

The Research Futures Staff workshop programme has been designed to align with the Researcher Development Framework (RDF). The RDF can be used to plan your training throughout your career; with your PI and/or line manager, you can use it to discuss the areas you want to improve on, as well as identifying at which you excel. There are four domains within the RDF: each domain contains 3 sub-domains, which in turn are comprised of 63 characteristics. These characteristics are valuable skills and knowledge that will support researcher careers going forward. *The full RDF can be seen on the last page of this document.*

Each Research Futures workshop is mapped to a domain of the RDF, and is suited to a particular stage of a doctoral journey. In this guide, the Domain that the workshop fits within is noted by an icon, you can identify them using this key:

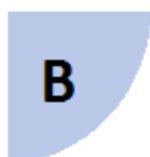


Knowledge and Intellectual Abilities

Knowledge base e.g. research methods, information literacy

Cognitive abilities e.g. critical thinking, evaluating, analysing

Creativity e.g. innovation, argument construction



Personal Effectiveness

Personal qualities e.g. integrity, self-reflection, responsibility

Self-management e.g. preparation, time management

Professional and career development e.g. networking, reputation



Research Governance and Organisation

Professional conduct e.g. ethics, health and safety, intellectual property

Research management e.g. project planning, risk management

Finance, funding and resources e.g. funding generation, infrastructure



Engagement, influence and impact

Working with others e.g. collaboration, equality and diversity

Communication and dissemination e.g. publication, communication media

Engagement and impact e.g. teaching, enterprise, policy

Use the table of contents to click through to a workshop for more details. Workshops may be added throughout the year, please check our booking system (PDMS) for the most up-to-date details.

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Our external facilitators

- **Anthony Haynes, Frontinus**

Anthony Haynes is a founding director of Frontinus, a communications firm specialising in supporting those in engineering, particularly with bids, presentations, papers, reports, and publications.

- **Iain Davidson, Seeing Stone Education**

Iain Davidson has 15 years' experience in delivering training for higher education, research development, public health, social and corporate sectors in UK and Europe. His training focuses on team building and leadership skills, presentation and communication skills, mentoring and coaching skills; also writing and presentation design skills, creativity and innovation.

- **Dr Jen Allanson, TupleSpace**

Jen has over 15 years' experience as a training and workshop facilitator across the UK, Europe and Japan. In 2005 she co-created the THE Award-winning online 'An Academic Career' toolkit.

- **Michael Hargreaves, Voice in Action**

Michael is a RADA-trained theatre director and has worked in London's West End theatres as well as providing consultancy using his training, directing and media expertise. Voice in Action improves vocal skills and enhances confidence in public speaking.

- **Dr Mimo Caenapeel, Research Communication Scotland**

Mimo's interests lie in both theoretical and practical aspects of language and communication, with many years' experience as an academic editor.

- **Dr Steve Hutchinson, Hutchinson Training & Development**

Founder and Director, Steve Hutchinson provides facilitation, coaching, workshops and consulting which all focus on the needs of the individual and thereby help organisations to grow, change and improve.

- **Dr Jo Young, Scientific Editing Company**

Jo Young founded the Scientific Editing Company in 2010 and has since been delivering professional skills training workshops around the UK and Europe to the research community on scientific communication, social media, scientific editing and data visualisation.

- **Dr Kevin Parker, KKi Associates Ltd**

Kevin has worked with technology-based start-ups and SMEs since 1994, specialising in spin-outs from Scottish Universities. He provides extensive business training for companies, start-ups, universities and research institutes, and is a visiting lecturer at the University of Edinburgh.

- **Dr Fraser Robertson, Fistril**

Dr Fraser Robertson has been involved in large-scale projects for over 15 years all over the world and now trains and mentors others in project management across the UK and Europe.

- **Dr Rosemary Doyle, Fistril**

Dr Rosemary Doyle has worked with organisations since 1993 devising and delivering training, research and consultancy. She specialises in Team Working, Communication, DiSC behavioural profiling, Personal Development, Positive Psychology, and Managing and Motivating staff.

- **Hugh Kearns, ThinkWell Ltd**

Hugh Kearns is a leading practitioner and researcher in cognitive behavioural coaching, with a fifteen year history of publishing books on the subject as well as offering training across the world in performing to high standards.

