<b>Writing retreat:</b> To complete drafts and support for proof reading	Harvinder Birdi	Tues 26 Feb 2019 – Thurs 28 Feb 2019 9:00am – 5:00pm	<b>H116</b> Avery Hill	31
		Mon 20 May 2019 – Wed 22 May 2019 9:00am – 5:00pm	<b>N108</b> Medway	
<b>Mental health and wellbeing</b>				
<b>Overcoming Procrastination</b>	Karena Whiting	Thurs 24 Jan 2019 10:00am – 12:00 noon	<b>S311</b> Avery Hill	32
		Wed 15 May 2019 2:00pm – 4:00pm	<b>B028</b> Medway	
<b>Stress Management</b>		Tues 04 Dec 2018 2:00pm – 4:00pm	<b>B028</b> Medway	
		Thurs 11 April 2019 10:00am – 12:00 noon	<b>SWS 11_3003</b> Greenwich	
<b>Developing Emotional Resilience</b>		Thurs 22 Nov 2018 2:00pm – 5:00pm	<b>QA075</b> Greenwich	
		Tues 12 Mar 2019 2:00pm – 4:00pm	<b>S311</b> Avery Hill	
<b>UEA Online Training Series for PGRs - external facilitator</b>				
<b>Module 1:</b> Academic Writing	Harvinder Birdi	09, 16, 23, 30 Oct and 29 Jan, 05, 12, 19 Feb 2019 7:00pm – 9:00pm	<b>Online virtual classroom</b>	
<b>Module 2:</b> Qualitative Research Skills		06, 13, 20 Nov and 26 Feb, 05, 12 Mar 2019 7:00pm – 9:00pm		
<b>Module 3:</b> Finishing your PhD		27 Nov, 04, 11 Dec 2018 and 19, 26 Mar, 02 Apr 2019 7:00pm – 9:00pm		
<b>Module 4:</b> Teaching skills		08, 15, 22 Jan and 09, 30 Apr, 07 May 2019 7:00pm – 9:00pm		
<b>Module 5:</b> Quantitative Research Skills		14, 21, 28 May 2019 7:00pm – 9:00pm		

# PGR students and staff (optional training)

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>Introduction to Research Data Management</b>	Karena Whiting	Tues 09 Oct 2018 2:00pm – 4:00pm Wed 13 Feb 2019 2:00pm – 4:00pm	QA063 Greenwich Webinar	34
<b>Statistics:</b> NVivo for Windows - external facilitator	Karena Whiting	Wed 07 Nov 2018 9.30am – 4.30pm	RM TBC Avery Hill	34
		Wed 06 Mar 2019 9.30am – 4.30pm	RM TBC Greenwich	
<b>SPSS Statistics</b> - external facilitator	Karena Whiting	Thurs 08 Nov 2018 9.30am – 4.30pm	RM TBC Avery Hill	35
		Thurs 07 Mar 2019 9.30am – 4.30pm	RM TBC Greenwich	
<b>Impactful academic writing</b> A workshop for those who want to create greater impact and engagement with their writing. - external facilitator	Karena Whiting	Wed 23 Jan 2019 10:00am – 4:00pm	QA063 Greenwich	35
<b>Powerful Presentations &amp; Vocal Coaching (including 3MT):</b> improve personal impact and presentation skills - external facilitator	Harvinder Birdi	Thurs 07 Feb 2019 9.30am – 1:00pm	B028 Medway	36
<b>Introduction to the Publishing Process</b>	Karena Whiting	Tues 30 Oct 2018 10:00am – 12:00 noon	P017 Medway	36
		Tues 05 Mar 2019 10:00am – 12:00 noon	S309/S310 Avery Hill	
<b>The Digital Researcher:</b> understanding tools and platforms for research dissemination and impact - external facilitator	Harvinder Birdi	Wed 14 Nov 2018 1.30pm – 4.30pm	B028 Medway	36
		Thurs 20 Jun 2019 1.30pm – 4.30pm	QA075 Greenwich	37
<b>Thematic Speed Dating:</b> Structured networking event to build thematic collaborations for future funding bids and / or enterprise				
<b>Future Cities</b>	Karena Whiting	Thurs 16 May 2019 1:30pm – 4:30pm	B028 Medway	37
<b>Inequalities in Society</b>		Thurs 14 Feb 20219 10:00am – 1:00pm	QA063 Greenwich	

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>Personal Best:</b> A transformational development programme which helps all members of staff discover how they can be at their best in and out of work. - external facilitator				
<b>Sessions 1 &amp; 2</b>	Karena Whiting	Thurs 21 Feb 2019 10:00am – 4:00pm	<b>B028</b> Medway	<b>39</b>
<b>Sessions 3 &amp; 4</b>		Thurs 21 Mar 2019 10:00am – 4:00pm	<b>B028</b> Medway	<b>39</b>
<b>Wrap-up / review</b>		Wed 03 Apr 2019 10:00am – 1:00pm	<b>B028</b> Medway	<b>39</b>

