# Researcher Development Programme

# Easter – July 2022

# Academic Year 2021-2022



**Welcome to the Researcher Development Programme for Easter – July 2022**

All sessions are online, unless stated otherwise.

You will find all the details you need below, including: Session title, date, time, facilitator and booking link. Please register with your Edinburgh Napier University email address.

Booking & Cancellation policy is [here](https://livenapierac-my.sharepoint.com/:b:/g/personal/s_morris_napier_ac_uk/ESBuxOGfapVHu0haRSvK4uQBcQ5zLKxC32y1hbmcmgsgIQ?e=Du0CaO). For online sessions, please see the Recording policy [here](https://livenapierac-my.sharepoint.com/:w:/r/personal/s_morris_napier_ac_uk/Documents/Handover%20files/Programme%20Policies/Recording%20policy/RD%20Recording%20Policy.docx?d=wa9cea75c2a0a463fbf783fab4f37b995&csf=1&web=1&e=uCpkvE).

Keep an eye on your emails as we will be sending out a monthly update, as more sessions get added to the programme.

Registration closes for all sessions 24 hours in advance of the start time (unless otherwise stated)

# At a glance:

## Icon Description automatically generated= Wellbeing focus

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| --- | --- | --- | --- |
| Workshop title | Week | Day and Date | Time |
| [Exam Panel Chair Training](#EPC) | 13 | Mon, 25 April | 10:00-12:00 |
| [Examining research degrees](#RD) | 13 | Wed 27 April | 10:00-12:00 |
| [Introduction to SPSS](#SPSS) | 14 | Tue, 3 May & Wed, 4 May | 09:30-12:30 |
| Icon  Description automatically generated[Understand Your Time Management Style and Work Smarter](#Time) | 14 | Thu 5 May | 09:30-11:30 |
| [Introduction to Teaching](#Teach) | 15 | Wed, 11May | 13:00-16:30 |
| [Influencing without authority](#Influencing) | 15 | Thu, 12 May | 09:30-11:30 |
| [NVivo for Windows](#NvivoW) | 15a | Tue, 17 May | 13:30-16:30 |
| [NVivo for Mac](#NvivoMac) | 15a | Wed, 18 May | 13:30-16:30 |
| Icon  Description automatically generated[RPG Community Advice and Knowledge Exchange (CAKE) Network:](#CAKE2)  *[I want to publish – how do I start?](#CAKE2)* | 15b | Fri, 27 May | 12.30-13.30 |
| [Research Data Management Planning](#RDM) | 1 | Wed, 1 June | 10:00-11.30 |
| [The Viva Experience](#Viva) | 2 | Mon, 6 June | 09:00-11:00 |
| [Supervising research degrees](#SRD) | 2 | Wed 8 June- Fri 10 June | 10:00-13:00 |
| Icon  Description automatically generated[Regaining your Mojo](#mojo) Module Begins | 2-5 | Fri, 10 June -Fri, 1 July | 12:00-13:15 |
| Icon  Description automatically generated[Stress Control](#stress) – IN PERSON SESSION | 3 | Tue, 14 June | 13:30-15:30 |
| Icon  Description automatically generated[Collaborating effectively with others](#Collab) | 3 | Thu, 16 June | 09:30-11:30 |
| [Get on Board: How to become a board member](#gob) | 4 | Tue, 21 June | 11:00-12:00 |
| [Data Visualisation and Information Design](#DATAVIZ) | 4 | Mon, 27 June | 09:30-12:30 |
| [Supervisor Briefing](#Briefing) | 5 | Thu, 30 June | 13:00-15:00 |
| [Research Data Management Planning](#RDM2) | 9 | Tue, 26 July 2022 | 15.00-16.30 |

\*\*\* After booking your place, if you are no longer able/no longer wish to attend a session, please cancel your place **48 hours** prior to the event. This allows others to book. \*\*\*

