Dear Postgraduate Researchers,

Welcome to our new Researcher Development Programme for 2016/17. We are really delighted to share our programme with you this year, as we have a newly-developed offering for distance learners and a number of new sessions which we hope you will enjoy.

We also have an extensive programme of core sessions delivered by academics as well as staff from Researcher Development, the David Wilson Library, and IT Services at the University of Leicester to support you in your development both as a researcher and as a professional.

Our dedicated and friendly team is committed to offering you the very best provision in researcher development and we look forward to meeting you over the coming year.

With best wishes,

The Researcher Development Team
pgevents@le.ac.uk

From left to right: Dr Meera Warrier, Martin Coffey, Dr Naomi Irvine, Dr Chantal Bielmann, Dr Melanie Petch, and Dr Jason Wickham.
**Introducing the Researcher Development Framework**

The Researcher Development Framework (RDF) has been developed to help guide and inform the training of researchers of the future. The RDF is designed to:

- Help you understand what skills you’ve gained, what skills you may wish to work on, and what skills you will need as you progress through your research
- Help your supervisor and College/School understand the needs of researchers
- Help us (the Researcher Development Team) tailor our courses and training so we offer you things that are relevant and useful
- Help you express, in an employment context, the skills you have developed through your research degree.

The RDF guides and informs the session leaders in the development of the workshops found throughout this programme. As such, the various workshops are grouped under these five themes:

- **Research Effectiveness**: Skills for research and preparation for key milestones
- **Methods and Tools**: Introductory and more advanced sessions on a variety of research methods and tools
- **Professional Development**: Activities and events designed to enable you to develop and tailor your employability as you move through your research degree and on to your future career
- **Academic Writing**: Sessions focussed on writing your thesis as well as articles for publication
- **Engagement and Impact**: Workshops dedicated to communication, presentation, and the wider impact of your research.

**Doing Your PhD at a Distance or Part-Time**

The Researcher Development Team recognises that many postgraduate researchers (PGRs) at the University of Leicester undertake their research on a part-time basis or away from the campus.

To ensure you feel supported in your studies wherever you are, we are pleased to announce that many of the workshops in this programme will be available as online webinars. You can identify which workshops are delivered online by looking for this symbol:

![Online Webinar Symbol]

We also have a range of online materials that you can access anytime and anywhere called Research Essentials Online available on Blackboard (blackboard.le.ac.uk). To access the materials, you will be asked to login with your university IT account details.
A Guide to PROSE:
The online postgraduate record of student experience

Postgraduate Record of Student Experience (PROSE) is an online tool to support you as a researcher in recording and reflecting upon your progress during your research studies at the University of Leicester.

The key features are:
• Keep records of postgraduate researcher training events
• Keep a record of supervisory meetings
• Upload files related to supervisory meetings, training needs analysis, and planning
• View and book training sessions.

Register by going to prose.le.ac.uk. ‘Create an account’.
Use your official University of Leicester email.

Next Invite Your Supervisors.
They sign off on your supervisory meeting records and approve the training you undertake!

You can now sign up for workshops and record supervisory meetings

If you need further help, please use this Quick Guide.

Registration Etiquette
@ the University of Leicester

Workshops and events at the University of Leicester are FREE for postgraduate research students. Remember to bring your Student ID card (swipe card) to gain entry if the session is at the Leicester Learning Institute.

We expect you to be professional and follow our registration etiquette:
• Turn up to workshops on time
• Check PROSE for any changes
• Check your email: facilitators may contact students regarding pre-session work
• Come to the session ready to participate.

Cancelling Your Registration
If you can no longer attend a workshop due to illness or conflicting events, cancel your registration by using PROSE:
1. Go to ‘My Current Events’
2. Click ‘Cancel Registration’
3. If you are ill at the last minute, please email the facilitator

Arriving Late
Should you arrive more than 15 minutes late, the facilitator may deny entry to the session.

Regular ‘No-Shows’
Three no-shows (booking and not turning up!) will result in your supervisor being notified. You may then be barred from attending further sessions.
**Café Research**
- An evening featuring up to 4 short PGR talks
- A chance to talk about your work with other PGRs in an informal setting
- Occurs four times a year
- Includes a meal and drinks
- For more information, see the [webpage](#)

**Doctoral Inaugural Lectures**
- Each College invites their best research degree graduates to deliver presentations
- Recorded and stored in the Doctoral Inaugural Lecture Video Archive
- For more information, see the [webpage](#)

**Frontier Magazine**
- University of Leicester’s postgraduate research magazine
- Issues come out regularly every year
- Editors welcome PGRs to send an article about their research
- Content is written by PGRs and guests across disciplines
- For more information, see the [webpage](#)

**Lunchtime Lectures**
- Researchers present their work to the public
- Organised with the Leicester Adult Education College (LAEC)
- Every Friday at lunch during term-time
- For more information, see the [webpage](#)
PhD Internships
• Designed for PGRs who wish to gain work experience
• All internships are paid
• Minimum of 20 days duration, no formal upper limit
• Contact: Martin Coffey, mgc5@le.ac.uk

Careers Events
• Evening events featuring talks on key employment sectors
• Day events and symposia comprising skills workshops, networking opportunities, and career talks
• Career talks include hints and tips for working and finding jobs

Enterprise Training
• Develop key employability skills
• Learn about intellectual property rights, market access, business plans, and more
• Provides a chance to develop your own business plan
• Contact: Martin Coffey, mgc5@le.ac.uk

Doctoral Writing Group
• Set writing objectives for the month ahead
• Develop your work as you progress
• Receive peer feedback on your work
• Be part of an interdisciplinary community of writers
• Contact: Melanie Petch, mjp76@le.ac.uk

Postgraduate Research Society
• Attend regular socials and meet new people
• Learn about new events across the University
• A place for you to voice your concerns and ensure they are heard

