

## PLAN FOR ABERDEEN TRAINING DAYS

Wednesday 21<sup>st</sup> October

SKILLS, PROJECT MANAGEMENT and NETWORKING

A training day led by Allan Sim, University of Aberdeen

Session 1 -Auditing your skills

Skills audit

- Research skills and technique
- Research environment
- Research management
- Personal effectiveness
- Communication skills
- Networking and teamwork
- Career management

Planning Your Training

Personal development

- Where have I been?
- Where am I now?
- Where do I want to get to?
- How will I get there?
- How will I know I've got there?

PDP - Bring your own

- Questions and Answers

Wednesday 21<sup>st</sup> October

Session 2 - Introduction to Managing your research project

Setting realistic objectives

- SMART (Specific, Measurable, Advantageous, Realistic. Time-limited)

- Turning your objectives into a plan

Project Management

Multitasking

Typical Milestones

Do, delay, delegate or dump.

Managing yourself

- The balanced researcher
- Staying healthy
- Beating problems common to post-grad students
- Avoiding self sabotaging behaviour
- Procrastination and perfectionism

Cont.

Wednesday 21<sup>st</sup> October

Session 3 - Workshop on Networking Skills

Skills and Strategies

Think local : Interactions at your home lab

Social connections with real people, not just email contacts

Talk to people : share resources and ideas

'Put yourself about a bit'

Collaborations and visiting other labs

Conference interactions - introductions

Speaking about yourself - succinctly (5 minutes)

Online networking

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Thursday 22<sup>nd</sup> October

IP, INDUSTRY and ACADEMIA

Session 4 - Workshop on IP issues

The workshop will be led by Beat Mollet.

*(a few lines to be added by Annick or Aat)*

Thursday 22<sup>nd</sup> October

Session 5 - Workshop on Career paths in both Industry and Academia

The workshop will be led by Annick Mercenier, Aat Ledebøer and our colleagues who have experienced the advantages of in working in both Industry and Academia. The workshop highlights the exciting range of future career options for Cross-talk graduates.

*(a few lines to be added by Annick or Aat ?)*

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Friday 23<sup>rd</sup> October

PRESENTATION SKILLS -

A half day training course led by Allan Sim, University of Aberdeen

Session 6 - An Introduction to Presentation Skills

In this half day course we will discuss presentation fundamentals:

Presentation design

Thinking about your audience

Language

Powerpoint slides

Body language

Getting your presentation noticed

Answering questions