- **Dr Mhairi Towler, Vivomotion**

Dr Mhairi Towler integrates a background in science with animation skills in order to use visual and 3D methodologies to communicate science to a wide audience. Mhairi has a degree in Biochemistry and a PhD in molecular and cell biology from the University of Dundee. Her involvement in Sci-Art projects while working as a postdoc led to her gaining a Masters in Animation and Visualisation, and has exhibited her work across Europe.

Our internal facilitators

- **Dr Rob Daley, ALD**

Rob is an experienced academic developer with more than 10years' experience. He is currently leading elements of the University's researcher development agenda, learning and teaching development as well as contributing to the quality assurance activities across the University. Rob chairs the UKCGE working group on the Postgraduate Student Experience and is a UK peer-reviewer for the "HR Excellence in Research" award.

- **Academic Support and Subject Librarians, Information Services**

Each School has its own dedicated Academic Support and Liaison Librarian who can help with all aspects of information gathering - providing advice on locating, searching and accessing resources for your subject, with evaluating the information you find and with helping ensure you cite and reference your sources correctly. They also provide training on the systems at Heriot-Watt including EndNote and Microsoft Office.

- **Emma Guion Akdağ/Jane Bell, SoSS**

Emma Guion Akdag has many years experience teaching English as a foreign language and worked across the world as a trainer with the British Council. She is currently teaching English for Academic Purposes as part of the pre-sessional and in-sessional courses at Heriot-Watt. Jane Bell has been a lecturer in cultural studies at Heriot-Watt for 20 years, and teaches on English for Academic Purposes as part of the Languages and Intercultural Studies department.

- **Ann Jones, Heritage and Information Governance**

Ann Jones leads the Heritage and Information Governance team within Governance and Legal Services professional service directorate. She holds a Masters degree in Archive Administration and has professional qualifications in Data Protection, Freedom of Information and Information Security. She has served on the committees of a number of professional bodies and groups and has written a variety of papers and articles on information governance and the University's heritage and collections.

- **Prof Gavin Gibson, MACS**

A Professor of Statistics in the Department of Actuarial Mathematics and Statistics, Prof Gavin Gibson has been in academia for over 30years, at Heriot-Watt since 2000. His research is currently focussed on applied statistics, collaborating with academia and industry on projects around Bayesian approaches to problem solving. He has dozens of published papers and book chapters, as well as numerous conference presentations across the world.

Getting Started (new research students)

Available in Semester 1 only

1: Induction B

The Postgraduate Researcher Induction welcomes you to Heriot-Watt University. It includes contributions from senior academic staff, experienced research students, Postgraduate Representatives, and departments providing training and support for early career researchers, including the Centre for Academic Leadership & Development.

You'll not only have the opportunity to meet other new postgraduate researchers from across all of our academic Schools, but also visit information stands from a range of departments and organisations, such as the Library, Careers Advisory Service, Student Union and Vitae. Come and meet new friends and colleagues, and find out about the programmes you could undertake to help you succeed as a postgraduate research student.

 3hrs Facilitator: Dr Vicky Ingram, ALD, Heriot-Watt University

2: Essential Skills for Researchers A

This provides an overview of the journey that awaits new research students, providing a good basis for any new research student and preparing you for the journey ahead. The various milestones on the road to a successful PhD will be discussed and the support provision at Heriot-Watt will be identified. This session includes a number of exercises to help you engage with the PhD process and improve your skills at both working independently and as part of a team.

 3hrs Facilitator: Dr Vicky Ingram, ALD, Heriot-Watt University

3: Citing and Referencing C

An introduction or a refresher to those who may be unsure of the 'what, why, when and how' of citing and referencing, focussing on good academic practice and avoiding plagiarism. The workshop includes a variety of exercises and will provide hints, tips and good practice to make citing and referencing easier.

 1.5hrs Facilitator: Sarah Kelly, Information Services, Heriot-Watt University

4: Literature Searching A

This is an introduction to the library support available for Heriot-Watt researchers. These courses are run separately for each discipline, so the information you receive is applicable to you; you will also meet your subject librarian.