## Staff (optional training)

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>Planning, Developing, and Demonstrating Research Impact using Impact Tracker</b>	Karena Whiting	Thurs 23 May 2019 9.30am – 12.30pm	<b>SWS 11_2001</b> Greenwich	<b>40</b>
		Thurs 06 June 2019 10:00am – 12:00 noon	<b>H016</b> Avery Hill	<b>40</b>
		Tues 25 June 2019 10:00am – 12:00 noon	<b>SWS 11_2001</b> Greenwich	<b>40</b>
		Wed 10 July 2019 1:00–3:00pm	<b>DC197</b> Medway	<b>40</b>
<b>Managing your research budgets</b>	Karena Whiting	Wed 14 Nov 2018 10:00am – 12:00 noon	<b>DC107</b> Medway	<b>40</b>
		Thurs 31 Jan 2019 10:00am – 12:00 noon	<b>S307</b> Avery Hill	
		Wed 10 Apr 2019 2:00pm – 4:00pm	<b>QA210</b> Greenwich	
		Wed 29 May 2019 2:00pm – 4:00pm	<b>B028</b> Medway (NRI only)	
<b>The outstanding supervisors:</b> Online video - unique resource for anyone new to doctoral supervision, and will help more experienced supervisors to reflect on their practice	Harvinder Birdi	n/a	Online video	

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>International Compliance:</b> for supervisors of postgraduate international students	Harvinder Birdi	Wed 21 Nov 2018 2:00pm – 5:00pm	<b>N005</b> Medway	41
		Fri 29 Mar 2019 2:00pm – 5:00pm	<b>SWS 11_3003</b> Greenwich	
<b>Research degree examination:</b> Preparing to be an External Examiner	Karena Whiting	Fri 30 Nov 2018 2:00pm – 4:00pm	<b>B028</b> Medway	42
		Fri 05 Apr 2019 2:00pm – 4:00pm	<b>QA075</b> Greenwich	
<b>Preparing to be Chair of an Examination Panel</b>	Karena Whiting	Wed 31 Oct 2018 2:00pm – 3:00pm	<b>SWS 10_B004</b> Greenwich	42
		Wed 03 Apr 2019 3:00pm – 4:00pm	<b>B028</b> Medway	
<b>High Quality Public Engagement:</b> Inspires and equips skills and consider the value and impact of researchers engagement - external facilitator	Harvinder Birdi	Thurs 27 Jun 2019 12.30pm – 5:00pm	<b>B028</b> Medway	43
<b>The Knowledge Transfer Partnership Scheme (KTP) and Work Based Learning (WBL)</b>	Karena Whiting	Wed 27 Mar 2019 10:00am – 12.30pm	<b>SWS 11_3003</b> Greenwich	44
		Wed 12 Jun 2019 2:00pm – 4:00pm	<b>B028</b> Medway	
<b>Preparing for Leadership workshop:</b> Experiential, coaching and action-learning approaches to guide researchers through aspects of leading the self, intellectual leadership, and team leadership - external facilitator	Karena Whiting	Wed 05 Jun 2019 9.30am – 4.30pm	<b>QA075</b> Greenwich	45
<b>Online researcher courses: Professional Skills for Research Leaders Research Integrity</b>	Harvinder Birdi	n/a	Online	46
<b>Proof reading of papers:</b> to include track changes to correct spelling, grammar, punctuation, and check reference citations in the reference list	Karena Whiting	n/a	n/a	46

# Essential training for Research Staff

## Essentials of Researcher Training Programme for staff at the University of Greenwich

Linked with appraisal for all new staff on research pathway, and refresher every three years for existing staff. Recommended for staff on enterprise pathway. Optional for staff on teaching pathway.

Session Title	Lead RTO	Date & Time	Location	Page No.
<b>Part 1:</b> Undertaking and managing research	Karena Whiting	Wed 30 Jan 2019 10:00am – 12:00noon	<b>SWS 10_B004</b> Greenwich	47
		Tues 19 Feb 2019 2:00pm – 4:00pm	<b>B028</b> Medway	
		Tues 05 Mar 2019 2:00pm – 4:00pm	<b>DF011</b> Avery Hill	
<b>Part 2:</b> Recruitment and selection of PGR students	Harvinder Birdi	Fri 08 Feb 2019 2:00pm – 4:30pm	<b>QA063</b> Greenwich	47
		Fri 19 Oct 2018 2:00pm – 4:30pm	<b>B028</b> Medway	
<b>Part 3:</b> Supervising PGR students	Karena Whiting	Fri 16 Nov 2018 10:00am – 1:00pm	<b>QA075</b> Greenwich	48
		Wed 16 Jan 2019 2:00pm – 5:00pm	<b>B028</b> Medway	

# Training programme 2018-19

Mandatory training for PGRs

Essential training for research staff and

Optional training for PGRs and staff

## Postgraduate Researcher Development Programme

The Postgraduate Researcher Development Programme (PGRDP) is the university's approach to personal development and skills training of postgraduate research students (PGRs).

### PGRDP: Strand 1 Introduction to Research Skills

All PGRs in their first year of study are required to attend the FULL Strand 1 - six mandatory sessions, which occur in blocks of three sessions over two afternoons. PGRs are required to attend only one of the occurrences in either Term 1 or Term 2 for each session following their start date.

Attendance for individual sessions is only for those catching up on missed sessions. **All session details and booking information will be available from at least a month before the session occurrence via the PGR Moodle page.**

## Working towards a doctorate – roles and responsibilities

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of requirements leading to the award of a doctoral degree, and their responsibilities in working towards this goal.

On completion of the lecture students should understand what is required of them to be awarded the degree of Doctor of Philosophy (PhD), and the distinction between these requirements and those for the award of Master of Philosophy (MPhil).

