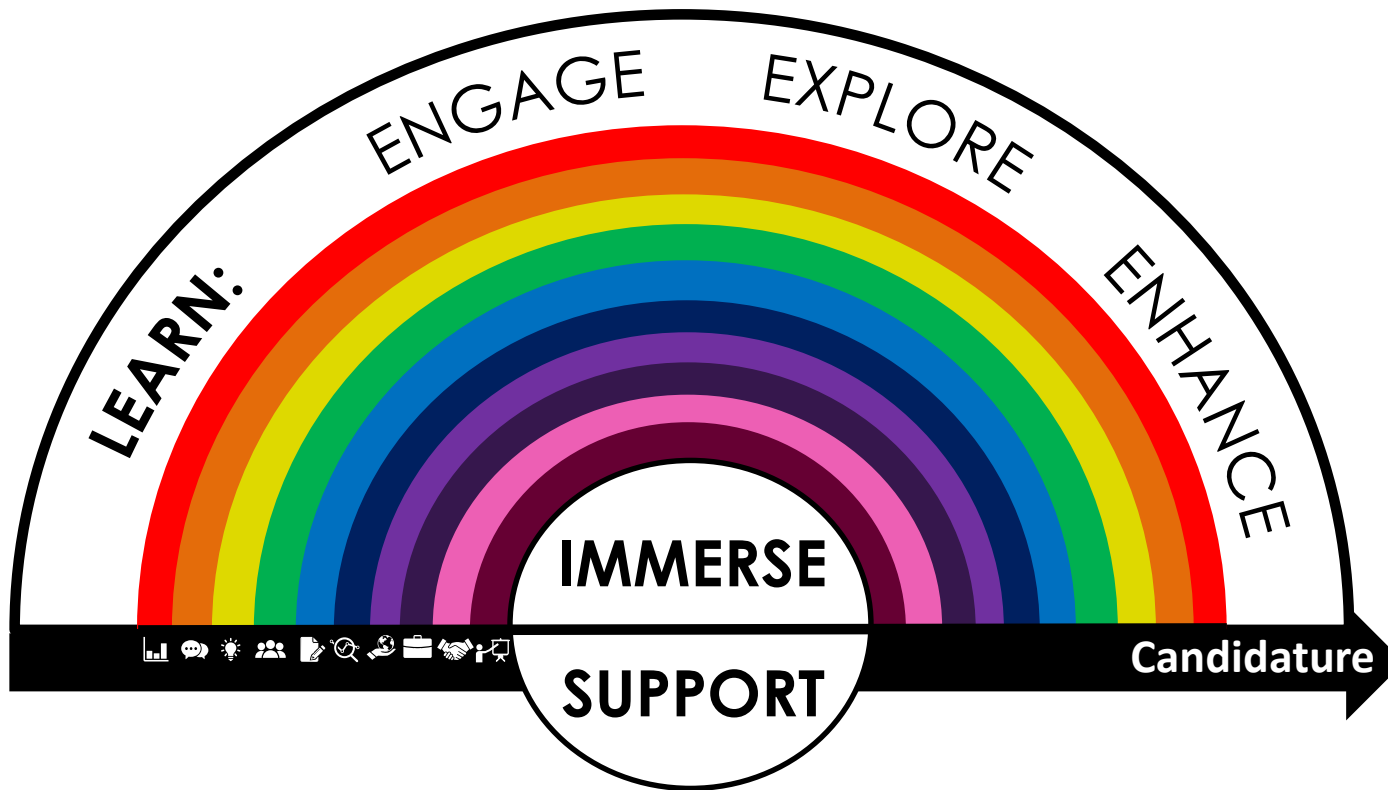




Postgraduate Research Training and Skills Development

2018-19



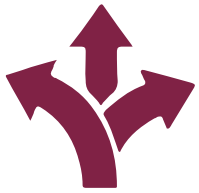
- Managing information and data
- Presentation and public engagement
- Resilience, problem solving and personal effectiveness
- Leadership and working with others
- Academic writing
- Research methods
- Safety, integrity and ethics
- Career planning and progress
- Impact and commercialisation
- Teaching and demonstrating



@PGRSwansea



/PGRSwanseaUni



PGR Skills Development and Training Framework

Swansea University's framework for Postgraduate Research (PGR) student training supports and guides you to develop the skills, knowledge and attributes you need to excel in your research degree and future career, whether that's in higher education or otherwise.

LEARN

To help guide you in selecting relevant training workshops, they are organised by stage of your candidature.