 1.25hrs Facilitator: Academic Subject and Liaison Librarians, Heriot-Watt University

5: Critical Thinking A

This interactive workshop helps new research students to learn what critical thinking is, understand the contribution of critical thinking to success in research, and learn how to develop critical thinking and apply it to your own work.

 3hrs Facilitator: Anthony Haynes, Frontinus

6: Strategic Reading of the Research Literature

A

This workshop provides a framework for efficiently locating, surveying, categorizing and evaluating sources. It explores the instruction to 'read around your subject', so that you can assess the current state of knowledge and find gaps to fill. To do this efficiently, you need to learn how to read selectively to get a general overview of your topic and begin to see connections between your sources. Categorizing your sources helps you decide which sources relate to one another and should be read together. Note-taking and keeping a record of your sources will also be discussed.



3hrs

Facilitator: Emma Guion Akdağ or Jane Bell, SoSS, Heriot-Watt University

7: Managing Your Research Data

A

This workshop provides participants with the facts and fables around research data management in the UK, the why's and the how's. You will gain an understanding of the basic principles of research data management, and what practical steps are needed to protect unique and confidential information. We also explore the University and funders' expectations about research data management, legal and ethical issues relating to research data and the public interest in research and rights to access research data. Group case studies will explore how to balance "the public right to know" with the need to protect confidential data.



3hrs

Facilitators: Ann Jones, Heritage and Information Governance, Heriot-Watt and Iain Davidson, SeeingStone Education

8: Working with Your Supervisor

B

The relationship between a research student and their supervisor is vitally important for all research students. This session looks at what you and your supervisor should contribute to this relationship, how do deal with common problems that can arise and will suggest ways to manage this relationship effectively.



3hrs

Facilitator: Dr Jen Allanson, TupleSpace

Communicating Research (2nd year and above)

Available in Semester 1 only

1: Preparation and design for great presentations

D

An exciting and interactive first stage course in presentation techniques for early career researchers. The course is valuable to all researchers, but especially those planning academic presentations and conference presentations. This half-day workshop focuses on:

- Designing audience-specific communication
- Creating clarity, structure and persuasion.
- How to build on experience and confidence.
- How to work creatively, with vision and authenticity.
- Exploring visual (slide) design and communication.



3hrs

Facilitator: Iain Davidson, SeeingStone Education

2: Voice in Action

D

If you have ever thought that you are not using your voice to its full potential or been concerned that it is not as strong or expressive as you would like, Voice in Action offers a practical introduction to effectively improving and enhancing your voice skill. The main points covered on the course are:

- An individual assessment of your attributes and voice and speech skills.
- The voice as an instrument.
- How to warm up your voice.
- Controlling and increasing your breath to achieve its full potential.
- Achieve your centre note and improve your sustainability.
- Application – putting into practice elements learnt on the course.

The workshop is split in two, with the morning session for those with English as a second language, and the afternoon for those with English as a first or bilingual language.



3hrs

Facilitator: Michael Hargreaves, Voice in Action

3: Advanced presentation masterclass

D

This is the third workshop in the presentation series, distilling the previous learning into one practical, interactive workshop. You will have the opportunity to present a short micro presentation (in small supportive groups) with 3 slides about your research. You'll receive constructive and motivational feedback on your presentation from our expert and your peers.



3hrs

Facilitator: Iain Davidson, SeeingStone Education

4: Conference Talks

D

This is the fourth workshop in the communicating research series. Following on from learning about presentation style and content, and building confidence in presenting, this session provides an introduction to giving talks at conferences with a particular focus on how to deal with the question and discussion session.



3hrs

Facilitator: Prof Gavin Gibson, MACS, Heriot-Watt University

5: Data visualisation

D

Data Visualisation is a huge field and many researchers don't know where to begin to find new ways to present their results. This workshop is the last in the set designed to improve communication skills for research students. By the end of this workshop students will be able to access several on-line tools available for data visualisation and design novel infographics suitable for their research topics.



