The Research Skills team in Library Services has developed a new suite of training opportunities. Some of these will be offered as workshops and open to all researchers, and others have been developed specifically for postgraduate researchers.

### Section A

#### Open Workshops

These sessions are open to all researchers: please contact the Research Skills Team if you would like to commission a bespoke training session for a group, based on content from any of the open sessions.

#### A1 Literature searching: resources for researchers

The course covers planning a search strategy, keyword (free-text) and subject heading searching, boolean and proximity operators, and managing your results. Examples are taken from databases featured on 6 key platforms. The session also covers refining your search strategy, saving your searches and setting alerts to keep up to date. These techniques are applicable for carrying out a systematic literature review in any subject area.

- **Duration:** 2 hours
- **Suitability:** PG Research students and above

#### A2 Endnote (Referencing software)

This course introduces the Endnote software package, a product designed to help researchers input, store, organise, retrieve and format lists of references in a variety of discipline specific styles.

- **Duration:** 2.5 hours
- **Suitability:** All Researchers
### Influential Researcher: The publishing ecosystem and how to navigate it

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
<th>Duration</th>
<th>Suitability</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3</td>
<td>Curating your online identity for new researchers (DOI’s, ORCID and PURE)</td>
<td>This course will encourage you to consider your research outputs and how you can start developing your online research identity. It will highlight the importance of DOIs in a Digital landscape and the methods for gaining them, and how ORCID can help you curate your online research identity. Hands on activities will guide you through setting up your own ORCID via Pure, so that you can start curating your online presence, and taking credit for the work you have done.</td>
<td>1 hour</td>
<td>PGR students who have not yet published, and have access to their own Pure account</td>
</tr>
<tr>
<td>A4</td>
<td>Curating your online identity for published authors (ORCID, PURE, Scopus, ResearcherID and Google Scholar)</td>
<td>This course will help you to curate your online identity, ensuring that your valued research outputs are linked to you, so that you gain credit for your historic and current research activity. We will discuss the benefits of DOIs, and how to obtain them; ORCID; maintaining your Pure profile; and the importance of curating your online identity through Scopus, ResearcherID and Google Scholar. There will be discussion on how to engage with academic networking sites such as ResearchGate, and supported hands on time to help you to take steps towards curating your online profile.</td>
<td>2 hours</td>
<td>All researchers who have published through formal channels.</td>
</tr>
<tr>
<td>A5</td>
<td>Reaching your audience (Publication strategy, social media and using metrics to inform your approach)</td>
<td>As a researcher you need to make sure that your research outputs are found, read and cited. This course will give you some ideas of how you might disseminate your research and attract citations. The course will help you to create an effective publishing strategy by considering key audiences, how you can use social media to reach a wider audience and how you can use Altmetrics to inform your social media use.</td>
<td>2 hours</td>
<td>PG Research students and above</td>
</tr>
<tr>
<td>A6</td>
<td>Research indicators for career advancement (Using responsible citation metrics and altmetrics to assess publication influence &amp; indicators to enrich your promotion portfolio)</td>
<td>This course gives an introduction to metrics/indicators specifically for researchers who are looking to enhance their career through promotion panels and applications to funding bodies. The session will include discussion of the responsible use of metrics, including strategies for challenging the use of irresponsible metrics, enabling researchers to present themselves as effectively as possible, whilst meeting the requirements of different agents in the research ecosystem.</td>
<td>2 hours</td>
<td>Research staff</td>
</tr>
<tr>
<td>A7</td>
<td>Raising Your Research Profile: an overview</td>
<td>This whistle-stop tour of open access, research indicators, research data management, social media for researchers and copyright will give you an overview of some of the key issues in these fast developing areas. It will signpost you to further support and allow you to create your own action plan to personalise your next steps.</td>
<td>2 hours</td>
<td>All researchers</td>
</tr>
</tbody>
</table>
Spending time and effort on research data management is beneficial for many reasons: it reduces the risk of data loss, improves research processes and continuity of work and facilitates sharing and re-use of research data for future research helping to deliver best value for (funding) money.

This course will cover the principles and practice of research data management in the Arts, Humanities and Social Sciences, introducing tools such as 'Data Management Plan Online' and outlining the support available.

**Duration:** 2 hours  
**Suitability:** All researchers

### A9 Research Data Management (Sciences), including DMP (Data Management Plan) Online

Spending time and effort on research data management is beneficial for many reasons: it reduces the risk of data loss, improves research processes and continuity of work and facilitates sharing and re-use of research data for future research helping to deliver best value for (funding) money.

This course will cover the principles and practice of research data management in the Sciences, introducing tools such as 'Data Management Plan Online' and outlining the support available.