Greenwich	Medway	Start Time
Fri 5 October 2018 Fri 8 February 2019	Wed 10 October 2018 Wed 6 February 2019	1:00pm

## Contextualising your research – sources of information

**Facilitator:** Aradhana Mehra and Library staff

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of the following:

- various benefits and functions involved in contextualising a research topic;
- strategies for seeking appropriate information form a wide range of sources;
- ability to read, analyse and report the review of the literature.

Greenwich	Medway	Start Time
Fri 5 October 2018 Fri 8 February 2019	Wed 10 October 2018 Wed 6 February 2019	2:00pm

## Research design and analytical techniques

**Facilitator:** Peter Griffiths

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of the necessity for careful design of the research programme, in relation to the techniques that may be used to gather and analyse information to demonstrate a contribution to knowledge. On completion of the lecture students should understand what is required of them in connection with designing a research programme that will lead to information that is necessary to address a specific research question.

Greenwich	Medway	Start Time
Fri 5 October 2018 Fri 8 February 2019	Wed 10 October 2018 Wed 6 February 2019	4:00pm

## Project planning and time management

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of how to plan for and time manage the various activities they must engage with in working towards their award, so that they complete within the maximum regulatory timescale commensurate with their award.

On completion of the lecture students should understand the various activities required of them in working towards their award, and how to plan and time manage these so that they complete their studies in a timely manner.

Greenwich	Medway	Start Time
Fri 26 October 2018 Fri 22 February 2019	Wed 24 October 2018 Wed 20 February 2019	1:00pm

## Intellectual property and research ethics

**Facilitator:** Peter Griffiths and Paul Williams

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of matters surrounding intellectual property and how to protect such, and the importance of considering research ethics when establishing and conducting a research project.

On completion of the lecture students should understand the potential value of research findings and how to protect them, and processes for addressing research ethics issues in connection with research projects.

Greenwich	Medway	Start Time
Fri 26 October 2018 Fri 22 February 2019	Wed 24 October 2018 Wed 20 February 2019	3:30pm

## Good research practice & continuing professional development

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** To provide postgraduate research students with an understanding of what constitutes good practice in research and the need for professionals to engage in self-driven continuous professional development.

On completion of this lecture students should understand the framework and environment within which good practice in research is conducted, having due regard to the relevant considerations, and what is required of them to initiate and maintain continuous professional development as a life-long activity.

Greenwich	Medway	Start Time
Fri 26 October 2018 Fri 22 February 2019	Wed 24 October 2018 Wed 20 February 2019	2:00pm

# PGRDP: Research Masters Programme - Epigeum online courses

PGRs are required to undertake all the online Epigeum mandatory (\* study specific) sessions via links on the Moodle site.

Courses
<b>Part 1:</b> To be completed before submission of RDA2 for all MPhil/PhD, MPhil and within the first year of study for PhD Direct students
Video: An Introductory to Research Skills
Project Management
Research Methods in Literature Review
Research Methods (Arts & Humanities)*
Research Methods (Social Sciences)*
Research Methods (Sciences)*
Ethics 1: Good Research Practice
Ethics 2: Working with Human Subjects
Working with your Supervisor
IP in the Research Context

<b>Part 2:</b> To be completed before submission of RDA6, Application for final examination, for all students
Conferences, Presenting & Networking
Getting Published in the Arts*
Getting Published in the Sciences*
Career Planning in the Arts/Humanities*
Career Planning in the Sciences*

# PGRDP: Strand 2 – Teaching Skills

All Postgraduate research students involved in teaching activities in their first year of study are required to attend all Strand 2 mandatory sessions. PGRs are required to attend only one of the occurrences in either Term 1 or Term 2 for each session following their start date. To enrol onto Strand 2 sessions, send full details to: [pgrtla@greenwich.ac.uk](mailto:pgrtla@greenwich.ac.uk)

## Teaching, Learning & Assessment (TLA) - Teaching Skills

**Facilitator:** Various, Educational Development Unit (EDU)

**Target Audience:** Postgraduate research students

**Session Outline:** This course aims to provide an introduction to teaching, learning and assessment in Higher Education, and is aimed at equipping you to become an effective member of a taught course delivery team.

The training comprises of 6 x 3 hours sessions and online activities. All 6 sessions must be attended. There will also be online activities and formative and summative assessments to complete.

The sessions cover areas including teaching and learning theories, assessment and feedback practice, equality and diversity, teaching and learning practice and technology enhanced learning.

Full course information can be found in the Postgraduate Research Teaching, Learning and Assessment Handbook.

### How we learn

Greenwich	Medway	Time
Fri 5 October 2018 Fri 01 February 2019	Wed 03 October 2018 Wed 30 January 2019	9:00am – 12:00 noon

### Delivery strategies

Greenwich	Medway	Time
Fri 19 October 2018 Fri 08 February 2019	Wed 10 October 2018 Wed 06 February 2019	9:00am – 12:00 noon

### Assessment and Feedback

Greenwich	Medway	Time
Fri 12 October 2018 Fri 15 February 2019	Wed 17 October 2018 Wed 13 February 2019	9:00am – 12:00 noon

### Technology enhanced learning

Greenwich	Medway	Time
Fri 26 October 2018 Fri 22 February 2019	Wed 24 October 2018 Wed 20 February 2019	9:00am – 12:00 noon

### Microteaching

Greenwich (Avery Hill)	Medway	Time
Fri 2 November 2018 Fri 22 February 2019	Wed 31 October 2018 Wed 27 February 2019	9:00am – 12:00 noon

### The UKPSF and The GOLD professional framework

Greenwich	Medway	Time
Fri 09 November 2018 Fri 08 March 2019	Wed 07 November 2018 Wed 06 March 2019	9:00am – 12:00 noon

## PGRDP: Strand 3

PGRs are required to attend only one of the occurrences in either Term 1 or Term 2 for each Strand 3 mandatory session during stages of their study. All session details and booking information will be available from at least a month before the session occurrence via the PGR Moodle Page.