Thesis Forum
• Friendly and welcoming space for PGRs
• Chance to share experiences and get together
• Live-streamed so available for part-time and distance-learning students
• Contact: William Farrell, wjbf1@le.ac.uk
Methods@Leicester
• Features current research degree students delivering presentations about their research methods
• A chance to gain practical presentation skills as well as learn what makes a great presentation
• A networking opportunity with research degree students across your College

Managing Your Career
• Practical sessions on how to build your CV for academic and non-academic employers
• Discussion on how to use social media to build contacts and find jobs
• Features a keynote speaker who has moved beyond academia after their research degree

Professional Development Academy
• A three-day course focused on building your enterprise and employability skills
• Can lead to opportunities to enter national competitions
• Sessions are interactive
• Provides practical advice on developing your own business and how to sell your ideas

Focus on Publishing
• Learn about publishing in the context of your College
• Tips from academics on how to structure and write articles
• A question and answer panel featuring publishers and editors from key journals or publishing houses
• Gain insight into Open Access and how to navigate the publishing landscape
3-Minute Thesis Competition (3MT)
• 1 slide and 3 minutes to describe your research
• Internationally-recognised competition
• University-winner competes nationally
• Great way to share your research
• For more information, see the webpage

PhDepictions Competition
• Photography competition open to all PhD students
• Challenge: summarise your research in one image
• First place and second place prizes
• Pictures are exhibited around campus
• For more information, see the webpage

Festival of Postgraduate Research
• Research poster competition
• Best selected research students present their research to employers, academics, and the public
• Opportunity to network
• Number of prizes, including overall best poster
• For more information, see the webpage

Young Entrepreneur Scheme Competitions
• Discover how to communicate research with impact to diverse audiences
• Develop enterprise skills and acquire new knowledge
• Understand how project funding is sourced and managed
• Win cash prizes of up to £2,500
• Contact: Martin Coffey, mgc5@le.ac.uk
Starting your PhD can be a daunting task. You may have already written a project proposal or agreed to work on a pre-existing project, but where do you go from there? How do you find help for your reading and note-taking? What is the Probation Review? What resources are available?

The Researcher Development Team recognises these challenges. To answer these questions and to help PGRs get started, we have listed all the workshops (see quick list below) we think you may find useful.

These workshops are also of use to those who would like to refresh their knowledge and skills.

Research Effectiveness

- Graduate School Induction
- Effective Reading and Note-Taking
- Word 2013 - Long Documents Essentials
- Planning your Literature Search
- Conducting Your Literature Search
- Finding Grey Literature
- Who is Citing Whom?
- Finding Images for Research
- PubMed vs Medline
- OneNote 2013: Collect Organise and Share Information
- Search Strategies for Systematic Reviews in Medicine and Psychology
- Managing Your Research Project
- Ethics and Online Research
- Ethics of Research with Human Participation
- Preparing for the Probation Review

Methods and Tools

- Introduction to Reference Management
- Introduction to Prezi
- Tools for note-taking
- RefWorks
- Endnote
- Using Focus Groups in Research
- Designing and Using Questionnaires in Your Research
- Interviewing Skills for Researchers
- A Very Gentle Introduction to XML
- An Introduction to Using NVivo in Qualitative Research

Starting your PhD can be a daunting task. You may have already written a project proposal or agreed to work on a pre-existing project, but where do you go from there? How do you find help for your reading and note-taking? What is the Probation Review? What resources are available?

The Researcher Development Team recognises these challenges. To answer these questions and to help PGRs get started, we have listed all the workshops (see quick list below) we think you may find useful.

These workshops are also of use to those who would like to refresh their knowledge and skills.
Your research project is one full of data/evidence gathering. Whether you are out in the field or in the lab or at your desk, these activities all fall into the ‘Doing’ phase of your research.

During this period, you may find you want to enhance both your communication skills and work on your professional development. You may explore opportunities to gain workplace experience or decide to work on the structure of your thesis. You may experience some challenges around your resilience and motivation at this stage.

The workshops here (see quick list below) will help you during this phase of your research degree, allowing you to develop these skills and learning ways to cope with the process of writing, stress, and more.

### Methods and Tools (cont’d)
- [Access 2013 for Researchers](#)
- [Basic Stats I: The Methodology of Hypothesis Testing](#)
- [Basic Stats II: Introduction to Sampling Distributions](#)
- [Basic Stats III: Introduction to Study Design](#)
- [Excel 2013 - Take Time to Learn](#)
- [SPSS: Data Management and Introduction](#)
- [SPSS - Describing and Exploring Data](#)
- [Introduction to ArcGIS](#)
- [Introduction to R](#)
- [Statistics with R](#)
- [Linux Introduction](#)

### Professional Development
- [Building and Understanding Your Transferable Skills](#)
- [What is My Personal Work Style](#)
- [Assertiveness](#)

### Academic Writing
- [Introduction to Critical Thinking](#)
- [Fine-Tuning Your Research Questions](#)
- [Structuring and Writing Your Literature Review](#)
- [Writing Skills for Researchers](#)