| **Session Title** | **Date and Time** | **Who’s it for?** | **Facilitator** | **Brief Description** |
| --- | --- | --- | --- | --- |
| Exam Panel Chair Training | Monday 25 April 2022  10:00-12:00 | Examiners/panel chairs/supervisors | [Professor Chris Atton](https://www.napier.ac.uk/people/chris-atton) | The session will discuss the role and responsibilities of the non-examining panel chair, with a particular focus on the PhD and DBA viva voce examinations. It will emphasise the importance of the chair in ensuring a fair and robust examination, assisting the examiners to reach consensus and recording discussions and decisions. Attendance at this session fulfils the requirement for appropriate training for the role of non-examining panel chair, as stated in section 7.6 of the Research Degrees Framework.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Professional Conduct’ (C1).    [Click here to book a place.](https://www.eventbrite.co.uk/e/287704149857) |
| Examining Research Degrees | Wednesday 27 April 2022  10:00-12.00 | Examiners/panel chairs/supervisors | [Professor Chris Atton](https://www.napier.ac.uk/people/chris-atton) | Learn about the various roles of examiners during a research degree viva and hear about viva procedures here at ENU.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Professional Conduct’ (C1).    [Click here to book a place](https://www.eventbrite.co.uk/e/287741892747). |
| Introduction to SPSS | Tuesday 3rd May **AND** Wednesday, 4th May 2022  09:30-12:30 | Research Staff and Students | [Elizabeth Wiredu](https://www.elizabethtraining.co.uk/) | All researchers are invited to join this hands-on software training in the use of SPSS. The session is practical training in using SPSS, including specific advice on ongoing projects. This will be undertaken by our usual facilitator, Elizabeth Wiredu.   Researchers joining the session will also be provided with training materials, and a recorded copy of the training when it has concluded.  The link to join the session and the supporting documentation will then be sent to you in advance of the training. Please bear in mind that you must be able to access SPSS on your device for the session, and you should make sure this is possible beforehand (this can be found on apps anywhere on the Virtual Desktop).  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Knowledge Base’ (A1).  **\*\*\*Please note this session is spread across two days- CHECK your order confirmation for 2 distinct online webinar links for each day\*\*\***  [Click here to book.](https://www.eventbrite.co.uk/e/276812302047) |
| Icon  Description automatically generatedUnderstand Your Time Management Style and Work Smarter | Thursday 5 May 2022  09:30-11:30 | Research Staff and Research Degree Students | [Fistral Training](https://www.fistraltraining.com/fistral-webinars/) | Research work brings particular time management challenges. Whether you are a research degree student, a Post Doc or an Early Career Researcher, staying on top of your research demands excellent self management skills.  But do you feel like you come up against the same problems again and again, however hard you try to get organised? Do you struggle to get started on work? Are you always finishing things at the last minute?  Or do you find it hard to cope when unexpected changes and additional demands derail your well-laid plans? Do you feel like there’s never enough time to do everything, however hard you work?  Regardless of the many time management tips and methods you try, you will struggle to manage your time effectively over time, if you don’t understand the individual factors that undermine your time management attempts. Using a well-established personality profile, this webinar will allow you to make sense of your own time management style and create a foundation upon which to build the time management habits that will ensure you get the most out of your time and make sustained progress in your research.  By the end of this 2hr webinar participants will have:  • Identified their Time Management Style  • Understood the strengths and limitations of their Time Management Style for their research work, individually and when collaborating  • Devised key time management solutions that align with their time management style, in order to work more effectively on their research in the short and long term.  This session maps to the RDF’s sub domain of ‘Self management (B2).  [Click here to book your place.](https://www.eventbrite.co.uk/e/288465597367) |
| Introduction to teaching | Wednesday 11th May 2022  13:00-16:30 | Research Degree Students | [Dr Jenny Zike](https://staff.napier.ac.uk/services/dlte/meettheteam/Pages/JZike.aspx) & [Professor Mark Huxham](https://www.napier.ac.uk/people/mark-huxham) | Are you a PGR student new to teaching at the University?  Then come along to this session with DLTE’s Dr Jenny Zike and Professor Mark Huxham.  You will learn about:   * The basics of learning and teaching * Where to go for support * Teaching qualifications via DLTE * Pathway to progression   This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Engagement and Impact’ (D3).  [Click here to book your place.](https://www.eventbrite.co.uk/e/275474921907) |