3hrs

Facilitator: Dr Mhairi Towler, VivoMotion

Publishing Research (for 3rd year and above students, and staff)

Available in semester 2

1: A Strategy for Publishing D

This first session will help participants to gain an understanding of the various stages in developing a research paper for publication. This workshop will cover such issues as:

- Why publish?
- Selecting journals.
- Editorial decisions: criteria and their implications.
- Contracts and legal aspects.
- Do's and don'ts.
- Resources for taking it further.



3hrs

Facilitator: Anthony Haynes, Frontinus

2: Preparing a Document for Publication, Proofreading and Referencing D

This second session will help participants gain an understanding of the various stages involved in developing a research paper for publication. The emphasis of the workshop is that simply doing good research is not enough: your research needs to be strong, but it also needs to be tailored and presented appropriately for publication. In particular, it will cover:

- How to tailor your work for a target journal by analysing the journal's policies and back copies?
- The role of style guidelines and referencing styles.
- How to make the most of the peer review process.
- How to structure and present a paper.



3hrs

Facilitator: Anthony Haynes, Frontinus

3: Citation and Impact D

This third session will focus on how to maximise the visibility of your research and its impact. The session will focus on:

- The role of peer-reviewed literature.
- The role of grey literature.
- Metrics including citation indices and the impact factor.
- Developing a publication strategy.



3hrs

Facilitator: Anthony Haynes, Frontinus

Viva Preparation (3rd year and above)

Available Semester 1 and 2

1: Preparing for the day B

The viva at the end of the doctoral process is something that can worry candidates unduly. Many of these worries can be dealt with simply by considering what the viva is for, who the examiners might be, what they might want and thinking about how to answer their questions effectively.

We will answer all of your questions, so please come along having thought about what you want to discover. During the session, we will make sure that you understand the purpose, probable structure and

possible outcomes of the viva, and have considered some key preparatory tasks that need to be done before the viva. The following will also be covered:

- The role of your supervisor.
- What to expect.
- Typical questions and topics.
- Possible outcomes.
- Common concerns.
- How to prepare.



3hrs

Facilitator: Dr Steve Hutchinson, Hutchinson Training & Development

2: Performing on the Day

B

This session focuses on the viva itself and provides practical advice on how to maximise your performance on the day. The workshop is split in two, with the morning session for those with English as a second language, and the afternoon for those with English as a first or bilingual language.

The session will:

- Improve your confidence.
- Improve your presentational skills specifically for the viva.
- Help you to positively handle the pressure and emotions.
- Concentrate on justifying, explaining and defending your thesis.
- Give you case studies of previous successful vivas.



3hrs

Facilitator: Michael Hargreaves, Voice in Action

Career Management (all research students)

Available Semester 2

Careers beyond Academia

B

Not everyone chooses to climb the academic ladder and throughout your PhD you will have developed a number of key skills that can be utilised in a variety of other positions. This workshop aims to highlight a number of careers outside academia and to explore what particular options might be compatible to you. It includes overviews of different job types, case studies of researchers who have moved into different careers and provide resources to help you explore your options. You will also undertake exercises to help you reflect on your own skills and experience, to enable you to communicate these effectively in written applications and interview.



3hrs

Facilitator: Dr Jo Young, Scientific Editing Company

Research Writing (for all research students)

Available in Semester 2

This set of three workshops is for research students who are in the initial stages of writing up their research. This may be for a first year report or for some other purpose. Students are recommended to take part in all three courses.

1: The Writing Process A

For many researchers, starting to draft your thesis is one of the most challenging aspects of writing a PhD. How do you know whether you are ready to write? How do you overcome that sense of paralysis or overwhelm that often accompanies the early stages of the writing process? This workshop provides tools and tips for when and how to get started; for generating, focusing, targeting and structuring material; and for developing a first draft. All of these will be put into practice through the development of a short text.



3hrs

Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

2: Writing a Literature Review D

The literature review is a key component of a PhD, because it motivates and contextualises key research issues. Developing a review is a complex task, which involves selecting, organising and evaluating source material; reading actively while taking effective notes; and shaping relevant information into a coherent piece of writing. This workshop offers practical ways of making this process manageable and beginning to develop a review.



3hrs

Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

3: Is my Writing "Academic" Enough A

Does academic writing have to be dull or obscure, or can it be engaging and clear? This workshop explores the standards and expectations associated with academic writing. We will look at relevant linguistic and stylistic choices (active or passive? first or third person? plain English or jargon?) and consider academic conventions in terms of organisation and writing style.