### Engagement and Impact
- [PowerPoint 2013 for Presentations](#)
- [Presentations A: Fundamentals of an Effective Presentation](#)
- [Communicating in Research and Other Work Settings](#)
<table>
<thead>
<tr>
<th>Research Effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Outlook 2013 - Take Time to Learn</td>
</tr>
<tr>
<td>- Scientific Resilience</td>
</tr>
<tr>
<td>- Word 2013 - Long Document Additional Features</td>
</tr>
<tr>
<td>- Advanced Literature Searching</td>
</tr>
<tr>
<td>- Looking after your Research Material</td>
</tr>
<tr>
<td>- Copyright and Your Thesis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Methods and Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advanced RefWorks</td>
</tr>
<tr>
<td>- Advanced Endnote</td>
</tr>
<tr>
<td>- A Practical Guide to Analysing Data Using NVivo</td>
</tr>
<tr>
<td>- Access 2013 - Build an Access Database</td>
</tr>
<tr>
<td>- Access 2013 - Queries</td>
</tr>
<tr>
<td>- Access 2013 - Forms and Reports</td>
</tr>
<tr>
<td>- Excel 2013 - Pivot Tables for Analysing Data</td>
</tr>
<tr>
<td>- Creating Data Visualisations</td>
</tr>
<tr>
<td>- Creating Online Exhibitions with Omeka.net</td>
</tr>
<tr>
<td>- Building Interactive Timelines</td>
</tr>
<tr>
<td>- Multivariate Statistical Analysis with R</td>
</tr>
<tr>
<td>- Time Series with R</td>
</tr>
<tr>
<td>- Graphics with R</td>
</tr>
<tr>
<td>- Network Analysis with R</td>
</tr>
<tr>
<td>- High Performance Computing at Leicester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Learning in Work Environments</td>
</tr>
<tr>
<td>- Coping with Stress in Research and the Workplace</td>
</tr>
<tr>
<td>- Coping with Change in Research and the Work Environment</td>
</tr>
<tr>
<td>- How to Organise a Conference</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development (cont’d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Working Effectively in Teams</td>
</tr>
<tr>
<td>- Outlook Calendar 2013 - Work Together</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Structuring Your Thesis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engagement and Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>- PowerPoint 2013 for Academic Posters</td>
</tr>
<tr>
<td>- Designing a Poster</td>
</tr>
<tr>
<td>- Presentations B: Communicating Effectively with Non-Specialist Audiences</td>
</tr>
<tr>
<td>- Communicating Your Research as a Comic Strip</td>
</tr>
<tr>
<td>- Preparing for the 3 Minute Thesis</td>
</tr>
<tr>
<td>- Enhancing Your Digital Profile</td>
</tr>
<tr>
<td>- Open Access: What You Need to Know</td>
</tr>
<tr>
<td>- Measure Your Publication Impact</td>
</tr>
<tr>
<td>- Publishing in a Peer-Reviewed Journal</td>
</tr>
</tbody>
</table>
After all the data collection and analyses you have conducted, you will eventually need to put everything together. ‘Finishing’ here refers to that phase when you have effectively done your research. This typically takes place in your final year.

During this period, you will be focusing on writing your thesis but also thinking about updating your CV. You may also begin job applications or consider what career path you wish to take. And once your thesis is submitted, you will need to focus on preparing for the viva voce.

We have workshops on offer that will help you at this stage.

---

**Research Effectiveness**
- Preparing for the Viva

**Professional Development**
- Managing Diversity
- Understanding Workplace Culture
- Leadership in Research and Other Work Contexts
- How to Succeed at Employment Interviews

**Academic Writing**
- Saying it with Your Abstract
- Editing and Finishing Your Thesis

**Engagement and Impact**
- Essential Media Skills for Researchers
- Writing Successful CVs, Cover Letters, and Job Applications
- Finding Funding
- Influencing Public Policy with Your Research
The following pages feature descriptors of all workshops listed under Research Effectiveness. These workshops will support you in how you manage yourself as a researcher throughout the whole research degree.

The focus of workshops is centred around two aspects: preparing for formal milestones in the research cycle (e.g. Preparing for the Probation Review, Preparing for the Viva, etc.) and the development of key skills (e.g. Managing Your Research Data, Effective Reading and Note-Taking, etc.).

Graduate School Induction

Every year, the Graduate School welcomes hundreds of new postgraduate researchers. The Graduate School induction is your chance to learn more about what to expect as a PGR, what you can do to get your research degree off to the best start, and how the Graduate School can support you.

Professor Helen Atkinson, the Graduate Dean:

“You are joining one of the UK’s largest and most vibrant postgraduate communities and, along with over 2,000 other research students, you will benefit from being a member of a University that combines a strong and proven track record of successful postgraduate support together with an internationally regarded research reputation.”

The induction event also features a number of useful sessions including:

1. Managing the Student and Supervisor Relationship
2. My Three Big Concerns
3. Researcher Development and the PGR Community

We recommend that all research students attend the Graduate School Induction but are aware that many students start at different times. As such we record sessions of the induction and host them on the Graduate School webpage (www2.le.ac.uk/departments/grad-school).
Effective Reading and Note-taking

This workshop provides many useful techniques and tips on how to get the most out of your reading time and how to make and store notes that will be useful to you throughout your studies.

At the end of this workshop you will be able to:

- Recognise the importance of critically engaging with literature
- Employ tools and questions for critically engaging with literature
- Evaluate the note-making options available and determine which suits you best.

Word 2013 – Long Documents Essentials

This session will show you how to use essential time saving features when creating a long document such as a dissertation or report. You will save time by making use of heading styles and creating a table of contents which is quick to create and update. The session will also help you to put together a professional looking document which is well structured and easy to navigate.

Planning Your Literature Search

This session is designed to get you thinking about the literature search aspect of your research degree and to help you plan your literature search.

At the end of this session you will be able to:
- Review the information and publishing landscape
- Recognise elements of an effective search strategy
- Plan your search strategy
- Identify resources relevant to your research.

Conducting Your Literature Search

This session is designed for you to start work on an integral section of your research degree, the literature search, while receiving peer and expert support. You will be able to apply your literature search plan and evaluate your results. This session will also help you to revise your literature search plan as appropriate.

Finding Grey Literature

This session will focus on searching for ‘grey literature’: unpublished or hard to find research materials. These include: PhD theses, conference papers, reports, and government publications. Every researcher wants to feel confident in the quality of their literature review. However, not all relevant material appears in the main databases. We provide you with strategies for finding grey literature and improving the strength of your literature review.
Who is Citing Whom?

Discover how you can use Scopus, Web of Science & Google Scholar to carry out citation searches and set up citation alerts.

This session is designed to get you started on searching citation databases to find out who is citing articles relevant to your research. We will introduce you to setting up citation alerts. You will also find out how to monitor citations of your own published research.

Finding Images for Research

Images and visual sources are increasingly important for many fields of research. This session will introduce you to effective methods for finding images. We will also look at tools for storing images and their meta-data. Finally, copyright issues around the re-use of images in publications will be discussed.

