



Training for Scientists

**Workshops for Academic & Non-Academic staff,
Postdoctoral Researchers, PhD students and
even Undergraduates**



Supporting Universities in their provision of training to meet key skills development.

Tailored Training Programmes Delivered by Specialists

We provide programmes specifically relevant to the training needs of your Scientists - Academics, University Staff, Postdoctoral Researchers and students.

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The above list gives an indication of workshops available.

Please do contact us if you have any questions or specific training needs to be addressed.

Performance coaching sessions can be arranged to support individuals to make rapid progress in focussed areas of personal or professional development.

Please contact us for further details.

Presenting Your Research

Surveys regularly reveal that public speaking is the most feared business activity and is dreaded even more than death! In your career it is highly likely that you will be required to present your work to colleagues, at meetings or in seminars.

This workshop will outline the principles of confident speaking whether for meetings, seminars or research conferences. We will begin by exploring the basic components of communication including listening skills and the power of body language. We will cover planning for your meeting, structuring the content and preparing to deal with questions.

Participants are invited to deliver a short presentation and to receive coaching and feedback within the supportive workshop environment.

As a result of this workshop participants will:

- Understand the contributions of words, voice and body language
- Know four essential questions to answer when planning for a meeting
- Have structures to plan the content of a presentation
- Be clear about strategies to hold the attention of your audience
- Be prepared for dealing with questions
- Have strategies to deal with "presentation stress"

This workshop can be delivered to meet specific needs of your delegates.

This includes preparing for presentation of papers at National or International Conferences, multi-discipline meetings or cross-departmental strategy meetings. The emphasis used and examples delivered are chosen accordingly.

For example, at conferences, it can be important to understand how these skills apply to the "business networking" opportunities that present themselves or to have and to use skills to chair a session effectively.

"Margaret was extremely motivating and ran a very enjoyable and informative session.

I can truthfully say that I have never attended a better course, either here or in the many years I have worked in the commercial sector!" JC-H

" A very, very good course. While I have done many presentations already I had much to learn.

Margaret taught in a holistic way that was both interesting and relevant. Thank you for a great day."

Sally

Research Project Management

Planning and completing your research programme is key in your career as a researcher. Achieving a grant award is a major step in the project management journey.

For most researchers, delivering upon the plans they have is a challenge in project management for which they are given little or no formal preparation.

This workshop will examine the nature of project management, identifying goals, milestones and assessing risks. We will also consider how to organise time and resources to best achieve the project goals.

During this workshop participants explore three aspects of project management skills:

- Managing yourself – skills in personal effectiveness and organisation
- Managing your project – an introduction to getting results on time and on budget
- Managing other people – both above & below you in the management structure.

Participants will learn:

- Tools for determining priorities in their workload
- New time management strategies
- Tools to increase personal effectiveness
- Understand the project management cycle
- Understand the four major behavioural communication styles
- Have strategies to improve their management communication skills.

"I can really take control of my project and it's management.
I have a better idea of what is involved and am inspired to think harder about the risks, tasks etc.
Thank you."

"I found this workshop more relevant and practical than other sessions on time management I have attended."

Organising Time for Researchers/Time Management

Everybody has just 24 hours in every day. Why is it that some people seem to achieve much more than others with their allotted time?

During this half day workshop we will identify the major drains on your time or energies and explore different tools to structure your use of time and resources.

We will consider different ways to assess priorities, to deal with timewasters and with deadlines. The course will also allow participants to develop their own work-life balance and to reflect on how they choose to spend their time.

As a result of this workshop participants will have tools to

- Prioritise what they choose to do
- Streamline their use of time
- Define their own work-life balance
- Understand the difference between important and urgent

"I found this workshop very helpful.
Have recommended it to colleagues. "

" Thanks to Margaret for really making me think differently about my use of time - I now make a point of eating the frogs first and it's true the day does get better!"

"This was one of the best and most useful workshops I have attended. It offered insight into our attitudes and how this affects our use of time and some excellent practical strategies that are easy to implement e.g. re emails, diaries, dealing with requests. Margaret's presentation was just the right pace and structure. I found the handout extremely useful and have already found benefits in terms of using new strategies."

Supervising Research Students

In 3 years time you hope your student will get a PhD.

As a new supervisor are you clear about why are you doing this, what are you expecting them to achieve and exactly how will it happen?

This workshop will explore the planning for and mechanics of motivating and directing a student who is studying for a PhD.

Participants in this workshop will learn the value of planning a PhD project with measurable outcomes, clarifying the requirements of the University and outlining the responsibilities of both the students and their supervisor(s). They will learn strategies for management and have a range of techniques for monitoring the progress of their students.