- **ENGAGE** workshops are most suited to students near the beginning of their candidature
- **EXPLORE** workshops in the middle of candidature
- **ENHANCE** workshops are most appropriate for students coming to the end of their research degree.

IMMERSE

Some of the best ways to gain and develop your skills is through immersive experiences, where you get involved and apply, reflect upon and reinforce your skills in a practical way.

Active participation in **IMMERSE** activities enables you to evidence your skills as you progress with your career.

SUPPORT

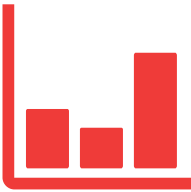
As well as taking part in training workshops and immersive opportunities, you need to be able to access information as and when you need it.

SUPPORT resources, including online training, workshop recordings, ebooks and other materials are available online exactly when you need them. Log on to Blackboard via MyUni, and click on "Research Skills".

TRAINING THEMES

The training, immersive and supportive opportunities for skills development are divided into training themes, to help you to navigate the programme.

To view full workshop details and to book your place, visit:
swansea.ac.uk/research/researcher-development



Managing Information and Data

Learn where and how to find information, literature and data, and how to organise and manage it effectively. Find research articles and other sources, enhance your literature review and manage your references.

ENGAGE

New to research? How the library can help

Come to this if you...

...want a welcome to the library, to find out how our systems work and how to access resources for your subject area.

EndNote

Come to this if you...

...want to save time and prevent errors in your citations and reference list.

Accessing research information from archives

Come to this if you...

...are interested in primary historical source material and want to find out what is available and how to access it.

Finding theses for your research topic

Come to this if you...

...want to make sure you haven't missed any existing theses on your topic for your literature review.

Better literature reviews: advanced search strategies

Come to this if you...

...want to use more sophisticated search techniques to get better, faster results for your literature review.

Introduction to open research

Come to this if you...

...would like to conduct your research so that as many people as possible will be aware of and benefit from your findings.

Newspapers as a source of research information

Come to this if you...

...want to use media outlets as one of your information sources.

Search strategies for systematic and in-depth reviews

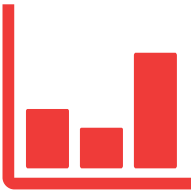
Come to this if you...

...need to do a systematic review (often used in Medicine/Health) or are interested in learning about this technique for advanced literature searching.

Intensive library research skills development day

Come to this if you...

...find it difficult to attend training workshops in the week (e.g. if you are a part-time student or have teaching commitments) or prefer to spend a whole day on skills development.



Managing Information and Data

Learn where and how to find information, literature and data, and how to organise and manage it effectively. Find research articles and other sources, enhance your literature review and manage your references.

EXPLORE

Better literature reviews: keeping up to date with new research

Come to this if you...

...need to keep up to date with new developments on your topic over the course of your research degree, but fear information overload!

Managing and sharing research data

Come to this if you...

...want an overview of best practice for managing and sharing research data, information and findings.

Advanced EndNote

Come to this if you...

...are already an EndNote user and want to learn about advanced features of the software to save time and avoid common problems.

ENHANCE

E-Thesis: let the world read your research PhD

Come to this if you...

...would like to learn more about the open access requirement for theses, and what you need to do if your thesis contains content that needs to be restricted.

Evaluating research by numbers: an introduction to citation metrics

Come to this if you...

...are interested in how you will be judged as a researcher using citation metrics, a count of how many times your published paper has been referenced by others.

IMMERSE

Put these skills into practice throughout your research degree, using these resources and software in the creation of draft thesis chapters, starting as quickly as possible.



Presentation and Public Engagement

Develop your skills to effectively communicate your research findings both in an academic and non-academic context.

ENGAGE

Designing effective PowerPoint slides

Come to this if you...

...want your PowerPoint presentations to be clear, professional, engaging and memorable.

Presenting at conferences

Come to this if you...

...want to deliver confident, engaging conference talks.

Handling nerves

Come to this if you...

...struggle with your nerves when presenting and want some tips on how to manage them.

EXPLORE

Designing an academic poster

Come to this if you...

...need to produce a poster for a conference and would like practical guidance relating to its design and creation.

Getting started with public engagement

Come to this if you...

...want to communicate your research to the public, and want some guidance on where and how you might do this.

Twitter: tools and strategies for researchers

Come to this if you...

...want to promote your research using Twitter and use it to raise your researcher profile.

IMMERSE

Active participation in opportunities to present your research in both an academic and non-academic context is the best way to develop these skills. Take part in public engagement competitions (e.g. 3MT, Famelab), deliver posters and presentations at conferences, get your research into the media, build up your social media presence and consider starting your own researcher website or blog.