PubMed vs Medline

This session is designed for you to practice searching Pubmed and Medline, and allow you to compare the different search functions of the databases. You can:

- Locate useful search options on the databases
- Apply your literature search plan
- Revise your literature search plan as appropriate
- Compare the two databases and evaluate which is the most appropriate for your research.

OneNote 2013-Collect Organise and Share Information

This workshop will show you the potential of OneNote to collect and organise different types of information. It can be used to organise meeting notes, to plan personal or team activities and to help you collect notes linked to websites or documents as you research them.

Search Strategies for Systematic Reviews in Medicine and Psychology

A systematic review is a type of literature review that attempts to find all published and unpublished material on a specific research question. Systematic review methodology is most commonly used in the areas of Medicine, Health, and Psychology.

This session will help you:

- Find appropriate databases and keywords for your search
- Construct a search strategy
- Translate and perform the search across different interfaces.

Managing Your Research Project

This workshop aims to provide a transparent account of the process of research by introducing key stages in the research degree cycle.

It will invite discussion around some of the potential challenges and opportunities in undertaking a research degree and offer practical suggestions on ways you can manage these aspects more effectively.
Ethics and Online Research

This workshop will explore ethical issues relating to the practice of social science research in online domains. The session will focus, in particular, on issues relating to:
- The relationship between online and offline research
- The roles and responsibilities of scholars entering into online domains for the purposes of research
- The move from general ethical principles to localised ethical decision-making in online research.

Ethics of Research with Human Participants

This workshop provides an introduction to some core issues in research ethics. The interactive session will explore case studies and consider vignettes to look at ethical issues as they arise in a range of contexts. This workshop is for research students who plan on using human participants in their doctoral research.

**Available upon Request**

Preparing for the Probation Review

Every PGR must undertake and pass a probation review to be allowed to continue their studies beyond the probationary period.

At the end of this workshop you will:

- have a better understanding of the probation review process
- gain practical tips on how to prepare for your probation review
- have a chance to reflect on progress made during your probation period.

Outlook 2013: Take Time to Learn

This workshop begins with an overview of some of the features in Outlook you may want to investigate further. You will use online learning materials and handouts with exercises to improve your knowledge of Outlook and find out about the topics that are of interest to you. One or more facilitators will be available throughout the session to answer your questions.
Scientific Resilience

Doing research on a daily basis is very energy consuming, but doing research that constantly returns ‘no results’ or ‘confusing data’ can also be frustrating.

- What do you do with data that makes no sense?
- How do you stay focused when you have had no results over the last 3 months?
- How could you be positive about your negative scientific experience?

This workshop will discuss practical ways to deal with such challenges and skills that can help you keep the flame of your scientific curiosity burning bright through such difficult times.

In addition, participants will have an opportunity to develop mental resilience strategies to enable them to maintain motivation in the face of such experiences.
Word 2013 - Long Additional Features

Continuing on from the Essentials session, this workshop will introduce you to the additional features which will help to improve your long documents. During the session there will be an overview of the features you may want to investigate further. You can then choose which options to cover at your own pace: references, advanced styles, and page numbers and headers.

Advanced Literature Searching

This session looks at some of the more advanced search options and strategies that can be used when searching literature databases. This session is useful for anyone writing a review article for a journal, or who has to provide a literature review as part of a funding application.

At the end of the workshop you will be able to:
- locate advanced search options on the information databases relevant to you
- test out different search strategies including keywords vs subject/index terms and systematic searching
- compare how to perform searches across different interfaces
- export search results in a usable format, such as csv files.

Looking After Your Research Material

Good research data management is an essential component of research practice. Research data should be effectively stored, preserved and where feasible, shared/published so others can discover your research data.

This session covers the benefits and drivers of data management, and the importance of developing a data management plan (DMP).

Copyright and Your Thesis

This workshop will introduce the copyright issues that apply to your thesis and help you navigate the path to submission.

- Recognise which copyright regulations apply
- Test knowledge of copyright regulations via interactive activities.

Preparing for the Viva

This workshop is specifically for students who have already submitted their doctoral thesis for examination or are about to submit in the next six months. The session will provide information about the examination and practical tips on how best to prepare.
As a researcher, you will consider what method(s) might be most appropriate for answering the questions you want to investigate. Whether you are trying to understand the basics of statistics and how to conduct statistical tests or use a statistics software package or looking to gain experience in using software like NVivo to come to grips with your qualitative data, we have resources and training programmes to help you.

Tools for Note Taking

Making and organising notes is a fundamental activity for researchers. A variety of tools now exist that support all types of note taking, whether you are working in a lab, archive, or out in the field. But knowing which tools are right for you can be a challenge.

This session aims to make that choice easier. We introduce you to the range of tools out there, and show examples of how others are using them. You will also have the opportunity to practice using tools that particularly interest you.

Finally, we will look at best practice for storing and backing up research notes.

Introduction to Reference Management

Bibliographic software allows you to create databases of references which can then be stored, searched, and used in conjunction with Word to input citations as you write an article, or to create independent bibliographies.

Introduction to Prezi

Grabbing your audience’s attention is vital for any academic presenter. Showcasing your research at conferences and seminars is a key way of making you, and your work, known to others.

In this session we introduce Prezi to beginners. We examine how Prezi can be use in academic presentations, and look at some examples.
RefWorks & Advanced RefWorks

**These are two separate workshops**

**RefWorks:** This session allows you to use RefWorks to start creating a database of references which can then be stored, searched, and used in conjunction with Word to input citations as you write.

**Advanced RefWorks:** To enable you to edit your own reference styles, try the advanced features, and ask any in-depth questions you have about RefWorks. You must already be using RefWorks to attend this session.

EndNote & Advanced EndNote

**These are two separate workshops**

**EndNote:** This session allows you to use EndNote to start creating a database of references which can then be stored, searched, and used in conjunction with Word to input citations as you write.

**Advanced EndNote:** Edit your own reference styles and explore the advanced features of EndNote in this session. You must already be using EndNote to attend this session.