### Information Compliance for Researchers

**Facilitator:** Lucy Fincham

**Target Audience:** Postgraduate research students - All MPhil, PhD & EdD students

**Session Outline:** To increase researchers' knowledge of information compliance issues; in particular with regard to Data Protection, Records Management and Freedom of Information. The course includes sessions on:

- Data Protection and Data Protection Act 1998
- Collecting, keeping and processing personal records
- Managing information and records more effectively
- Research and personal data
- Requests for information under Freedom of Information Act 2000

Greenwich	Medway	Time
Fri 16 November 2018	Wed 13 March 2019	2:00pm – 4:00pm

### Preparing for your MPhil to PhD Transfer

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** All MPhil/PhD students who are within 6 months of engaging in the process of transferring registration to PhD.

The majority of postgraduate research students have little idea about matters surrounding how their transfer in registration from MPhil to PHD occurs. This is complicated by the fact that different UK universities use different approaches to

bring this about. Therefore, the purpose of this session is to provide postgraduate research students with an understanding of matters relating to the way in which this process works at the University of Greenwich, and their responsibilities in this.

Greenwich	Medway	Time
Fri 23 November 2018 Fri 22 March 2019	Mon 19 November 2018 Wed 20 March 2019	2:00pm – 3:30pm

## Preparing for your Final Examination

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** All MPhil, PhD & EdD students who are within 9 months of submitting their thesis for examination. The majority of postgraduate research students have little idea about matters surrounding how they will be examined for their research degree, because the process is very different from anything they have experienced in their education prior to this. Therefore, the purpose of this session is to provide postgraduate research students with an understanding of matters relating to the examination process, and their responsibilities in this.

Greenwich	Medway	Time
Fri 23 November 2018 Fri 22 March 2019	Mon 19 November 2018 Wed 20 March 2019	3:30pm – 5:00pm

## Employability Skills for Researchers

**Facilitator:** Yvonne Pendry

**Target Audience:** Postgraduate research students

**Session Outline:** This employability session will facilitate PhD students to effectively promote themselves when applying for both industry based and research focused positions. The session will cover CVs, covering letters, application forms, in addition to interview skills. There will be a mixture of lecture style delivery together with interactive activities and opportunities for Q&As and discussion.

		TIME
A Panopto session will be made available on PGRDP Moodle page, which is Mandatory to view if the Medway workshop is not attended.	<b>Medway</b> Wed 13 March 2019 Full session including interactive workshop	10:00am – 1:00pm

## Supporting videos for PGRs

The Good Viva Video 2016

The Good Presentation Video

The Good Doctorate Video

## ‘Optional’ Training for postgraduate research students and staff

# PGR students

### Without Anxiety: Enhancing Academic Writing Skills

**Facilitator:** Dr Catriona Ryan SFHEA. (External facilitator)

**Target Audience:** Optional for all those engaged in research

**Session Outline:** The academic writing course is practice-based new 7 step methodology designed to reduce writing anxiety. The student will be writing their chapters in the workshop by using a non-traditional approach intended to enhance writing confidence. The student who attends the course should have a strong idea of the content of their paper and by the end will leave with a detailed outline planned to the last paragraph. It is also designed for early researchers as a confidence-building tool in their development as academic writers.

DATE	CAMPUS	VENUE	TIME
Tues 15 January 2019	Greenwich	QA075	1:00pm – 2:00pm
Wed 16 January 2019	Medway	B028	10:00am – 1:00pm

### ‘Writing retreat’ for Postgraduate research students

**Facilitator:** Aradhana Mehra

**Target Audience:** Postgraduate research students

**Session Outline:** The session will provide support to postgraduate research students towards writing their draft thesis chapters, and/or completing previously written drafts. Support will also be provided for proof reading of documents during the session.

Students will have an opportunity to set specific and focused targets. Each day will be strategically structured and time-managed through protected time and space for writing in short bursts with timed breaks whilst working with their peers.

DATE	CAMPUS	VENUE	TIME
Tues 26 Feb 2019 – Thurs 28 Feb 2019	Avery Hill	ITLab-H116	9:00am – 5:00pm
Mon 20 May 2019 – Wed 22 May 2019	Medway	IT Lab-N108-ZA	9:00am – 5:00pm

# Mental health and wellbeing

## Overcoming Procrastination

**Facilitator:** Rob Brown, Assistant Head of Student Wellbeing Services

**Target Audience:** Optional for all those engaged in research

**Session Outline:** The workshop is an experiential introduction to procrastination, what causes it and how we, as individuals, typically respond to it.

We'll explore four common thinking styles which underpin procrastination and how these promote associated negative states.

The workshop will look at the impact of procrastination on academic study and establish strategies on how to overcome procrastination.