3hrs

Facilitator: Dr Mimo Caenepeel, Research Communication Scotland

Other workshops

Writing your thesis – 2nd year and above A

How do you initiate the writing process when faced with only a blank page? The PhD thesis may be the longest writing project you ever undertake and a successful thesis includes planning, setting deadlines and receiving feedback. A thesis must be written in a clear and concise manner and all students should be aware of what is expected of them. This workshop will focus on how to start writing, how to keep going and how to finish. We will cover language and the academic writing style, planning, figures and data presentation, avoiding pitfalls, submitting the thesis and preparing for the viva and beyond.



3hrs

Facilitator: Jo Young, Scientific Editing Company

Introduction to Project Management – 2nd year and above

C

An introduction to the process of managing projects and the tools to assist in planning and tracking progress; this course is intended to be immediately applicable to planning and managing academic and research projects as well as commercial projects. It covers the theory and principles of project management within the context of the Project Management Institute.

During this 1-day course, participants will:

- Learn the basics of the project planning process and receive a set of checklists and guidelines that you can use immediately on any project.
- Appreciate the fundamental principles of a well-led and well directed project, such as identifying and scheduling tasks, activities, milestones and understanding and managing stakeholders.
- Be aware of the critical factors that will influence whether a project will be successful or not, including identifying and managing risk.
- Use practical, group-based exercises to reinforce and enhance the skills learned.
- Create work breakdown structures, network diagrams, critical path analysis, Gantt charts and other techniques that ensure robust project control.



7hrs

Facilitator: Dr Fraser Robertson, Fistral

How to Be an Effective Researcher – 1st and 2nd years

B

This programme gives you the opportunity to develop and enhance the core skills required to successfully complete a doctorate. The course will also provide you with transferrable skills that will develop you as a researcher, but will also enable you to succeed outside academia. Participants will work on different aspects of the doctorate experience including:

- PhD project planning and time management,
- working effectively with their supervisors and other researchers,
- collaboration,
- culture within research groups, institutions and countries,
- self-awareness and preferences for learning and working.



7hrs

Facilitator: Dr Jen Allanson, TupleSpace

Critical thinking in academia – all research students

A

This workshop focuses on the implementation of critical thinking in your own research, using practical resources to help you. It follows the workshop within the Getting Started series, but prior attendance on that workshop is not a requirement.



3hrs

Facilitator: Anthony Haynes, Frontinus

Keeping on top of your PhD: personal time management strategies – 1st and 2nd years

B

This 1-day course will explore how participants can better manage their own time and understand how others manage theirs, in order to become more effective and less stressed on a day-to-day basis. Through group exercises, personal reflection and application to real-life problems, individuals will develop a range of self-management approaches and learn practical time management techniques in order to use time effectively.



7hrs

Facilitator: Dr Rosemary Doyle, Fistral Training Ltd

The seven secrets of highly successful research students – all research students

B

ThinkWell's Hugh Kearns is back by popular demand for a half-day workshop.

This workshop describes the key habits that ThinkWell's research, and experience with thousands of students, shows will make a difference to how quickly and easily you complete your degree. Just as importantly, these habits can greatly reduce the stress and increase the pleasure involved in completing a degree. The workshop will help you to understand how to increase your effectiveness and outcomes in the following key areas:

- how you deal with your supervisor,
- how you structure your study time,
- your attitude (or lack thereof!) in relation to your research,
- dealing with writer's block or having difficulty writing,
- getting the help you need when you are stuck,
- keeping going when the going gets tough,
- juggling multiple commitments and never having enough time.