At the end of this workshop participants will

- Understand the requirements of the University during a 3 year study period
- Be clear on their responsibilities as a PhD supervisor
- Know the responsibilities of a PhD student
- Understand how to influence behaviour and motivation
- Have clear plans for monitoring student progress

Supervision & Mentoring Masterclass

An emerging role for Supervisors and Principal Investigators is that of developing the wider career skills of students and research staff. This activity, though not new, is assuming a greater prominence in the skill portfolio to be demonstrated by research supervisors.

This workshop will clarify the roles, skills and functions of the supervisor in researcher development. We will explore models which describe supervisor function and the skills required for further coaching or mentoring of research staff to develop both within and beyond their current roles.

Reflective skills allow participants to more clearly explore how they are influencing the development of their research staff. We will also discuss using structured supervisory meetings in conjunction with ongoing coaching or mentoring of staff to actively develop learning and awareness.

At the end of this workshop participants will have

- Models of support for researcher development
- Supervisor roles and functions explored
- Structures for supervisory meetings
- Effective communication skills to influence behaviour and motivation
- Ongoing plans for monitoring progress

A programme of ongoing Supervisor coaching is available for participants in this workshop.

Manage, Influence and Motivate!

Highly effective people know and understand themselves, they communicate their ideas clearly and effectively.

To manage yourself or others it is essential to understand the keys to individual motivation, to be able to identify and build upon strengths and to blend these into an effective team.

This workshop will outline the principles of behavioural communication styles.

Behavioural traits influence:

- how we respond to problems or challenges in life
- how closely we work with people
- our response to the pace of action in our lives
- how we respond to procedures or constraints.

In short, they influence how we communicate, how we behave, what motivates us and what makes us turn on our heels and go home!

We will explore the basic components of communication including listening skills and the power of body language. These principles will support teambuilding and facilitate skills for developing and motivating staff appropriately.

As a result of this workshop participants will

- Understand the major behavioural communication styles
- Be clear on the use of body language to support verbal communication
- Be able to use effective listening techniques
- Increase their ability to communicate effectively
- Understand the dynamics of building a team
- Be able to appropriately motivate and to reward others

Optional extra (costs to be agreed before delivery): Participants in this workshop may be able to complete an online Behavioural Style Analysis assessment. This generates a detailed, personal report providing insight into their general style of behaviour, their communication style, their preferred work environment and indicates keys to motivation.

This report provides invaluable knowledge for self-development, professional development and is a key tool for anyone with managerial responsibility.

Confident Speaking at Meetings

We all attend meetings.

Whether it's the weekly department/research group debriefing, the departmental Management Group, the Health and Safety Advisory Committee, whatever, we all have some meetings scheduled in our diary.

As time is such an important and valuable resource, a fundamental question is "Why are we there"? If we attend meetings at all it is essential that we make them work for us!

This workshop aims to identify the key components of "confident speaking at meetings" and to provide both a structure and tools for planning and delivery.

At the end of this workshop the participants will :

- be clear about their purpose in attending a meeting
- know four essential questions to answer when planning for a meeting
- understand the different contributions of words, voice and body language as strategies to build rapport
- be clear about the skills involved in active listening
- know how to plan the content of your contribution
- have a wider range of tools to manage relationships and influence people

Chairing Meetings – how to achieve your objectives

To be successful, each meeting needs to be managed to achieve the desired outcome and to satisfy the diverse needs of the participants.

At the same time the Chair needs to effectively manage the participants, the agenda and the timing of the meeting. This workshop provides a space for delegates to learn new skills and to discuss strategies for successfully chairing different types of meeting.

At the end of this workshop participants will:

- be more confident in chairing meetings
- know how to prepare for meetings
- understand how to lead and control meetings more effectively
- appreciate different purposes and styles of meeting
- have strategies to manage constructive participation in discussions

Coaching Skills for Managers

Coaching provides tools enabling you to get the best out of people - starting with yourself. Enabling people to realise their potential is a much talked about aspiration and the skills of coaching provide a practical way of doing this.

The development of coaching skills for managers, and pretty well everyone who interacts with others, is rapidly becoming clear. Many team leaders and managers, for instance, find it part of their job description.

Coaching skills are valuable in a range of situations including:

- One to one discussions and developing interview skills
- Giving feedback in appraisals and team meetings
- Managing your manager
- Clarifying career development
- Being able to coach yourself

At the end of this session participants will

- Be clear about the different roles of mentor and coach
- Have verbal and non-verbal skills to build rapport
- Be able to deliver positive and constructive feedback
- Understand the power of questions to elicit learning
- Know how to use the GROW model to structure a coaching session

NLP Skills for Educators – an Introduction

Neurolinguistic programming is a much talked about discipline.