DATE	CAMPUS	VENUE	TIME
Thurs 24 Jan 2019	Avery Hill	S311	10:00am – 12:00 noon
Wed 15 May 2019	Medway	B028	2:00pm – 4:00pm

## Stress Management

**Facilitator:** Rob Brown, Assistant Head of Student Wellbeing Services

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This experiential workshop looks at stress and its symptoms – emotional, cognitive, physical and behavioural.

Different types of stress will be discussed and we will explore common stressors. You will learn ways to cope with stress and how to reframe associated negative thinking.

We'll also look at stress brought on by academic study, how to access motivation and different ways to move forward.

DATE	CAMPUS	VENUE	TIME
Tues 04 December 2018	Medway	B028	2:00pm – 4:00pm
Thurs 11 April 2019	Greenwich	SWS 11_3003	10:00am – 12:00 noon

## Developing Emotional Resilience

**Facilitator:** Rob Brown, Assistant Head of Student Wellbeing Services

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This experiential workshop explores how to enhance personal resilience and looks at a number of areas:

- Defining resilience and its importance as part of wellbeing
- How we respond to psychological difficulties
- Understanding emotions
- Overcoming negative thinking
- The benefits of self-compassion
- Identifying personal actions to support you in building resilience

DATE	CAMPUS	VENUE	TIME
Thurs 22 November 2018	Greenwich	QA075	9:30am – 11:30am
Tues 12 March 2019	Avery Hill	TBC	2:00pm – 4:00pm

**Video: The outstanding supervisors:** online video - unique resource for anyone new to doctoral supervision, and will help more experienced supervisors to reflect on their practice

# PGR students and staff

## Introduction to Research Data Management

**Facilitator:** Kirsty Wallis

**Target Audience:** Optional for students and Early Career Researchers, refresher for mid-career and expert researchers

**Session Outline:** This session is designed to walk through the research process, from project inception, through planning, discovering where data can be created and planning its journey through your project. Once you have your data, how will you manage it, where will you keep it, and where will you store it long term. We will talk about how to document all of this in a data management plan (DMP) for your funder or application.

DATE	CAMPUS	VENUE	TIME
Tues 09 October 2018	Greenwich	QA063	2:00pm – 4:00pm
Wed 13 February 2019	Webinar	N/a	2:00pm – 4:00pm

## NVivo for Windows

**Facilitator:** Elizabeth Wiredu (External facilitator)

**Target Audience:** Optional for all researchers

**Session Outline:** Start your qualitative project with our one-day, hands-on workshop. The course is designed for the complete beginner as well as those who are self-taught and want to start again. You will learn how to use NVivo to manage your research data, set up a project from scratch, bring in data, code and develop your thematic coding framework, query your data and explore with maps, charts and diagrams.

DATE	CAMPUS	VENUE	TIME
Wed 07 November 2018	Avery Hill	TBC	9:30am – 4:00pm
Wed 06 March 2019	Greenwich	TBC	9:30am – 4:00pm

## SPSS Statistics

**Facilitator:** Elizabeth Wiredu (External facilitator)

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This course is designed for the complete beginner with little or no statistical knowledge. This course will help you to acquire the skills necessary to create SPSS files from paper-based questionnaire response or import Excel datasheets into SPSS for analysis. You will learn to correctly generate descriptive statistics and graphical summaries. You will learn to use a number of data manipulation techniques including recode, count occurrences, split file and compute. You will be introduced to Chi-square and Ttest statistics to answer hypothesis resulting from summary statistics.

DATE	CAMPUS	VENUE	TIME
Thurs 08 November 2018	Avery Hill	TBC	9:30am – 4:00pm
Thurs 07 March 2019	Greenwich	TBC	9:30am – 4:00pm

## Impactful Academic Writing

**Facilitator:** Invisible Grail (External facilitator)

**Target Audience:** All staff engaged in research

**Session Outline:** The intention of this workshop is to provide opportunities for individuals from a broad range of academic disciplines and research backgrounds to develop compelling accounts of their research.

The outcomes of the workshop will be to enable participants to:

- Experience and practise new techniques and approaches which will enable them to write with greater clarity and impact
- Develop concise narratives which are compelling, engaging and persuasive, and draw on their own authentic voice and personality to prioritise the message their writers want to convey
- Share insights, experiment with approaches to writing, including for the Three Minute Thesis approach, and receive and offer individual feedback to fellow participants
- Leave the workshop with a written output which they can use or adapt, and a new set of practices which they can apply more widely to their academic writing

We'll use the day to build shared insights, to experiment with approaches to writing, and to offer feedback to participants during the course of the day.

DATE	CAMPUS	VENUE	TIME
Wed 23 January 2019	Greenwich	QA063	10:00am – 4:00pm

## Powerful Presentations & Vocal Coaching (including 3MT)

**Facilitator:** Scene Change Creative Consultants Ltd (External facilitator)

**Target Audience:** Optional for all researchers

**Session Outline:** This interactive seminar will help you to understand and improve personal impact and presentation skills through expert advice and practical exercises using professional speaker techniques. To ensure your presentation performance is a success we must learn how we communicate – visually, vocally and verbally. Extroverts and introverts alike can learn how to use the power of presentations to unlock their confidence and improve their public speaking.

DATE	CAMPUS	VENUE	TIME
Thurs 07 February 2019	Medway	Blake 028	9:30am – 1:00pm

## Introduction to The Publishing Process

**Facilitator:** Kirsty Wallis

**Target Audience:** Optional for postgraduate research students and Early Career Researchers, refresher for mid-career and expert researchers

**Session Outline:** An overview of the journal publishing process, from choosing a journal, preparing your article, getting your work noticed, submitting, and peer review to the final acceptance and proof stages. This session will also include as many hints and tips to ease the way as we can cram in, as well as covering your options for Open Access, including what you need to do to make sure your work is compliant for the REF.