Using Focus Groups in Research

This session explores the benefits and limitations of using focus groups, looks at key ethical issues, and provides you hands-on experience of key techniques in facilitating focus groups.

Designing and Using Questionnaires in your Research

The aim of this session is to provide practical advice and guidance on developing and using questionnaires in your research. Questionnaires are a widely used data collection method, but designing a good questionnaire is not always easy. The session will take you through the stages of questionnaire design and will provide practical guidance on issues such as the development and wording of questions, piloting, and analysis.

Interviewing Skills for Researchers

This session is a practical workshop in planning and conducting one-to-one non-structured interviews for research. You will understand the process of planning for interviews, learn how to make contacts, and to persuade people to take part.
A Very Gentle Introduction to XML

XML (eXtensible Markup Language) is widely used both in research and commercial environments, and plays an important role in many IT systems. This workshop will first explore some of the reasons why scholars choose to use XML, then introduce the basics of XML and related technologies. The workshop is very hands-on: participants will create XML documents and learn what sorts of research they can conduct using XML documents.

An Introduction to Using NVivo 10 in Qualitative Research

This workshop provides an introduction to NVivo 10. You can expect to work through a practical example of using NVivo 10 on a qualitative research project.

A Practical Guide to Analysing Data Using NVivo

This workshop shows you how to fully exploit NVivo 10 in your research project. The topics you cover will depend on the current stage of your NVivo project but will include project design, different types of data and autocoding, classifying data, code tree design, as well as many other topics. At the end of the workshop, you will be able to more fully exploit NVivo 10 in your own research.

Access 2013 for Researchers

This workshop will provide a brief introduction to a commonly used model for handling data: the relational model. It will introduce Microsoft Access as a widely used tool for building relational databases. An example database will be used to add, amend, and extract information.

Access 2013: Building an Access Database

This workshop takes you through the initial stages of building an Access database. It’s a hands-on practical workshop which will give you the skills you need to build a simple database. You will also gain an understanding of the theory behind why and how to relate tables within your database.

Access 2013: Queries

This workshop gives you an in-depth understanding of how to use queries, to ask questions, and extract the data you need from your database. You will experiment with a wide range of querying techniques to select and change the data.

Access 2013: Forms and Reports

This workshop will help you to create forms that make it quicker and easier for those using your database to enter and retrieve data. You will find out how to produce reports to summarise the data.
Basic Stats I: The Methodology of Hypothesis Testing
This workshop is a gentle introduction to some key statistics principles including standard error, confidence intervals, sample size/power of a study, significance level, interpretation of p values, misinterpretation of p values, and Type I and Type II errors.

Basic Stats II: Exploratory Analysis and Introduction to Sampling Distributions
This workshop continues to introduce basic statistics, focusing here on how exploratory analysis is done and discusses the value of sampling distributions.

Basic Stats III: Types of Tests and Introduction to Study Design
Part III of the Basic Stats workshop series will help you answer what kinds of tests are appropriate for your data. Should you use a parametric or a non-parametric test? A chi-square test or a t test? This workshop will also include an introduction to study design.

Excel 2013: Take Time to Learn
This workshop allows you to take time away from your desk to learn at your own pace. You will use online learning materials and handouts with exercises to improve your knowledge of Excel and find out about the topics that are of interest to you.

Excel 2013 - Pivot Tables for Analysing Data
This workshop will introduce you to the advantages of using Pivot Tables and Pivot Charts in Excel. Pivot Tables are useful for summarising large amounts of data and viewing it in different ways.

SPSS: Data Management and Introduction
This workshop offers an introduction to different types of data, sensible data collection, how to enter data into SPSS and basic data management. At the end of the workshop, you should be able to enter your data into an SPSS spreadsheet, check and clean your data, create new variables from existing ones, understand which data you should store, and discriminate between different variable types.

SPSS: Describing and Exploring Data
In this workshop you will use SPSS to describe data using basic statistics such as mean, standard deviation, median, and percentiles, and learn how to present your findings clearly using tables and graphs.

You will learn how to choose the best statistic, table or graph to describe your data, and how to interpret basic statistics correctly. You will gain practical experience of presenting statistical data in tables and graphs.
Introduction to ArcGIS 10.3

Introduction to ArcGIS (10.3) is a course designed for postgraduate researchers from the Arts, Humanities and Social Sciences as well as social geographers. The sessions are aimed at those with little or no previous experience of ArcGIS. They are designed to teach students the basics of the programme which can then be used for their own research purposes.

Please note that this is a **four-week course**. People who register are expected to attend all four sessions. These sessions last three hours each with a 30 minute break.

By the end of the course, participants will be able to:

- Set up their map parameters
- Input different types of geo-data
- Perform different types of data analysis
- Produce quality maps for publication.
Discover new ways to visualise research data and make your work stand out. We will be using Google Tools to create charts, histograms, maps and other visualisations from your data.

- Recognise how data visualisations can be used to maximise visual impact
- Create data visualisations with Google Charts
- Map geospatial data with Fusion Tablets.

Creating Online Exhibitions with Omeka.net

This workshop introduces you to Omeka.net, a web-publishing platform that allows anyone with an account to build digital exhibitions and online collections of photographs, audio, film, and textual content. You can publish digital essays, share primary source collections, and collaborate with others in the creation of digital scholarship.

Building Interactive Timelines

This workshop introduces TimelineJS, a simple, but effective, open-source tool for creating visually rich, interactive timelines. Beginners can create a timeline using nothing more than a Google spreadsheet. Multimedia content can be drawn in from a variety of sources, including YouTube, Vimeo, Vine, and SoundCloud. The result is an engaging and interactive chronological narrative that can be embedded into a webpage or blog.

By the end of the session you will have:
- Reviewed some existing timelines, and assessed their strengths and weakness as a mode of communication
- Created an interactive timelines using TimelineJS, following a worked example
- Planned a chronological narrative based on your own research.