3hrs

Facilitator: Hugh Kearns, ThinkWell Ltd

B

The Balanced Researcher – all research students

This workshop will describe the most useful strategies that thousands of researchers have found helpful in balancing the many demands on their time including:

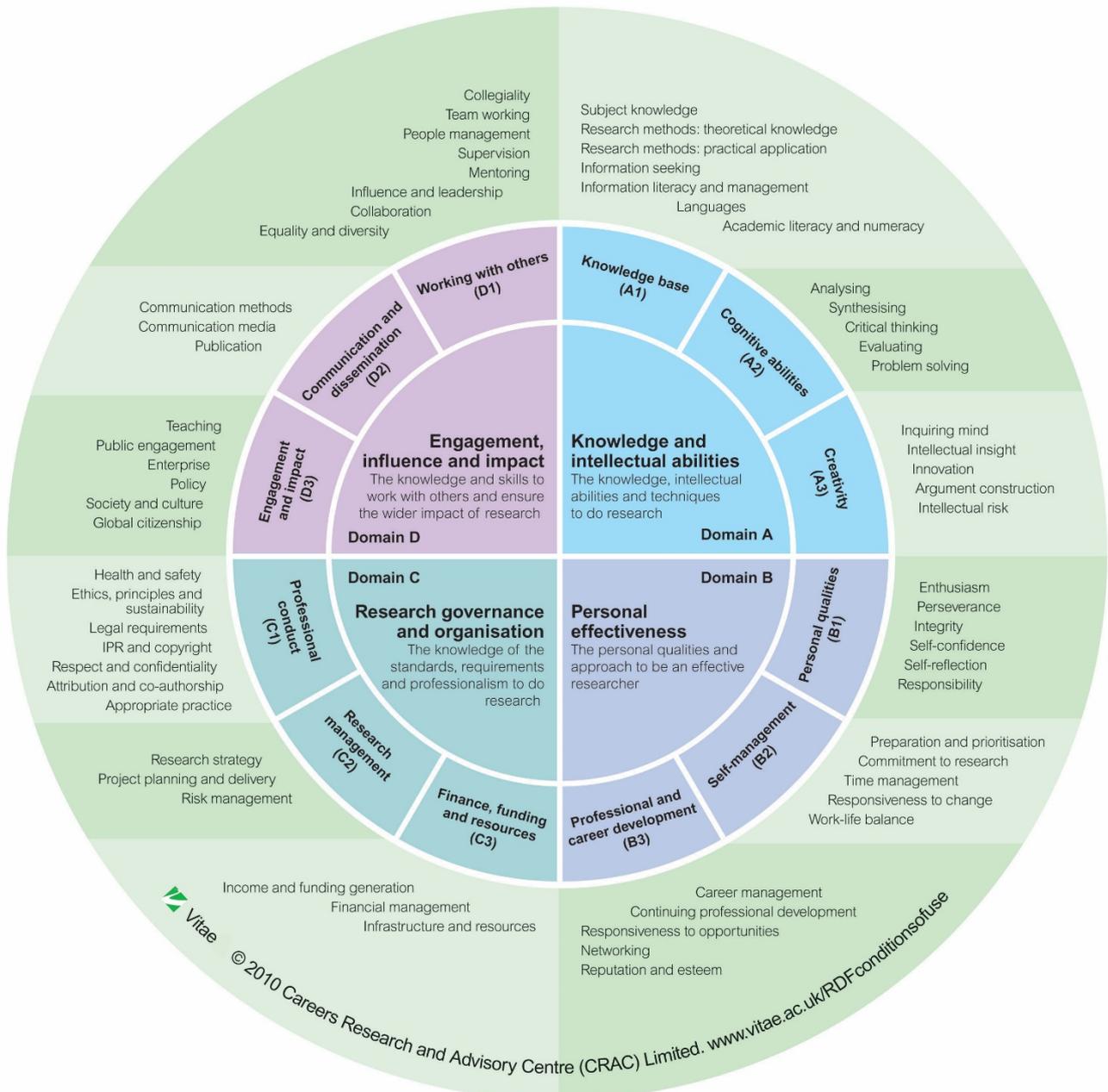
- how to be effective with your time,
- specific strategies for coping with email overload,
- picking the right things to work on,
- dealing with distractions and interruptions,
- how to say NO gracefully,
- setting boundaries,
- looking after me.



3hrs

Facilitator: Hugh Kearns, ThinkWell Ltd

The Researcher Development Framework



Use your Heriot-Watt University email address to access RDF materials as well as high quality resources and online advice, whether you're starting a doctorate, supervising a doctoral student, managing your research career, or mentoring your research staff.