DATE	CAMPUS	VENUE	TIME
Tues 30 October 2018	Medway	Pilkington, P017	10:00am – 12:00 noon
Tues 05 March 2019	Avery Hill	S309/S310	10:00am – 12:00 noon

## The Digital Researcher or Social Media for Researchers

**Facilitator:** Jodi Nelson-Tabor

**Target Audience:** All those engaged in research

Understanding key social media tools and platforms to support researchers in building a framework for developing key strategies for research and dissemination for greatest impact in a time-effective way.

**Session Outline:** Our (½ day) workshop will introduce researchers to key social media tools and platforms and support them (PhD, ECR, Mid-Expert Researchers) in building a framework for developing key strategies for research and dissemination for greatest impact in a time-effective way. This will be an exciting, fast-paced interactive and collaborative workshop with face-to-face sessions, practical exercises and group participation.

The key outcomes will be:

- Understanding social media platforms from a theoretical perspective (which platforms are available, which ones are the best, how do they work), and;
- Practice and application (how to construct profiles, content creation/curation, building target audiences/stakeholders, personal branding, editorial strategies, IP/Ethics and best practices)

DATE	CAMPUS	TIME
Wed 14 November 2018	Medway	1.30 – 4.30pm
Thurs 20 June 2019	Greenwich	1.30 – 4.30pm

## Thematic Speed Dating: Future Cities

**Facilitator:** Aradhana Mehra

**Target Audience:** All those involved in research, including Professional Services

**Session Outline:** This is a networking event for academics and professional services on the theme of 'Future Cities'. The session will provide an overview of future cities and sustainability which is closely linked to the United Nations Sustainable Development Goal 11 (sustainable cities and communities). Sub-topics such as future cities and society, connected cities, future cities and digital design will be explored towards collaboration for future research and enterprise projects and associated funding.

DATE	CAMPUS	VENUE	TIME
Thurs 16 May 2019	Medway	B028	1.30pm to 4.30pm

## Thematic Speed Dating: Inequalities in Society

**Facilitator:** Aradhana Mehra

**Target Audience:** All those engaged in research, including Professional Services

**Session Outline:** Networking event on 'Inequalities in society'. The session will be introduced with an overview on 'inequalities in society' which is closely linked with various United Nations Sustainable Development Goals including 'no poverty', 'zero hunger', 'gender equality', 'reduced inequalities'. Sub-topics such as race and gender discrimination, literacy, zero hunger: food production, income inequalities will be explored for future collaborative research and enterprise projects and associated funding.

DATE	CAMPUS	VENUE	TIME
Thurs 14 February 2019	Greenwich	QA063	10:00am – 1:00pm

## Personal Best

**Facilitator:** Passe-Partout Consulting Ltd (External facilitator)

**Target Audience:** Optional for all those engaged in research, including Professional Services

**Session Outline:** Have you ever been on training that: Changed the way you think? Helped you understand your true potential? Gave you the confidence to achieve personal ambitions?

That's exactly what Personal Best has been designed to do. Personal Best is a transformational employee development programme which helps front-line and support staff discover how they can be at their best in and out of work. Based on the latest evidence about human mind-set and behaviour, it provides a dynamic and supportive framework to help you unlock your potential.

This programme will help you achieve a goal which matters—this could be work-related or personal and you will be assigned an internal coach from the organisation to help you work towards this (meeting approximately twice during the course of the programme). The only requirement is that it must make a difference to your life!

The Personal Best Programme is run over three months with two full days and a half day wrap up session to help you apply your skills and goals.

DATE	CAMPUS	VENUE	TIME
Wed 20 February 2019 <b>Session 1 &amp; 2</b>	Medway	B028	10:00am – 4:00pm
Thurs 21 March 2019 <b>Session 3 &amp; 4</b>	Medway	B028	10:00am – 4:00pm
Wed 03 April 2019 <b>Wrap Up/Review</b>	Medway	B028	10:00am – 1:00pm

# Staff only

## Planning, Developing, and Demonstrating Research Impact using Impact Tracker

**Facilitator:** Jean Malan

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This training workshop is a hands-on introduction to Impact Tracker, the university's software tool for planning, monitoring and demonstrating the impact your research has on the wider world. It will also provide a background to impact and why it matters, underpinning principles, and the essentials on how to enhance not only the impact itself, but the case you make for the impact attributable to your research.

This training session is primarily aimed at university academics on a Research or Enterprise Career Pathway.

DATE	CAMPUS	VENUE	TIME
Thurs 23 May 2019	Greenwich	SWS 11_2001	9.30am – 12.30pm
Thurs 06 June 2019	Avery Hill	H016	10:00am – 12:00 noon
Tues 25 June 2019	Greenwich	SWS 11_2001	10:00am – 12:00 noon
Wed 10 July 2019	Medway	DC197	1:00–3:00pm

## Managing your research budgets

**Facilitator:** Kate Towner and Wendy Curran, Finance

**Target Audience:** Essential for early career researchers and a refresher opportunity for mid-career and expert researchers

**Session Outline:** Congratulations, you've secured funding! What are the next steps? How do you manage your money effectively? What are the major pitfalls? How do you make purchases, and what do the financial reports mean?