Presentation and Public Engagement

Develop your skills to effectively communicate your research findings both in an academic and non-academic context.

Famelab training and information session

Come to this if you...

...are a STEM researcher wanting to share your research with the public and gain experience of public speaking.

Famelab one-to-one appointments

Come to this if you...

...are taking part in the Famelab competition and would like some guidance to help you create an engaging presentation.

ENHANCE

Media engagement

Come to this if you...

...want to share your research in outlets such as online news, newspapers, podcasts, blogs or social media.

Three Minute Thesis (3MT)

Information session

Come to this if you...

...are interested in participating in the 3MT competition within your College and would like to find out more about what's involved.

One to one appointments

Come to this if you...

...would like some personalised help to refine the content of your 3MT presentation, or to have a practice and get feedback.

Finalists training

Come to this if you...

...are proceeding to the Swansea University 3MT final and want to refine and enhance your presentation content and delivery.



Key online training:

Don't miss the 3MT online training, created for Swansea University by former UK competition winner Dr Zaid Janjua!

This will be made available from the Presentation and Public Engagement theme in the Research Skills module on Blackboard.



Resilience, Problem Solving and Personal Effectiveness

Develop the essential skills to manage yourself and your workload to overcome challenges and successfully complete your research degree.

ENGAGE

Hugh Kearns

Swansea University will welcome internationally-recognised public speaker, educator and researcher Hugh Kearns to deliver a series of workshops as part of his international tour. These workshops are not to be missed!

As well as two workshops in this theme, this year Hugh will also be delivering sessions on communicating the impact of your research and how to “turbocharge” your writing!

The Imposter Syndrome – why successful people often feel like frauds

Come to this if you...

...sometimes doubt your abilities, are a perfectionist, overcommit yourself or fall victim to procrastination!

How to plan your PhD

Come to this if you...

...want to use tools and develop skills to create a plan that will allow you to finish your research degree on time and enjoy the process!

EXPLORE

Working smarter: digital tools for researchers that can save you time

Come to this if you...

...would like recommendations of innovative online tools and apps that will help you work more efficiently.

Project management

Come to this if you...

...would like to learn techniques to break down a large project into manageable chunks, manage your time and create a realistic work plan.



Resilience, Problem Solving and Personal Effectiveness

Develop the essential skills to manage yourself and your workload to overcome challenges and successfully complete your research degree.

ENHANCE

Finishing the thesis and preparing for your viva

Come to this if you...

...Are looking for guidance to help you write an effective, well-structured thesis and to prepare for your viva examination.

Viva survivors

Come to this if you...

...are wondering what happens in the viva and want to hear from and talk to people who've been through it.

IMMERSE

Taking part in any immersive activity from any skills development area will help you to strengthen these skills - get involved with as much as you can! Speak to as many people as you can about your research as good preparation for your viva.

Feeling stressed or overwhelmed during your research degree is normal. Postgraduate Researchers are welcome to attend both the staff and student Stress Control workshops provided by Swansea University's Wellbeing Service.

No need to book, find the dates at swansea.ac.uk/wellbeing



Leadership and Working with Others

Get the best out of your working relationships with your supervisors, other researchers and other people you engage with during the course of your research.

ENGAGE

Working successfully with your supervisors

Come to this if you...

...want more effective feedback and coaching from your supervisors.

EXPLORE

PGR student reps training

Come to this if you...

...are a current PGR rep, looking for guidance to help you organise and represent the postgraduate research community in your department or college.

IMMERSE

Look for opportunities to adopt a leadership role, including taking on positions of responsibility such as being a PGR student rep or Student Ambassador, and mentoring other members of your research group. Help to shape the PGR student experience at Swansea University by participating in focus groups and steering groups.



Most of the training and support in this theme is provided online, including:

- Negotiation skills
- Networking
- Equality and diversity
- Team and group working



Academic Writing

Develop your writing skills in an academic context, enabling you to produce well-structured and engaging chapters for your thesis, along with papers, articles or books that communicate your research clearly and effectively.

ENGAGE

Writing the literature review and writing anxiety

Come to this if you...

...need to build your writing confidence and are about to start writing your literature review.

EXPLORE

Postgraduate research writing (5 week course)

Come to this if you...

...want to develop healthy and productive writing habits, refine your research writing, and learn how to evaluate and improve your own thesis or paper.

Turbocharge your writing

Come to this if you...