In simple terms it is a system for modelling human behaviour and has studied the language, behaviour and performance of acknowledged experts in communication.

Distilling this analysis provides a tool kit for modifying our thoughts and behaviours to achieve greater degrees of excellence.

The beauty of NLP is that you are able to apply new patterns or models to achieve greater success in performance or communication and to see and feel the improvements.

This workshop provides an introduction to some of the key concepts of NLP including the importance of models in learning and performance, achieving rapport, unconscious levels of influence and the importance of the mind-body link.

At the end of this session participants will have:

- a better understanding of themselves and of others
- verbal and non-verbal skills to build rapport
- tools to communicate and influence others more effectively
- a better understanding of how their own brain works!

Advanced Communication Skills

This workshop explores the principles of communication and influencing skills.

We begin by exploring the components of effective communication and the power of behavioural and verbal modelling.

We will develop inter-personal skills, more subtle techniques for building rapport and practise these skills in a supportive environment.

The course is highly interactive involving discussion and practical exercises. Individual needs are considered in order to maximise inter-personal skills

By the end of the workshop delegates will become more effective in using:

- Body language, posture, eye contact, facial expression
- Appropriate language, listening and questioning skills
- Using Inter-Personal Skills
- Looking and sounding confident
- Communicating commitment and expertise
- Influencing individuals and groups during meetings or discussions

Creative Thinking and Problem Solving

The key to success in research is, first of all, being able to ask the right question.

Being able to interpret the data, to see new patterns, to make links between the not-so-obvious associations are skills that are developed to provide new and creative answers to your research challenges.

During this workshop we will develop your ability to ask questions, to think outside the box, to see things differently and generate a wider range of possibilities.

We will use a range of techniques including group discussion, group activities and targeted exercises to develop your creative thinking and problem solving skills. Do come ready to work on your own research ideas, problems or challenges and be prepared to develop some surprising possibilities.

As a result of this workshop participants will

- Know the first step to solving a problem is to ask the right question
- Be able to use a range of techniques for stimulating creative processes
- Understand how learning styles and behaviour influence creative activity
- Have techniques to generate ideas and select solutions
- Access resources for creative thinking, problem solving and decision making

Plan Your PhD/PostGrad studies - survive and thrive!

In 3 years time you hope to get a PhD.

Why are you doing this?

What are you expected to achieve?

Exactly how will it happen?

This workshop will explore the motivation for and mechanics of studying for a PhD.

Participants in this workshop will learn the value of taking responsibility for the process of gaining a PhD degree. They will explore different learning styles and models of adult learning. They will also be clear about the requirements of the university and the responsibilities of both students and their supervisor(s).

As a result of this workshop participants will -

- Understand the requirements of the University during their 3 year study
- Know the responsibilities of a PhD student
- Be clear on what they can expect from their PhD supervisor(s)
- Understand the components of the adult learning cycle
- Be familiar with different learning styles
- Have a clear timetable to meet their commitments to the organisation

"I liked the way Margaret presented her topic.
It was very impressive and interesting.
Thank you for such valuable time and content."

"Very well presented and thought provoking.
A must for all new PhD students!!"

Presenting Yourself

Preparing for interviews and final year presentations.

This new workshop is specifically designed to give undergraduate students skills in confident communication and body language.

This assists them in delivering effective presentations in seminars or in viva voce exams and in presenting themselves confidently and professionally to a prospective employer.

Presenting Yourself has 3 explicit outcomes for participants to:

- Present themselves confidently
- Plan and structure a presentation
- Be prepared for questions.

During this workshop there are opportunities for discussion and interaction, to communicate confidently and to receive constructive feedback on performance. Participants deliver a short presentation and are coached on their performance. By keeping the group sizes small we ensure students have the greatest opportunity to contribute, ask questions and receive supportive feedback from experienced trainers and from their peers.

Further information on developing confident attitudes to help deal with stress are also important components of this training session.

" Brilliant and very useful day.
Recommended!"

" Exactly what I needed - great help
with confidence issues.
Very well presented - a must!"

" Didn't think it would be relevant but it was really good.
I now feel more confident about presentations and job
interviews!"

Dealing With Change – Survive and Thrive

Change happens whether we like it or not.

The real question is whether we let ourselves become a "victim of change" which happening around us or whether we proactively manage the situations we encounter.

This workshop will explore how our attitudes shape our responses to the changes we experience for better or for worse. It will provide you with tools to deal with change constructively and to find a personal course of action for managing yourself and the environment around you.

The aim of this course is to equip people to anticipate and to deal with change in a constructive manner, consequently reducing stress and increasing the positive outcomes from the experience of change.