DATE	CAMPUS	VENUE	TIME
Wed 14 November 2018	Medway	DC107	10:00am – 12:00 noon
Thurs 31 January 2019	Avery Hill	S307	10:00am – 12:00 noon
Wed 10 April 2019	Greenwich	SWS 10_B004	2:00pm – 4:00pm
Wed 29 May 2019	Medway (NRI only)	B028	2:00pm – 4:00pm

## International Compliance: for Supervisors of postgraduate international research students

**Facilitator:** Ross Porter

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This recommended session provides information on international compliance by discussing the following areas:

- Monitoring attendance
- ATAS
- Short-term study
- Changes to Research
- Visa Extensions
- Transfers in and out of the institution
- Basic Compliance

DATE	CAMPUS	VENUE	TIME
Wed 21 November 2018	Medway	N005	2:00pm – 5:00pm
Fri 29 March 2019	Greenwich	SWS 11_3003	2:00pm – 5:00pm

## Preparing to be an External Examiner

**Facilitator:** Peter Griffiths

**Target Audience:** Optional / refresher for all those engaged in research supervision

**Session Outline:** Being an external examiner on a research degree brings significant responsibility. The examination – unique in its assessment form – usually comprises two elements; a thesis and a viva voce examination. There is no rubric, no mark scheme and the viva has no set structure or duration. As the external examiner, it is your responsibility to assess the thesis and the candidate against the standards expected across the University sector. What are those standards, and how do you assess them? What do the candidate need to demonstrate and how?

**Prerequisites:**

Attendance at the ‘Supervising Postgraduate Research Students’ training

DATE	CAMPUS	VENUE	TIME
30 November 2018	Medway	B028	2:00pm – 4:00pm
Fri 05 April 2019	Greenwich	QA075	2:00pm – 4:00pm

## Preparing to be Chair of an Examination Panel

**Facilitator:** Peter Griffiths

**Target Audience:** Essential for early career researcher and a refresher opportunity for mid-career and expert researchers

**Session Outline:** The Chair of a PhD examination panel serves several important roles. The role of the chair is fundamental to the experience of the candidate, that the quality assurance process operated by the University is maintained, and that the examination is conducted in a professional manner. As Chair, you must be familiar with the regulations and able to provide independent guidance to the examiners for a range of scenarios. The session will be informal and will highlight through discussion both good practice and common pitfalls based on the facilitators (and delegates) previous experience.

DATE	CAMPUS	VENUE	TIME
31 October 2018	Greenwich	SWS 10_B004	2:00pm – 3:00pm
Wed 03 April 2019	Medway	B028	3:00pm – 4:00pm

## High Quality Public Engagement

**Facilitator:** National Co-ordinating Centre for Public Engagement (NCCPE)

**Target Audience:** Optional for all those engaged in research

**Session Outline:** This workshop inspires and equips researchers to develop their skills in public engagement. Ideal for those with some experience of public engagement who are looking to extend their practice and consider the value and impact of their engagement; we will consider why public engagement matters and how it relates to 'impact', look at the principles of high quality public engagement, and explore how to put these into practice.

DATE	CAMPUS	VENUE	TIME
Thurs 27 June 2019	Medway	Blake 028	12.30pm – 5:00pm

## Diversify Income stream through Academic Enterprise: The Knowledge Transfer Partnership (KTP) Scheme; Work-based learning

**Facilitators:** Linda Hyder and Aradhana Mehra

**Target Audience:** Optional / refresher for all those engaged in research

**Session Outline:** This session will be delivered in two parts through a workshop presentation with Q&A's.

**KTP:** KTP has been running since 1975 and is a well-established knowledge transfer mechanism. Through this session academics will find out how they can work with industry on strategic projects that bring in income, give them an opportunity to publish high quality journal and conference papers. Attendees will find out:

- What makes a successful KTP application
- The importance of processes and timescales for before, during and after a KTP project has been approved
- The high success rate for applications with case studies examples
- Support from GRE from cradle to the grave

Work-based learning: The session will provide academic staff with an insight into the mechanisms of developing work-based courses with industry collaborations, based on their research and scholarly links. Through a case study approach, aspects of the session will include strategies on collaborative course development, validation, teaching by industry staff, quality monitoring of the course, professional body accreditations (where appropriate), and income models.

DATE	CAMPUS	VENUE	TIME
Wed 27 March 2019	Greenwich	SWS 11_3003	10:00am – 12.00noon
Wed 12 June 2019	Medway	B028	2:00pm – 4:00pm

## Preparing for Leadership Workshop

**Facilitator:** Vitae (External facilitator)

**Target Audience:** Optional for all those engaged in research

**Session:** Preparing for Leadership is an experiential workshop for researchers who are starting to take leadership roles or wish to in the future. The programme uses experiential, coaching and action-learning approaches to guide early career researchers through aspects of leadership such as leading the self, intellectual leadership, and team leadership. Participants assess their current position, identify their goals, and create a plan to achieve them. The programme is suitable for researchers of all disciplines. It has been extensively piloted around the UK and revised in response to feedback.