**Duration:** 2 hours  
**Suitability:** All researchers

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**Check our webpage:**

[www.intranet.birmingham.ac.uk/library/research](http://www.intranet.birmingham.ac.uk/library/research)

for dates and locations for these workshops.

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The Research Skills Team offers one to one appointments for researchers who need advice and guidance on literature searching and bibliographic management.

To request a meeting please use our online form:

[https://intranet.birmingham.ac.uk/as/librariyservices/library/research/contact-the-research-skills-team.aspx](https://intranet.birmingham.ac.uk/as/librariyservices/library/research/contact-the-research-skills-team.aspx)
Let's Get Started is an introductory workshop for new postgraduate researchers at the University of Birmingham. This workshop will help you understand the postgraduate research journey that awaits you and help you to think about the various milestones on the road to a successful PhD. During this workshop we will think about the skills and capabilities that you need to be an effective researcher. You will have the opportunity to meet postgraduate researchers from across different disciplines and find out about the support services that are available to help you make a great start to your time at the University of Birmingham.

**Duration:** 3 hours  
**Suitability:** PGRs only

### Section B

**Bespoke training for PGR students**

You can request training for PGR students based on the following suggestions:

- **B1** Effective researcher  
- **B2** Literature searching: resources for researchers  
- **B3** Referencing and EndNote software  
- **B4** Raising Your Research Profile (tasters in research indicators, social media, research data management, copyright and open access publishing)

We ask that training is scheduled at a time when PGRs can benefit most in the context of their research programme. Please provide information on the audience (existing level of knowledge) to help us deliver the most effective training.

To request training, use our online request form: [https://intranet.birmingham.ac.uk/as/libraryservices/library/research/research-skills-training-sessions-for-groups.aspx](https://intranet.birmingham.ac.uk/as/libraryservices/library/research/research-skills-training-sessions-for-groups.aspx)

### Section C

**PGR Open Workshops**

These open workshops are offered for PGR students as follows:

- **C1** Let’s Get Started

Let’s Get Started is an introductory workshop for new postgraduate researchers at the University of Birmingham. This workshop will help you understand the postgraduate research journey that awaits you and help you to think about the various milestones on the road to a successful PhD. During this workshop we will think about the skills and capabilities that you need to be an effective researcher. You will have the opportunity to meet postgraduate researchers from across different disciplines and find out about the support services that are available to help you make a great start to your time at the University of Birmingham.

**Duration:** 3 hours  
**Suitability:** PGRs only

- **C2** Developmental Needs Analysis

Being an effective researcher requires you to have a personal and professional development plan and postgraduate researchers are required to assess their current and future skills development on an annual basis. The Development Needs Analysis (DNA) process helps you to do this. This workshop is aimed at new postgraduate researchers who are unfamiliar with the DNA process. It is designed to introduce the process and highlight different opportunities for skills development. It is expected that after the workshop, you will be able to complete the DNA form as part of discussions with your supervisory team.

**Duration:** 3 hours  
**Suitability:** PGRs only
### C3 Reading and note-making strategies

Tackling the mountain of reading you have for your research may seem daunting. This workshop looks at strategies to help you select what to read, how to extract the most value from what you read and how to make effective notes from your reading.

**Duration:** 3 hours  
**Suitability:** PGRs only

### C4 Productivity

Postgraduate researchers are often time-poor. Is your to-do list threatening to take over? Is your workload affecting your home life? Do you wish you could say ‘no’ to things more often? If you answered ‘yes’ to any of these questions then this productivity workshop should be of interest to you. By the end of the workshop you will have discussed planning techniques and resources for productivity and learned techniques to help you say ‘no’.

**Duration:** 2 hours  
**Suitability:** PGRs only

### C5 Part-time researcher workshop

The Nottingham-Birmingham Part-Time Researcher Workshops are day long training and development events that give part-time research students the opportunity to explore issues that affect their research study. The events include facilitated training and discussion on the nature of researching part-time, and some of the problems faced by part-time researchers are addressed during the day. They also include two development workshops specifically tailored for part-time research students.

**Duration:** 1 day  
**Suitability:** PGRs only

### C6 Part-time researcher workshop (final steps)

This workshop is for part-time researchers who are nearing the end of their period of study and getting ready to submit their thesis. Whether you need support in editing and finishing your thesis, want tips on staying motivated, have queries about your viva exam or structuring your thesis, this workshop is for you. It’s also a great opportunity to meet and network with other part-time researchers, and find out what support services are available.