| Influencing without authority | Thursday  12 May 2022  09:30-11:30 | Research Staff and Research Degree Students | [Fistral Training](https://www.fistraltraining.com/fistral-webinars/) | In the workplace we are often required to influence others without any formal authority. Even in situations in which we have the formal status of authority, that often isn’t enough to ensure that others comply with our requirements.  As research degree students and researchers this is particularly the case, as you often lack formal authority in the university hierarchy and must rely on other ways of influencing the behaviour of others, whether peers in research teams, external contacts such as gatekeepers to research data, or research supervisors.  This course provides a range of tools and techniques to help participants be more effective when trying to exert influence in professional situations. It will help participants understand how to enhance and leverage personal rather than formal power where possible, in order to be more influential in a given situation and more generally in their career. It will help participants make smart choices about where to put their energies when trying to exert influence in a given situation, in order to have the most impact. It will also provide a toolbox of influencing approaches that will help participants become more versatile and confident in their influencing skills.  By the end of this 2hr webinar participants will have:  • Understood the different types of personal power and considered how to enhance and mobilise their own power in a current work situation  • Learned a technique to identify where they will have greatest influence in a work situation and identified actions they will take to achieve this  • Been introduced to an ‘influencing strategies’ framework offering a range of options for influencing in different situations and practised applying it to a current work situation  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Working with Others (D1).  [Click here to book your place.](https://www.eventbrite.co.uk/e/288469509067) |
| Introduction to NVivo 12 (for Windows) | Tuesday  17th May 2022  13:30-16:30 | Research Staff and Students | [Elizabeth Wiredu](https://www.elizabethtraining.co.uk/) | All researchers are invited to join this **online** hands-on software training in the use of NVivo 12 (specific for those with Windows based computers). The session is practical training in using NVIVO 12, including specific advice on ongoing projects. This will be undertaken by our usual facilitator, Elizabeth Wiredu.   Researchers joining the session will also be provided with training materials, and a recorded copy of the training when it has concluded.  The link to join the session and the supporting documentation will then be sent to you in advance of the training. Please bear in mind that you must be able to access NVIVO 12 on your device for the session, and you should make sure this is possible beforehand (this can be found on apps anywhere on the Virtual Desktop).  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Knowledge Base’ (A1).  [Click here to book your place.](https://www.eventbrite.co.uk/e/288487462767) |
| Introduction to NVivo 12 (for MAC) | Wednesday 18 May 2022  13:30-16:30 | Research Staff and Students | [Elizabeth Wiredu](https://www.elizabethtraining.co.uk/) | All researchers are invited to join this **online** hands-on software training in the use of NVivo 12 (specific for those with MAC based computers). The session is practical training in using NVIVO 12, including specific advice on ongoing projects. This will be undertaken by our usual facilitator, Elizabeth Wiredu.   Researchers joining the session will also be provided with training materials, and a recorded copy of the training when it has concluded.  The link to join the session and the supporting documentation will then be sent to you in advance of the training. Please bear in mind that you must be able to access NVIVO 12 on your device for the session, and you should make sure this is possible beforehand (this can be found on apps anywhere on the Virtual Desktop).  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Knowledge Base’ (A1).  [Click here to book your place](https://www.eventbrite.co.uk/e/288493470737). |
| Icon  Description automatically generatedRPG Community Advice and Knowledge Exchange (CAKE) Network (4/5) | Friday  27 May 2022  12:30-13:30 | Research Degree students (PhD, DBA, Professional Doctorate, MPhil and MRes Students) | Amy King & Vani Naik | The purpose of the Network is to facilitate discussion and foster relationship development between students across the University. The primary aim of the meetings is to offer a **student-led space** for researchers to share concerns and advice for surviving the research degree experience. A secondary aim of the network is to tackle feelings of loneliness and disconnect experienced by students with their peers and the University at large.  Co-designed by Vani Naik (RIE) and student Amy King (SACI), this Network is a space for all research students to connect, offer and seek advice, and build networks of University connections within and beyond your School or discipline.  **May session:**  **I want to publish – how do I start? (Academic Publishing)**  Academic publishing can be a confusing, intimidating, inaccessible space. In this student-led space, no question is too silly and no advice is too basic as we try to tear down barriers to academic publishing.  Microsoft Teams link to join is [here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGUwZWYwMGYtYWViMS00MmQ5LTkyZTUtNjYzOGVjZDE0YzJh%40thread.v2/0?context=%7b%22Tid%22%3a%2299e0dc58-9c4b-4820-8617-04c386c254c6%22%2c%22Oid%22%3a%22826bf6de-5a0b-4a0f-890f-2fb9e7e94745%22%7d). |
