



**Durham**  
University

Centre for Academic, Researcher  
and Organisation Development

# Researcher Development Programme

Postgraduate Students



# About the Researcher Development Programme

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The Researcher Development Programme is open to all full and part-time students registered for higher degrees by thesis. It provides training which is relevant for all postgraduates. The skills you will acquire are intended to help your research and also

to enhance your life skills and employability. Courses are run both at Durham and Stockton campuses.

All the courses are free to postgraduate researchers registered at Durham University.

## Where to Begin: Training Needs Analysis

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Just as everyone's research is unique, so are their skills development needs. Training Needs Analysis will help you to identify your needs and plan your training and development activities. Under the guidance of your supervisors, you are required to undertake a training needs analysis in the first month of your research and again annually.

Courses can be booked through the University's Training Course Booking System ([www.durham.ac.uk/training.course](http://www.durham.ac.uk/training.course)). You will need your CIS username and password to log in and access your

training record. Courses are opened up for booking on a termly basis.

The Training Needs Analysis form can be found via the Postgraduate Training and Development Module in DUO (Durham University Online: [duo.dur.ac.uk](http://duo.dur.ac.uk)). Once you have gone to this module, click on Training Needs Analysis. You will then need to download the Training Needs Analysis form which should be completed in conjunction with your supervisory team. A copy of the completed form will be kept with the record of your supervisions.

## Programme Information

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A weekly email will list the courses that are available for the following two weeks. A list of all the term's courses, course descriptions and details are available on the Training Course Booking System ([www.durham.ac.uk/training.course](http://www.durham.ac.uk/training.course)). We recommend that you regularly check this for revisions to the published programme and details of any additions.



Right: The 'Speedwriting' workshop provided by CAROD.

# Booking Information

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## Before you book

Carefully read the course description and check that it is appropriate for your needs and the stage of your research.

Check that you have no other commitments that would prevent you from attending the whole of the course. Some courses take place over several days and you will be expected to attend on all days.

Contact the Researcher Development Team if you have any questions about the content or process of the course or are not sure whether the course would be appropriate for your needs.



A discussion at the 'Unconscious Bias' workshop (part of the Equality and Diversity programme).

## How to book

Courses can be booked through the University's Training Course Booking System ([www.durham.ac.uk/training.course](http://www.durham.ac.uk/training.course)). You will need your University username and password to log in and access your training record. Courses are opened up for booking on a termly basis.

If there are places available, the booking

system will send you a confirmation email. If the course is already fully booked then you will be placed on a booked waiting list and if a place becomes available (e.g. through another student cancelling) then you will be informed by email. Please check for updates on your booking status via email regularly.

## Cancelling a booking

If your circumstances change and you cannot attend then you should cancel your place. You can cancel your place via the My Training Record link on the Training Course Booking System as soon as possible and not less than 24 hours before the course (Monday to Friday). Please note that longer notice may be required for residential events.

If you are prevented from attending at the last minute (less than 24 hours) then you should contact the Postgraduate Training Team ([postgraduate.training@durham.ac.uk](mailto:postgraduate.training@durham.ac.uk)) as soon as possible.

# Training Courses

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This is a list of currently offered postgraduate and researcher training courses available through CAROD.

- ★ Key Courses
- Recommended Courses
- ◇ Specialist Courses

## Course Title

## Suitability

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### PhD/Researcher Progression

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Starting your Doctorate	★
The Part-Time Postgraduate Research Degree	★
How to Survive your PhD (International Research Students)	●
Completing your Doctorate	★
Preparing for your Viva	★

### Personal Effectiveness

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Emergency Aid	◇
Project and Time Management Workshops	●
Media Creation for Research Communication	●
International Teaching Assistant	●
Problem Solving and Creativity in Research	●
Organising Events and Conferences	●
Networking and Making the Most of Conferences	●
Discover Your Personality Type	●

### Presentation and Communication Skills

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Public Speaking - 1 day Course	●
Introduction to Giving Presentations and Presentation Practice Session	●
Communicating your Research to the Public	●
Be Better than Boring Bullet Points	●
Making Videos	◇
Social Media Bootcamp	◇
Spectacular Information and Data Visualisation	◇
Poster Production and Presentation	◇

## Research Skills

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Introduction to the Library	★
Speed Reading	◇
Using Interviews in Research 1 & 2	◇
Finding Information: Search Strategies	●
Finding Information: Bibliographic and Subject Databases	●
Finding Information: Google Scholar and the Academic Web	●
Finding Information: Doctoral Theses and Conference Papers	●
Finding Information: Newspapers and News Resources	●
Finding and Managing Information (Zotero)	●
Research Data Management	●
Historic Collections for Researchers	◇
Keeping up to Date with Emerging Research	●
Issues and Challenges in Participatory and Action Research	●
Research Integrity	●
Networking with Academic Networks	●
Digimap and Map Resources	●
Critical Reading	●