**Duration:** 1 day  
**Suitability:** PGRs only

### C7 Data Management Plans for PG Researchers

This highly practical workshop will cover the basics of Research Data Management (RDM), including creating a Data Management Plan (DMP). All PGRs who started their programme on or after September 2017 are required to have a DMP in place before completing their first annual review (GRS3). In this workshop, you will identify the research data you will create during your research, consider issues of security, sensitivity and storage relating to that data, and make a start on your DMP using the DMPOnline tool.

**Duration:** 1 day  
**Suitability:** PGRs only

### C8 Working effectively with your supervisor

Working effectively with your supervisor is one of the most important aspects of your research journey. This workshop will explore the supervisor-supervisee relationship to help you understand each other’s responsibilities and cover tips on how to establish and manage an effective working relationship with your supervisor.

**Duration:** 1 day  
**Suitability:** PGRs only
<table>
<thead>
<tr>
<th>Code</th>
<th>Workshop Title</th>
<th>Description</th>
<th>Duration</th>
<th>Suitability</th>
</tr>
</thead>
<tbody>
<tr>
<td>C9</td>
<td>Starting to write for your PhD</td>
<td>If you're faced with writing up and don't know where to start, this workshop aims to set you on the path to successfully authoring your PhD. It provides a series of planning strategies and techniques for generating text that make writing a less daunting task and give you a greater understanding of yourself as a writer.</td>
<td>2 hours</td>
<td>PGRs only</td>
</tr>
<tr>
<td>C10</td>
<td>Writing clearly and concisely</td>
<td>Successful academic writing is clear, concise and precise. This workshop helps you evaluate your text at different levels and tighten up your writing. You’ll learn how to spot wordiness and be encouraged to evaluate your own writing.</td>
<td>2 hours</td>
<td>PGRs only</td>
</tr>
<tr>
<td>C11</td>
<td>Writing Summer School</td>
<td>This annual event gives you the opportunity to consider your writing from a range of perspectives; practise your writing in the context of your own work; increase your confidence in your writing and network with other postgraduate researcher.</td>
<td>2—3 days</td>
<td>PGRs only</td>
</tr>
<tr>
<td>C12</td>
<td>Introduction to presentation skills</td>
<td>This workshop introduces the basics of oral presentation skills. It covers tips on constructing the presentation, using visual aids such as PowerPoint, flip charts and handouts, and dealing with questions and fears. You will also have the opportunity to deliver a short presentation and receive feedback on it.</td>
<td>2 hours</td>
<td>PGRs only</td>
</tr>
<tr>
<td>C13</td>
<td>Designing and presenting your poster at conferences</td>
<td>Presenting your work in the form of a poster has been a standard format at conferences in Science and Technology for many years and is now becoming more common in Social Sciences and Arts &amp; Humanities. Presenting your work as a poster is a valuable exercise in thinking about the essence of your research and the best way to communicate this, as well as having the potential to reach a large audience. This session will offer advice on designing your poster to maximise the impact on the audience and succeed in getting the message across. It will also look at what a conference poster session is, and how you can get the most out of it.</td>
<td>2 hours</td>
<td>PGRs only</td>
</tr>
<tr>
<td>C14</td>
<td>Making the most of conferences</td>
<td>Conferences are hugely valuable but intense events with potential benefits to your research knowledge, research activity and research networks. This workshop will introduce practical tips for preparing to attend a conference, attending the conference and following up with actions to ensure you get the maximum value, including getting the most of the networking opportunities available.</td>
<td>2 hours</td>
<td>PGRs only</td>
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</tbody>
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### C15 Structuring your thesis

This workshop is designed to give you some practical guidance on structuring your PhD and to give you a start on organising work you may have already written. You'll have the chance to examine completed theses and to discuss different approaches to thesis structure.

- **Duration:** 2 hours
- **Suitability:** PGRs only

### C16 Getting your Thesis Ready

This workshop will cover the final stages of getting your thesis ready for submission, including thesis presentation, copyright considerations and uploading your thesis to the University’s eTheses Repository. We will also look at ways you can promote and disseminate your thesis to increase your research impact.

- **Duration:** 2 hours
- **Suitability:** PGRs only

### C17 Preparing for your Viva

Preparing properly for this examination is important in allowing a student to demonstrate their communication and research skills and do justice to the work that they have carried out during the years of research.

- **Duration:** 2 hours
- **Suitability:** PGRs only

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**LIBRARY SERVICES ALSO OFFERS**

**TOURS OF THE RESEARCH RESERVE:**

https://intranet.birmingham.ac.uk/library/researchreserve

**SUPPORT FOR RESEARCHERS IN THE CADBURY RESEARCH LIBRARY (SPECIAL COLLECTIONS):**

https://www.birmingham.ac.uk/facilities/cadbury/rlt/academics.aspx