| Research Data Management Planning | Tuesday  1st June 2022  10:00-11:30 | Academic and research staff | [Lindsay Ramage](https://www.napier.ac.uk/people/lindsay-ramage?tab=2&tabpg2=2) | This brief introductory session details what we mean by research data, the benefits of managing your data and funders’ requirements around research data. In addition, the University research data management (RDM) policy will be discussed. It is a requirement that all research projects should have a research data management plan  This will be followed by the how to write a data management plan and accessing & sharing open research data.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Research management’ (C2).  [Click here to book your place.](https://www.eventbrite.co.uk/e/245704487737) |
| The Viva Experience | Monday  6 June 2022  09:00-11:00  (Please note revised time, instead of initially advertised 10am-12pm) | Doctoral Researchers (PhD, DBA and Professional Doctorate Students) | [Professor Chris Atton](https://www.napier.ac.uk/people/chris-atton) | This session will cover every stage that occurs in a real viva situation. From the roles of examiners, the types of common questions you might encounter, through to the decision process by the examiners and what happens post viva.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Professional Conduct’ (C1).    [Click here to book a place](https://www.eventbrite.co.uk/e/288513821607). |
| Supervising research degrees | Wed 8 June 2022- Fri 10 June 2022  10:00-13:00 | Academic and research staff | Dr Gráinne Barkess and [Dr Calum Neill](https://www.napier.ac.uk/people/calum-neill) | This series of three webinars is aimed at staff who are new to research degree supervision at Edinburgh Napier and has been adapted from our usual one day face-to-face induction. Attendance is required before staff can be eligible to start research degree supervision.  \*\*\*Please note you must attend all three sessions to complete the training. If you are part-time staff, please let us know if you need provisions to suit your working pattern.\*\*\*  The induction webinars will cover:  - Edinburgh Napier structures and processes supporting research degrees  - Key milestones in our research degrees  - The role of a supervisor  - Developing the supervisory relationship with your student  - Working within a supervisory team  - Models of supervision  The webinars will have a mixture of presentations and group discussions, and will also give you opportunities to meet other supervisors and join our community of practice supporting supervisors across the university.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Professional Conduct’ (C1).  [Click here to book your place.](https://www.eventbrite.co.uk/e/290720040467) |
| Icon  Description automatically generatedRegaining your Mojo:  A programme to help you rebalance and refocus | (1/4) Fri, 10th June  (2/4) Fri, 17th June  (3/4) Fri, 24th June  (4/4) Fri, 1st July  12:00-13:15 | Everyone! | [Daniela Bultoc](https://www.linkedin.com/in/daniela-bultoc-consultant/) & [Caroline Broad](https://uk.linkedin.com/in/broadassociatesltd) | This four-session online development programme aims to support you, as researchers, to refocus, rebalance and reenergise, after you’ve lost a bit of confidence and perspective in who you are and what you do during times of uncertainty.  This interactive course is made up of short activities and small group discussions and offers a place for you to focus on yourself. We use two tools to support you in this process. IKIGAI, which highlights your reason for being and direction or purpose in life, and Resilient Leaders Elements which helps you identify your strengths.  What you will gain from Regaining your Mojo  • A clearer perspective on your career motivations and purpose  • Support in refocusing, rebalancing and reenergising to a place of equilibrium  • A better understanding on your sources of personal energy and how to optimise them  • An appreciation of what and who supports you  • An awareness of what helps you feel more ‘present’  You will be supported by two facilitators who have worked within academia for over 30 years between them and who have a clear commitment to supporting clarity of purpose, making progress and fostering wellbeing.  This session maps to the RDF’s sub domains of ‘Personal Qualities’ (B1) and ‘Self-management’ (B2).  [Click here to book your place.](https://www.eventbrite.co.uk/e/315381714197) |
| Icon  Description automatically generatedHow to survive your research degree – Stress Control – IN PERSON | Tuesday, 14th June 2022  13:30-15:00 | Research Degree students (PhD, DBA, Professional Doctorate, MPhil and MRes Students) | Leah Macgilp & Gráinne Barkess | A PhD can be a stressful experience – come along to this session in person to hear about strategies you can use to make it a little easier. As this is a face-to-face session, you will also get the opportunity to interact with fellow researchers and share tips and strategies with one another.  This session maps to the RDF’s sub domains of ‘Personal Qualities’ (B1) and ‘Self-management’ (B2).  Location TBC.  [Click here to book your place.](https://www.eventbrite.co.uk/e/303844265377) |