Introduction to R

R is an open-source statistical computing language, which in a relatively short time gained popularity and currently rivals other commercial statistics packages. R offers the advantages of a computing language of speed and flexibility, but does not require any background in programming.

R, however, can be challenging for new users, and this session is aimed at helping you with your first steps. Topics covered in the session will include: reading and saving data, the various data structures (vectors, data frames and lists), functions, and graphics.

Statistics with R

This workshop will provide you with an introduction to statistical testing with R. The session is aimed at giving a broad overview (albeit brief) of the various statistical functions of R, and is mainly designed for researchers who already have some experience with statistical analysis.

You will learn how to carry out basic statistical tests and ANOVA with R.
Multivariate Statistical Analysis with R

This workshop will introduce you to various methods that can be used with the R package. The focus of the workshop is on getting things done, rather than teaching the underlying mathematics.

Time Series with R

Time series analysis has an important role in a broad range of disciplines. This session will introduce you to various methods for time series analysis from both a frequency domain approach and a time-domain approach.

Graphics with R

One of the main reasons for using the R software is its strong graphic capabilities. This session will introduce you to various graphic methods that can be carried out using R. You will learn how to customize the details of plots, combine multiple plots, and add further output to plots.

Network Analysis with R

Network analysis refers to the study of graphs representing relations between objects. This session will provide you with an introduction to network analysis using R. You will use various tools for importing, exploring, and manipulating network data.

Linux Introduction

This workshop will provide you with an introduction to the Linux operating system. In particular, we will focus on the use of Linux from the command line.

No prior knowledge of Linux is assumed and the workshop should be suitable for those new to Linux, as well as those wanting a refresher.
This workshop provides both a general introduction to HPC and specific information about using the HPC facilities within the University.

The workshop will cover:

• How to access ALICE
• How to manage your working environment
• How to submit, monitor and manage jobs
• An understanding of the job scheduling system
• Information about troubleshooting and raising support requests
• An understanding of best practice.

If you wish to attend, you must be comfortable using Linux at the command-line; ideally you should be familiar with all of the material covered in the Linux Introduction session. In particular, you should be familiar with text editors (such as vi or emacs) and must be comfortable compiling and editing source code.
PROFESSIONAL DEVELOPMENT

Your research degree is a step on your professional development journey. This is true whether you are moving towards your first career post as an academic, researcher or other professional in the public, private or third sector. The research degree is a career enhancing step for you. Our provision begins with exploring the key transferable skills you need in the professional world. After probation you will have the opportunity to develop your understanding of a range of key employment factors, before developing your skills for that job hunt and selection processes at the end.

Throughout your research degree experience, you will have a range of opportunities to develop your employability, through a blend of skills workshops, focused training days and symposia, sector focused employer events, enterprise training, and internships.

Building and Understanding Transferable Skills

This workshop provides you with the opportunity to develop your understanding of the skills required by employers in a range of employment sectors, including academia.

On completion of the workshop, you will have:

- Developed an awareness of the transferable skills required by employers in a range of employment sectors, including academia
- Audited your own transferable skills, and become more aware of your own strengths and areas for development
- Constructed an action plan to enhance your transferable skill development.
What is My Personal Work Style?

For the first step in planning where you want your career to go after your doctorate, it is important to understand how you prefer to work, whether in research or other work environments.

This workshop focuses on how we prefer to take in and process information in the context of our research or other work, and how this affects our interactions with other people.

At the end of this workshop you will be able to:

• Develop awareness of your preferred style of processing information

• Build awareness of how you operate in research and other work contexts

• Comprehend the impact of your preferred style on others

• Explore your suitability for different employment sectors.

Assertiveness

This workshop will enable you to develop tools and techniques to enhance your assertiveness skills.

You will have the opportunity to reflect on your behaviour in a range of situations that you may currently find challenging, with the objective of learning some assertiveness tools and techniques. These tools and techniques will enable you to:

• Handle confrontations more easily and satisfactorily

• Have greater self-confidence

• Improve both your self-image and credibility with supervisors, principal investigators and other colleagues; and disagree more effectively, but in a way that maintains the effectiveness of the working relationship.
Learning in Work Environments

This workshop explores key aspects of how learning is incorporated in research and work environments.

The move from a student environment to a research or work environment involves a number of changes, and progressive work environments enable learning to continue as a means of development.

At the end of this session you will be able to:

- Build knowledge of the employment imperatives that underlie learning in the workplace
- Enhance your understanding of your learning style
- Develop your understanding of the appropriate context for learning in work environments.

Coping with Stress in Research and the Workplace

This workshop looks at the sources of stress faced by researchers and explores ways of coping with them.

You will be introduced to some tools and techniques that you can use to prevent stress, mediate its impact, and overcome its effects.

Coping with Change in Research and Work Environments

This workshop addresses how we deal with change in our professional environment.

It addresses this in the context of a number of employment sectors, the first of which will be the research environment in higher education.
Organising a conference is an excellent way to gain vital skills such as project management, problem solving, and team working. It can also provide tangible evidence of these skills for your CV or interviews.

It can also boost your own academic profile since, as the organiser, you’ll get your name known in your research field.

This new workshop has been created to give you ideas and to help make sure your conference planning experience is a positive one.

At the end of the session, participants will:

- Have an idea of the steps needed to organise a conference
- Learn how social media can enhance conferences
- Appreciate the need for effective team work and time management
- Recognise the importance of budgets.
Working Effectively in Teams

This workshop is an opportunity for you to explore the concepts of ‘group’ and ‘team’, and the essential differences between the two. It focuses on how people work together in teams in research and other work contexts. It directly addresses the concept of ‘team’, as it is used in contemporary professional settings.

Some of the essential factors around teams in research and the workplace are explored along with theories around team models and individual team roles.

Outlook Calendar 2013 - Work Together

This session will show you how to make the most effective use of your own calendar and how to use it to work collaboratively with your team.

At the end of this session you will be able to:

- Create and amend appointments using appropriate settings
- Know how your calendar appears to others
- Open another person’s calendar
- Share your calendar with colleagues
- Create meeting requests (optional).