...would you like to know the secret to high output, low stress academic writing, and increase your writing productivity.

IMMERSE

Take every opportunity to write throughout your candidature, writing up as you go along and submitting papers for publication.

Consider writing something for The Conversation, an independent, not-for-profit media outlet that uses content sourced from the academic and research community.

One-to-one appointments are also available with an advisor from the Academic Success Programme to support you with your written work.

Visit myuni.swansea.ac.uk/myuni-academic-study-services/cas/asp/appointments for more information.



Academic Writing

Develop your writing skills in an academic context, enabling you to produce well-structured and engaging chapters for your thesis, along with papers, articles or books that communicate your research clearly and effectively.

ENHANCE

How to publish your first journal article

Come to this if you...

...are planning to produce journal articles from your thesis or are curious about how academic publishing works.

Getting a book published

Come to this if you...

...are interested in publishing your research as a monograph.

Accidents happen: how to make sure you don't inadvertently plagiarise

Come to this if you...

...want clarification on what counts as plagiarism and how to avoid it.

Publish or perish: academic publishing in a nutshell

Come to this if you...

...want advice on all aspects of the publishing process, including manuscript preparation, choosing a journal and peer review.



Research Methods

Gain hands-on experience from skilled members of research staff in practical research methods to collect and analyse qualitative and quantitative data.

ENGAGE

Statistical analysis 1 – planning your study

Come to this if you...

...know you need to do some kind of statistical testing, but don't know where to start.

Statistical analysis 2 – conducting your analysis

Come to this if you...

...need some guidance and practical experience of using statistics.

Qualitative data gathering

Come to this if you...

...need to use techniques for obtaining and analysing qualitative data such as interviews, focus groups and participant observations.

EXPLORE

A kickstart guide to Python programming

Come to this if you...

...want to investigate the possibility of creating a bespoke computer program to analyse your data.

Data analytics in Python

Come to this if you...

...want use existing coding libraries for bespoke data manipulation and analysis.

Introduction to statistics in R

Come to this if you...

...need support to use R for statistical computing, including choosing the most appropriate statistical method and presenting the findings.

Introduction to SPSS

Come to this if you...

...need to use standard statistical tests to analyse your data and are not confident using SPSS.

NVivo

Come to this if you...

...want an introduction to NVivo and to gain experience using it for coding and presenting qualitative data.

Advanced statistics in R

Come to this if you...

...are comfortable with the basics of statistical analysis in R, and want to use the more advanced functionality (e.g. analysing non-normal, grouped and nonlinear data).



Research Methods

Gain hands-on experience from skilled members of research staff in practical research methods to collect and analyse qualitative and quantitative data.

IMMERSE

Discuss your approach and seek advice from experts and experienced researchers to ensure you are using the most appropriate methods, software and techniques.

Discourse analysis

Come to this if you...

...need to analyse written texts as part of your research.

Data visualisation

Come to this if you...

...are generating large datasets and need to present the data in an easily understandable format.

Matlab

Come to this if you...

...need greater functionality than Excel provides for data analysis, data visualisation, modelling and mathematics.

LaTeX

Come to this if you...

...are frustrated by the limitations of Word for formatting of your documents, and want to use a proper typesetting program.

ENHANCE

SPSS - one-to-one help sessions

Come to this if you...

...are using SPSS for statistical analysis and need support from an experienced researcher to use it with your own research data.

R statistics – one-to-one help sessions

Come to this if you...

...are using R and need support from an experienced researcher to use it with your own research data.

NVivo – one-to-one help sessions

Come to this if you...

...are using NVivo and need support from an experienced researcher to use it with your own qualitative data.

If you need further support with Maths and Statistics, look into MASS sessions from the Centre for Academic Success.

Academic Success Programme:
swansea.ac.uk/asp



Safety, Integrity and Ethics

Receive guidance to ensure you operate safely and with integrity as a researcher, and consider the ethical implications of your work and how to address these.

ENGAGE

Introduction to laboratory health, safety and environment

Come to this if you...

...will be working in a laboratory and would like an overview of safe and sustainable lab practices before undertaking more specialist training.

GDPR (The EU General Data Protection Regulation)

Come to this if you...

...will be collecting or processing personal data as part of your research, for example if your research involves human participants.

Research and ethics

Come to this if you...

...will be conducting any research with ethical implications, or will be submitting for ethics approval

Research involving the use of animals

Come to this if you...

...are using animals in your research and need to consider the ethics and considerations involved.

IMMERSE

Reflect on the ethical implications of your own and others' research. Enter the Research Institute of Ethics and Law (RIEL) essay competition.