| Icon  Description automatically generatedCollaborating effectively with others | Thursday  16th June 2022  09:30-11.30 | Research Staff and Students | [Fistral Training](https://www.fistraltraining.com/fistral-webinars/) | Effective collaboration skills are vital to successful research work. In academic research much collaboration is informal and multi-faceted, working with colleagues, supervisors, research leaders and stakeholders, across disciplines and institutions, to create collegial relationships and mutual benefit, despite individual differences and interests. This course will help participants communicate effectively in order to create constructive interactions between individuals.  The course draws on the widely used teamworking tool, the DISC behavioural framework in order to help participants understand and respond to individual differences, and optimise collaboration. Participants will gain insight into the different working preferences, decision-making approaches, motivations and communication styles of the different DISC styles. They will identify their own DISC style and its implication for their collaboration preferences and blind spots. By also learning how to recognise the DISC style of others, they will be equipped with the knowledge to tailor their behaviour and communication in order to collaborate more effectively.  By the end of this 2hr webinar participants will have:  • Learned the DISC Behavioural Framework, the range of working preferences associated with each  of the behavioural styles, and how to recognise their own style and the style of others  • Recognised how the different working preferences of the DISC styles will affect how individuals like to work with others and consider how to facilitate these differences when collaborating  • Understood how to communicate more effectively with colleagues by tailoring communication  according to their DISC style, thereby reducing misunderstandings and avoiding potential unnecessary conflict  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Working with Others (D1).  [Click here to book your place.](https://www.eventbrite.co.uk/e/293078033287) |
| Get on Board: How to become a board member | Tue, 21 June  11:00-12:00 | Everyone | [Miles Weaver](https://www.napier.ac.uk/people/miles-weaver) | * Do you want to boost your CV? * Do you want to enhance your employability skills? * Do you want to help a charity to set its direction and learn how it works?   Get on Board works with students to encourage them to join charities as board members.  Come along to this session:   * to find out a bit more about how charities are governed and what they do; * find out how your skills as a postgraduate researcher can be used as a board member of a charity.   This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Engagement with impact’ (D3).  [Click here to book your place.](https://www.eventbrite.co.uk/e/303941466107) |
| Data Visualisation and Information Design | Mon, 27 June  09:30-12:30  (please note date change from the initial date advertised as 20th June) | Research staff and students | [Dr Mhairi Taylor, Vivomotion](https://www.vivomotion.co.uk/) | This workshop will serve as an introduction to the vast field of data visualisation. Highlighting on-line tools, you will learn how to tell stories with your data. Examples of unique data visualisation projects will be shown for inspiration. Designing communications that appeal on an aesthetic level is important no matter what discipline you work in. This workshop will look at how data can be turned into compelling visual stories, including flat graphic design (infographics).  Topics covered include:  • The importance of good visual storytelling;  • Designing and presenting graphs and charts to maximise their impact; and  • Examples of good practice.  Please note: Although different visualisation software options will be discussed during the workshop, this is not a software-training course.  This session maps to the RDF’s sub domain of ‘Communication and dissemination' (D2).   * [Click here to book your place.](https://www.eventbrite.co.uk/e/305535052567) |
| Supervisor Briefing | Thursday  30 June 2022  13:00-15:00 | Supervisors | Gráinne Barkess & [Calum Neill](https://www.napier.ac.uk/people/calum-neill) | As it is essential that Research Degree Supervisors remain up-to-date with policy changes and changes in the wider sector, academic staff involved in research degrees will now be required to attend a short briefing every two years. If it has been two years, or close to two years, since you attended our ‘Induction to Research degree supervision’ course then please come along to this shorter session where we will:  - Give an update on recent changes to examination outcomes  - review key milestones in research degrees  - have an opportunity to discuss common challenges in research degree supervision.  This session maps to domain D1 (Working with others – Supervision) of Vitae’s Researcher Development Framework  [Click here to book your place.](https://www.eventbrite.co.uk/e/314469756507) |
| Research Data Management Planning | Tuesday  26 July 2022  15:00-16:30 | Academic and research staff | [Lindsay Ramage](https://www.napier.ac.uk/people/lindsay-ramage?tab=2&tabpg2=2) | This brief introductory session details what we mean by research data, the benefits of managing your data and funders' requirements around research data. In addition, the University research data management (RDM) policy will be discussed. It is a requirement that all research projects should have a research data management plan  This will be followed by the how to write a data management plan and accessing & sharing open research data.  This session maps to the [RDF’s](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/) sub domain of ‘Research management’ (C2).  [Click here to book your place.](https://www.eventbrite.co.uk/e/245707416497) |