Managing Diversity

In a globalised research and work environment, it is important to be able to communicate and work effectively with people from a diverse range of backgrounds. This workshop explores key aspects of working in environments characterised by diversity.

Understanding Workplace Culture

This workshop explores the practical application around understanding the nature of a workplace, what factors contribute to making it the way it is, and strategies for dealing with the given environment.

At the end of this workshop you will be able to:

- Appreciate the key elements of workplace culture
- Relate your experience of research and workplaces to the content of the session
- Appreciate the impact of workplace culture on new staff and vice versa.
Leadership in Research and Other Work Contexts

Leadership is an essential element of our experience of research and work. As a researcher, you may aspire to a leadership role in your future career.

This workshop explores theories of leadership, and examines leadership in practice.

How to Succeed at Employment Interviews

This workshop will enable you to present your academic and transferable skills to best effect in interviews and other selection processes. You will explore how to perform at your best in interviews and assessment centres.

By participating, you will develop a fundamental understanding of workplace competences, learn how employers assess workplace competences, practice your interview skills, receive helpful feedback, and more.

ACADEMIC WRITING

The following workshops, grouped together under the theme of ‘Academic Writing’ support you in the writing of your thesis. They offer you guidance on the writing activities you will be involved in throughout the research degree cycle. They cover the writing involved in the early stages of your research degree as you start to formulate your research questions, and then move on to how you will write and structure your thesis. The final workshops consider the importance of editing and finishing your thesis. There is always plenty of opportunity in the sessions to complete practical activities aimed at making the process of writing easier.
Introduction to Critical Thinking

What does it mean when your supervisor asks you to be more ‘critical’?

What does ‘critical thinking’ mean in relation to your thesis?

This workshop defines ‘critical thinking’ in relation to doctoral thinking and writing, and supports participants to identify critical thinking in their own academic context.

Fine Tuning Your Research Questions

You might have an idea of an area of research that is of particular personal interest to you. How do you convert that broader interest into some well conceptualised and academically rigorous research questions? This session explores the value and use of research questions; outlines some simple techniques to fine-tune and then evaluate your questions; and offers some hands-on practice in refining/reformulating them.

At the end of this workshop you will be able to:
- Critically examine your own research questions
- Address how relevant, achievable, and clear they are
- Refine them, if need be, break down the questions and check the assumptions underpinning them.

Structuring and Writing your Literature Review

The first year of a research degree is traditionally marked by the Literature Review. How do you construct a coherent and interesting literature review of an academic standard? This workshop introduces you to the process of planning and structuring a literature review. As part of this focus, this workshop addresses reading sources critically and provides you with the skills to begin to structure and plan your own literature review.

Writing Skills for Researchers

This workshop considers the writing skills required for researchers, paying particular attention to the writing of the thesis. It is also relevant to postgraduate researchers who are writing papers for publication. This session considers a range of writing styles within your disciplinary areas and provides opportunities to complete writing and peer review activities.
This workshop provides you with an opportunity to think about the structure of a thesis within your discipline. It will also consider each chapter or section of the thesis in terms of its purpose, content and writing style. There will be an opportunity to discuss your ideas with other participants and to leave the session with a tailored plan for your own thesis.

This workshop is suited to postgraduate researchers who may have started to conceptualise their research project and draft their research questions. At the end of this workshop you will be able to:

• Understand the purpose of the thesis within your given discipline
• Identify the purpose, content and writing style of each of the thesis chapters or sections
• Produce a tailored plan for your own thesis.

Saying it With Your Abstract

This workshop focuses on what information an abstract should ideally contain. It will look at the importance of writing abstracts, and work through iterations of polishing an abstract through peer review and facilitator guidance.

At the end of the workshop, you will be able to consider the purpose of your abstract, consider what information it should contain, and work through a current abstract alongside peer review.

Editing andFinishing Your Thesis

How do you systematically edit and proof-read a long document like your thesis? This workshop is specifically for students who are in their writing-up stage or are about to submit their thesis in the next six months. This session will provide information regarding different editing techniques and strategies regarding the submission and post-submission processes. It will give students the opportunity to plan out the steps needed to finish their thesis and the chance to ask any questions regarding the editing and submission processes.

At the end of this workshop you will be able to:

• Employ editing strategies based on the ‘Five Stages of Reviewing’
• Decide how to solicit and utilise feedback from supervisor(s)
• Understand the requirements for thesis submission
• Plan what needs to be done to finish your thesis.
**ENGAGEMENT AND IMPACT**

University research is a public good, paid for by tax-payers’ money. Researchers are increasingly held accountable for their research – they are required to make a demonstrable contribution to society and the economy. This could come in many different guises, such as improving health and well-being, creating economic prosperity, enhancing our cultural lives, or delivering environmental sustainability. It is these contributions that are clubbed under the term ‘impact’ – they are the impact of the research on the world outside academia.

In order to secure impact, it is imperative that you start engaging beyond academia at an early stage, and in ways that make your research accessible to different audiences. A number of workshops on offer here are aimed specifically at that – preparing you to communicate effectively and engagingly with audiences who are not experts in your field, but with whom you should be able to engage in order to, in the longer term, deliver impactful research.

---

**PowerPoint 2013 for Presentations**

Create professional looking presentations with PowerPoint. As well as learning the basics of PowerPoint to create visual aids to support your presentation, you will learn tips and tricks for presenting effectively. After completing this session, you will be able to apply a design template, arrange slide content, print handouts and notes, and be ready to present using PowerPoint.

**PowerPoint 2013 for Academic Posters**

Get some tips here on how you can use PowerPoint to create academic posters for presentations at conferences and other exhibitions. PowerPoint is not a program typically used for publication layout or graphics, but it is convenient to use for poster-making.

**Designing a Poster**

This workshop will cover the use of text, images, and colour on posters. It will offer tips on using layout, design, and navigational aids to improve clarity. A poster gallery session is included to prompt consideration of different ideas and approaches.