Consider volunteering with Discovery to support the local community and environment. Stay informed about global developments and join the debate.



Key online training:

Research integrity and ethics
Complete this training online if you...

...would like an overview of this topic, or require training for your ethics approval. Email resintegritytraining@swansea.ac.uk for log-in details.

Safeguarding awareness

Complete this training online if you...

...will have any contact with children or vulnerable adults as part of your research. Email skillstraining@swansea.ac.uk for log-in details.



Safety, Integrity and Ethics

Receive guidance to ensure you operate safely and with integrity as a researcher, and consider the ethical implications of your work and how to address these.

EXPLORE

Illustrating your research: finding images for your thesis and presentations without breaking copyright law

Come to this if you...

...need to use images created by other people, and want to know where to find free images.

Copyright: get your facts right

Come to this if you...

...want to discover what you are able to use in your research without breaking copyright law.

Risk assessment

Come to this if you...

...need to know how to conduct your own risk assessments.

SPECIALIST SAFETY TRAINING

Face-to-face training is available for postgraduate researchers on:

- Lone working risk assessment
- Fieldwork risk assessment
- Fire warden duties
- Lab chemical risk assessment
- Lab chemical spill response
- Safe use of hydrofluoric acid



Online training is also available on:

- Compressed gas safety
- Liquid nitrogen

Contact healthandsafety@swansea.ac.uk for more information about any of these specialist safety training courses.



Career Planning and Progress

Learn how to recognise and market the skills you've developed during your research degree, and explore the career options available to you and how to pursue them.

ENGAGE

Values and vision for career planning

Come to this if you...

...want to work on your career strategy and plan your professional life.

EXPLORE

Enhancing your professional research profile

Come to this if you...

...want to promote yourself as a researcher online to enhance your career prospects and research impact.

ENHANCE

How do I market my skills effectively?

Come to this if you...

...will be applying for jobs and want to learn how to write a "biography" to effectively market the skills developed during your research degree.

Careers beyond research: applying your skills outside academia

Come to this if you...

...want to be able to apply and communicate the skills developed during your research degree to opportunities outside of academia.

IMMERSE

Keep an eye on the job market - what roles are available in your field? What skills and experience are they looking for? Ask for feedback on your applications and interviews. Look out for events and opportunities run by Swansea Employability Academy (SEA).



Impact and Commercialisation

Consider the commercial applications and reflect on the other potential impacts of your research on the wider community and society.

ENGAGE

Impact and influence: maximising your achievements beyond academia

Come to this if you...

...want to identify and reach the potential stakeholders and beneficiaries of your research.

EXPLORE

Protecting your intellectual property

Come to this if you...

...are conducting research which has commercial applications.

ENHANCE

Finding and applying for research funding

Come to this if you...

...are planning on an academic career and want to learn more about applying for funding.

Commercialisation: what can you do with your research?

Come to this if you...

...are conducting research with potential commercial applications.

Consultancy: working with external partners

Come to this if you...

...would like to explore the possibility of consultancy relating to your research.

Communicating the impact of your research

Come to this if you...

...want to make sure the right people know about your findings to increase your research impact.

IMMERSE

Take part in entrepreneurship competitions and seminars, attend events and create a network of contacts, look for paid work and volunteering opportunities that will help you gain insight into business operations. Look out for opportunities for placements within external organisations related to your research area.



Teaching and Demonstrating

Supporting the learning of undergraduates can be extremely rewarding, and an effective way for you to develop and refine your own communication and interpersonal skills.

ENGAGE

Teaching skills for teaching assistants and demonstrators

Come to this if you...

...are just starting out as a new teaching assistant or demonstrator.

As a Teaching Assistant or Demonstrator, you are able to access Continuing Professional Development (CPD) opportunities from Swansea Academy for Learning and Teaching (SALT). You may even like to work towards Associate Fellowship of the Higher Education Academy.

EXPLORE

Running successful seminars and tutorials

Come to this if you...

...will be running or assisting with seminars and tutorials, or other forms of small group teaching, for undergraduates.

Writing advisor training

Come to this if you...

...want to gain skills in working one-to-one with students on their academic writing.

IMMERSE

Apply to be a Teaching Assistant or Demonstrator, attend the SALT conference, and get involved in other opportunities to communicate with students such as signing up as a Student Ambassador, and mentor other members of your research group.

Extend your teaching skills to secondary school students, to inspire them and enrich their academic experience, by applying for a placement with the Brilliant Club (thebrilliantclub.org).