## IT Skills

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Introduction to Endnote and Drop-in Sessions	●
First Steps with Access 2013 and Moving on with Access	◇
Introduction to LaTeX	◇
Long Documents in Word 2013	●
Introduction to NVivo and Drop-in Sessions	◇
First steps, Moving on with and Advanced Excel, drop-in Sessions	◇
Preparing Data for use in SPSS with Excel 2013	◇
First Steps with SPSS and Moving on with SPSS	◇
Digital Tools for Researchers - Keeping Organised	●
Introduction to ArcGIS	◇

## Language Courses

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German Reading Skills for Research Beginners & Post Beginners	◇
French Reading Skills for Research Beginners & Post Beginners	◇

## Writing and Publication

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Copyright for Researchers	★
The Basis of Thesis Writing in Social Sciences, Arts & Humanities, and Science	●
Publishing your Research: Open Access	●
Measuring Research Impact (Bibliometric Research Indicators)	◇
Writing Comment and Opinion Pieces for Publication (TBC)	◇
Finding Information: Google Scholar and the Academic Web	◇

## Competitions and Awards

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Durham University Learning and Teaching Award (DULTA)	●
Key Skills Award	●
3 Minute Thesis Competition	●
Poster Competition	●

## Research Skills

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Introduction to an Academic Career	◇
What Happens to PhD students?	◇
Alternatives to an Academic Career	◇
Generating Career Ideas (outside of academia) and Action Planning	◇
Making an Application for an Academic Fellowship	◇
Preparing for Job Interviews for Non-Academic Roles	●
Employer Networking events	◇
Working Lunches: Alumni Stories/Meet the Employer/Early Career Academics	◇
Start Your own Business	◇
Using Social Media to Support your Career Research, Job Seeking, and Professional Network	◇
Practice Assessment Centre (non-academic jobs)	◇
Effectively Marketing Yourself for Non-Academic Jobs	◇
Making the Shortlist - Academic CVs and Covering Letters	◇
CV Drop-in at CEEC	◇
Preparing for Academic Interviews	◇
Mock Academic Interviews	◇

# Online Courses and Resources

All doctoral researchers have access to the Postgraduate Training and Development module in DUO, Durham University's virtual learning environment. This can be accessed at [duo.durham.ac.uk](http://duo.durham.ac.uk). You will need your CIS username and password to log in.

The module includes online tutorials that you can work through in your own time, covering a wide range of subjects including intellectual property rights, plagiarism, research ethics, getting published, career planning and project management. It also contains information about events, policies, funding opportunities and organisations.



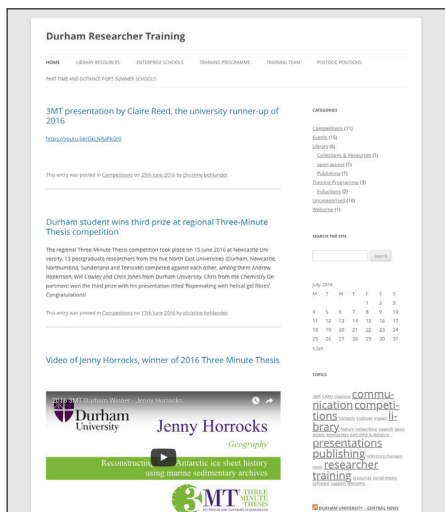
Online resources are a great way to engage with training in your own time and at your own pace.

## Durham Researcher Training Blog

You can find the Durham Researcher Training Blog at [www.durham.ac.uk/postgraduate.training/blog/](http://www.durham.ac.uk/postgraduate.training/blog/). It contains:

- Posts about events & conferences
- Library Resources
- Link to the training programme
- Information on the training team
- Postdoc positions
- Resources for enterprise and summer schools.

If you want any information uploaded, please contact our Researcher Development Officer Niall Oddy ([niall.odd@durham.ac.uk](mailto:niall.odd@durham.ac.uk))



The screenshot shows the Durham Researcher Training website. At the top, there is a navigation menu with links for HOME, LIBRARY RESOURCES, ENTERPRISE SCHOOLS, TRAINING PROGRAMME, TRAINING TEAM, and POSTDOC FELLOWSHIP. Below the menu, there are several article entries. The first entry is titled "3MT presentation by Claire Reed, the university runner-up of 2016" and includes a link to the video. The second entry is titled "Durham student wins third prize at regional Three-Minute Thesis competition" and includes a link to the video. The third entry is titled "Video of Jenny Horrocks, winner of 2016 Three Minute Thesis" and includes a link to the video. On the right side of the page, there is a sidebar with a "SEARCH THE SITE" box and a "CATEGORIES" list. At the bottom of the page, there is a "NEWS" section with a link to "commu-nication compet-tions library" and a link to "presentations publishing" and "researcher training".

The Durham Researcher Training Blog's website.

## Feedback

We welcome feedback on the courses you attend and suggestions of further training.

Comments are best directed to Carolyn McAlhone (details on reverse).

# Contact Information

## Carolyn McAlhone

Programme Administrator

✉ [postgraduate.training@durham.ac.uk](mailto:postgraduate.training@durham.ac.uk)

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The Centre for Academic, Researcher, and Organisational Development (CAROD) provides training courses, workshops and materials for Durham University. You can find out more about CAROD on our website, [www.durham.ac.uk/carod/](http://www.durham.ac.uk/carod/).

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