At the end of this workshop you will be able to recognise the key features of a poster and the best way to prepare these for your own poster design.
Presentations A: Fundamentals of an Effective Presentation

This workshop will cover the key points of giving an effective oral presentation. It will include consideration of structure, voice and body language, as well as how to cope with nerves associated with public speaking.

At the end of this workshop you will be able to:
• Choose content, structure and language to suit your topic and audience
• Employ voice and body language effectively in presentations
• Use a number of strategies to reduce or abolish nerves
• Evaluate other peoples’ presentations.

Presentations B: Communicating Effectively with Non-Specialists

Ever had trouble telling your friends and family what you do? Want to be able to network or collaborate with researchers outside of your field? Hoping to present your research in a non-specialist forum? If you answered ‘yes’ to any of these, then this is the workshop for you! We will consider the pitfalls of communicating with non-specialists and identify some simple but effective strategies to help you explain your research to anyone who will listen.

At the end of this workshop you will be able to:
• Develop methods to describe complex ideas
• Explore aspects of your research that will be of interest to non-specialists.
Preparing for the 3 Minute Thesis Competition

This workshop is designed for postgraduate researchers who are thinking of entering the Three Minute Thesis (3MT) Competition. This workshop will explain the background of the competition and guide you through the application process. It will also ensure that you are fully prepared to meet the judging criteria for the competition. This will include how to present your research with comprehension, communication, and engagement skills in mind.

Communicating Your Research as a Comic Strip

There is a long tradition of communicating difficult ideas as a combination of text and images. This session will look at using the principles behind comic strips to help you summarise and communicate your research in an easy-to-understand manner.

Communication in Research and Other Work Contexts

At work, be it in research or another context, there are multiple forms of communication. Examples include formal and informal contexts and written and oral mediums. For all of these, perception is a central element. A communication system can transmit information up, down, and sideways within an organisation on a one-way or two-way basis. This session covers all of the above in the context of verbal, non-verbal, and written communication.

Enhancing Your Digital Profile

Your scholarly digital profile is everything on the internet that is about you, ranging from your Facebook profile to anything you have written including blogs, tweets, and published papers.

This workshop will offer an opportunity for you to analyse your online presence, to consider what a ‘good digital profile’ is and to develop a strategy for enhancing and maintaining your online identity. The benefits of a digital profile for research and publication will be outlined.

Tools such as Twitter, Google Scholar, ORCID, Facebook, LinkedIn, Academia.edu, and PIIRUS will be evaluated, and there will be time for hands-on exploration of the tools.
Essential Media Skills for Researchers

Effectively communicating research outputs to the public and to key stakeholders through the media is a valuable tool for achieving societal and economic impact. This session will help researchers understand today’s media agenda and manage the demands of the press. Areas covered include: the processes and methods the Press Office uses to promote news to the public; effective preparation and confident speaking in interviews; dealing with challenging questions; using podcasts and video to your advantage; using social networks like Twitter and LinkedIn and digital platforms such as blogging to communicate the findings of your research, maximise impact, and showcase expertise.

At the end of this workshop you will have greater confidence in media interviews, advice on managing the media, and tips for communicating your research to a wide audience.

Writing Successful CVs, Cover Letters, and Applications

This workshop is in two parts:

1. The CV is the most fundamental tool required for job seeking. This part of the workshop focuses on the essential elements of developing a winning CV that will attract the interest of the target employer, providing the essential information that will make them want to interview you.

2. Many employers require applicants to fill in a job application form. This part of the workshop focuses on how best to complete application forms so that your key information is presented in an effective way that makes the employer want to invite you for an interview.
Open Access: What You Need to Know

This workshop will introduce you to the options for making your publications open access, and discuss the many benefits for researchers, not least in maximising your impact.

Measure your Publication Impact

A basic knowledge of publication evaluation will be of considerable value to academic researchers who want to demonstrate the impact of their research when applying for jobs and further funding. This workshop will cover traditional methods of impact evaluation, principally citation analysis, plus emerging techniques for monitoring the wider social impacts of academic papers.

Publishing in a Peer-Review Journal

This workshop will explore the importance of publishing your research in peer-reviewed journals, as well as developing a publishing strategy, negotiating the world of open access, and looking inside the black box of the peer review process.

Finding Funding

This workshop provides advice on the methods available to access information about research funding opportunities. It will look at the uses of Research Professional and UKRO sources and will also give some pointers on other sources of related information. Practical hands-on experience of using different research funding databases will be a key learning outcome.

Influencing Public Policy with Your Research

Demonstrating the societal impact of your research is increasingly important, and influencing public policy is a key impact indicator. This session will examine what it takes to influence government policy and gives practical advice on engaging policymakers with your research.

Topics covered include:
- How public policy is conceived and developed
- Ways of engaging with policymakers and civil servants
- Understanding and giving evidence to Select Committees
- How parliamentarians access research
- Writing effective policy briefs
- Ensuring your contribution is acknowledged and evidenced.
This brochure was published in August 2016. The University of Leicester endeavours to ensure that the content of its prospectus, programme specification, website content and all other materials are complete and accurate. On occasion it may be necessary to make some alterations to particular aspects of a course or module, and where these are minor, for example altering the lecture timetable or location, then we will ensure that you have as much notice as possible of the change to ensure that the disruption to your studies is minimised.

However, in exceptional circumstances it may be necessary for the University to cancel or change a programme or part of the specification more substantially. For example, due to the unavailability of key teaching staff, changes or developments in knowledge or teaching methods, the way in which assessment is carried out, or where a course or part of it is over-subscribed to the extent that the quality of teaching would be affected to the detriment of students. In these circumstances, we will endeavour to contact you as soon as possible and will aim to give you 7 days written notice before the relevant change is due to take place. In exceptional circumstances or in the event that less than 6 people have registered, a course may be cancelled 2 days before the event. Where this occurs, we will also and in consultation with you, offer you an alternative course or programme (as appropriate) or the opportunity to cancel your contract with the University and obtain a refund of any advance payments that you have made.