DATE	CAMPUS	VENUE	TIME
Wed 05 June 2019	Greenwich	QA075	9:00am – 5.30pm

## Online research courses

**Accessible via:** Moodle

**Target Audience:** All staff engaged in research and associated academics

**Session Outline:** A suite of online courses specific to the research environment are available via Moodle.

The courses are offered by Epigeum, a leading provider of online courses specifically focused within higher education. These highly interactive courses were developed in collaboration with the University of Greenwich to make them as relevant and useful as possible. Courses available are:

- Professional Skills for Research Leaders
- Research Integrity

## Proof reading of papers

**Facilitator:** Aradhana Mehra

**Target Audience:** Optional / refresher for all those engaged in research

**Session Outline:** RETI is providing support for proof reading of papers before submission. RETI will co-ordinate this, where papers received will be anonymised and sent to our proof readers electronically. The proof-read papers will be returned to RETI who will then return them to participants. Confidentiality regarding the content of the paper will be agreed with the proof readers in advance.

**Please note** that this is for 'proof reading' only, and will 'not include editing', which may be subject-related.

# Essential training for research staff

Linked with appraisal for all new staff on research pathway, and refresher every three years for existing staff. Recommended for staff on enterprise pathway. Optional for staff on teaching pathway.

## Part 1: Essentials of undertaking and managing research

**Facilitator:** Professional Services Staff from GRE and Finance

**Session Outline:** Attendees will be able to be provided with an overview of entire project lifecycle, or have more detailed discussions around one or more of the following topics:- Identifying Funding Sources, Costing & Pricing, Data Management, Creating your Research Team, Peer Review, Pathways to Impact, Risk Assessment, Approvals & Submissions, Award Setup, Budgets, Ethics, Contracting, Intellectual Property, Reporting, Open Access and Dissemination.

DATE	CAMPUS	VENUE	TIME
Wed 30 January 2019	Greenwich	SWS 10_B004	10:00am – 12:00 noon
Tues 19 February 2019	Medway	B028	2:00pm – 4:00pm
Tues 05 March 2019	Avery Hill	DF01	2:00pm – 4:00pm

## Part 2: Recruitment & Selection of Postgraduate Research Students

**Facilitator:** Kate Southgate and Hayley Smith

**Session Outline:** This training will provide the regulatory background to the recruitment and selection of postgraduate research students, and provide instruction on the University processes for recruitment and admission of postgraduate research students to the University. The main areas covered are:

- QAA Codes for Best Practice
- Project descriptions, job descriptions, person specification
- scholarship adverts
- Admissions Process
- Interviews
- ATAS, offers
- Post selection and induction

DATE	CAMPUS	VENUE	TIME
Fri 19 October 2018	Medway	B028	2:00pm – 4:30pm
Fri 08 February 2019	Greenwich	QA063	2:00pm – 4:30pm

## Part 3 : Supervising PGR students

**Facilitator:** Aradhana Mehra

**Target Audience:** All research staff and Supervisors of postgraduate research students

**Session Outline:** The session assists members of staff who wish to take on supervision of postgraduate research students. The session provides an overview of what constitutes good supervisory practice, knowledge of the current environment in which we are operating and the impact of this on postgraduate research students and supervisors, as well as procedures and processes for assuring the quality of the student experience and the standards of research awards.

DATE	CAMPUS	VENUE	TIME
Fri 16 November 2018	Greenwich	QA075	10:00am – 1:00pm
Wed 16 January 2019	Medway	B028	2:00pm – 5:00pm

# Staff development opportunities across the University

There are many staff development opportunities available. Information on Continuing Professional Development (CPD), compliance training, guides and technical information from all areas across the University are accessible via the Staff Development site, under Learning Support on the portal:

**<https://www.gre.ac.uk/staff-development>**

## Your training needs

Contact RETI's 'Researcher Training Officers' (RTO) for any specific researcher training needs or suggestions you may have, or for any further information on any courses mentioned.

**Harvinder Birdi:** +44 (0) 208 331 9852  
H.Birdi@greenwich.ac.uk

**Karena Whiting:** +44 (0) 208 331 9852  
K.A.Whiting@greenwich.ac.uk

## Booking your training

All training needs to be booked in advance and booking instructions will be included with the individual course details. Once a booking has been made, a confirmation email will be sent to the delegate.

**Staff training:** All sessions will be added to the Staff Development Hub on the Portal and should be booked by this link. Should a session be fully booked, a waiting list place may be offered.

**Postgraduate research students (PGR students):** PGR students on the MPhil/PhD programme should access all programme information on the Moodle site, where booking information will be provided. Those sessions that are optional for students will be added to the Moodle page, with a link to the Staff Development Hub for booking.

## Cost and Cancellation

RETI makes great efforts to offer prime support and deliver high quality training, both representing good value for money. All training is free to staff and PGR students, and in order to manage our budgets efficiently, we need to ensure that there is the opportunity that all those who wish to attend a session have the opportunity to do so. Therefore from the beginning of the academic year, RETI will be making a charge for non-attendance at a pre-booked session. Whilst this charge is nominal, please note that for those courses where external trainers facilitate the session, this charge may be more. The non-attendance fee for each course will be noted with the booking form. Should you wish to cancel your place on a session, this should be done by email to [reti-training@gre.ac.uk](mailto:reti-training@gre.ac.uk) at least 48hrs before the session.

## Date and Time

Please note that dates, times and venues may be subject to change.





**RETI** is keen to raise the profile of our researchers across the University.

Please share with us your ideas for future training and events at [reti-training@gre.ac.uk](mailto:reti-training@gre.ac.uk)

[gre.ac.uk/reti](https://gre.ac.uk/reti)



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