At the end of this session participants will

- understand the important elements of change
- have strategies to recognise, prepare for and respond to change positively
- recognise patterns of change and growth in their own lives
- have a personal plan for dealing with change in their life

Stress Busting for Busy People/Managing Pressure Positively

Stress, a part of everyday life, something to be lived with, inescapable???

In many cases, stress has power over us because we don't realize that we have choices and could be doing things differently.

This course will allow the participants to understand the nature and sources of their stress. They will gain the skills to deal with their stress symptoms and with stressful situations, they will learn how to relax and to choose a healthier and happier future. The skills gained can be equally applied to stress at home or at work, from dealing with tasks or to managing people and situations.

By the end of the course participants can expect to:

- understand the biological basis of stress and it's symptoms
- see the reasons why stress is personal and identify your particular stressors
- become aware of how you deal with stressful situations
- have choices to deal with stress in a healthier or more helpful way
- learn techniques that can help to deal with the symptoms of stress
- have tools to manage themselves and their environment more effectively

"I went on the Managing Pressure Positively workshop on Friday and I just wanted to let you know that it was the best course I have ever been on. The person running it was fantastic, really good and I learnt so much from it."

Aim to be Assertive

Assertiveness is about effective communication. This course will allow participants to understand assertive behaviour, to improve their communication skills and have greater self confidence when dealing with potentially difficult situations.

Through group discussion, guided exercises and self reflection we will explore ways to communicate in a range of potentially difficult situations at home or at work and participants will develop skills including how to give constructive feedback, to say no, to give or receive criticism or praise.

At the end of this course participants will

- understand differences between assertive, passive and aggressive behaviours
- increase their ability to communicate effectively
- have strategies to deal with difficult situations
- have greater confidence in their own abilities

Improve Your Confidence Skills

Many people lack confidence. Some seem to their friends and colleagues to be confident, talented and able – yet internally they do not believe in themselves.

We will explore what it means to be confident, to find the evidence for self belief and ability.

Through group discussion, guided exercises and self reflection we will increase our confidence and learn how to behave more confidently in a variety of social or work-related settings.

By the end of the course you can expect to:

- identify your own abilities
- understand the way that feelings of confidence are built up and maintained
- know what confidence means for you personally
- be able to communicate more effectively in a variety of situations
- select from a range of confidence-boosting exercises to support your new behaviours

Introduction to Molecular Biology Techniques

Molecular biology techniques impinge on our lives.

Gene cloning, DNA sequencing, DNA fingerprinting, embryo cloning, GM foods...

The aim of this course is to allow non-specialists with a biological background to update or to become familiar with the techniques that make these processes possible.

At the end of this course participants will

- be familiar with the basic vocabulary of molecular biology
- understand the fundamental techniques for manipulating DNA sequences
- be clear about what different techniques can be used to identify in DNA
- be familiar with a range of more advanced DNA techniques

Depending on their requirements, participants can be introduced to a selection of techniques such as DNA cloning, recombinant gene expression, PCR, DNA sequencing, DNA fingerprinting, *in vitro* fertilisation and embryo cloning, GM (genetically modified) plant or animal production, *in situ* hybridisation, real time PCR, DNA chip technology.

The methodology will be presented in a way that begins to allow participants to explore the ethical issues that may be associated with the application of these techniques although this workshop is not intended to provide a detailed discussion of the ethical framework and social implications raised.

DNA Repair – mechanisms of survival, evolution and disease

DNA encodes the rules for life and yet it is a fragile molecule. To survive we need DNA repair processes that are accurate enough to permit the code to be passed from one generation to another and yet allow enough "mistakes" for organisms to evolve and change.

The aim of this course is to allow non-specialists with a biological background to update or to become familiar with the basic DNA repair processes common to all cells.

At the end of this session participants will

- understand why DNA repair processes are necessary
- know the major DNA repair pathways
- understand the relationship between defects in DNA repair and disease

Depending on their requirements, participants can be introduced to a selection of scientific papers describing DNA repair defects and be guided through the scientific review and evaluation process to gain a clearer understanding of the importance of these fundamental process to life, evolution and disease.

In Situ Hybridisation – techniques and applications

In situ hybridisation (ISH) is the key technique for linking the exact site of tissue damage or pathology with the expression of gene sequences which may be causally linked with that damage.

This highly technical subject is both demanding to perform and requires objective and controlled interpretation of the results.

This lecture introduces participants to the fundamental concepts behind *in situ* hybridisation, selecting suitable probes and the techniques used for probe synthesis. A range of techniques to doing practical ISH will be presented and discussed along with the more empirical methods to optimising procedures within a laboratory environment.

At the end of this session participants will

- Understand the basic principles of nucleic acid hybridisation
- Be clear about the key steps in the technical process of ISH
- Know the essential role of using appropriate controls
- Be familiar with a number of different applications of the ISH technique