Research Staff 17/18

Personal and professional development training and support

THE UNIVERSITY of EDINBURGH
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Welcome to the 2017/18 IAD brochure

The Institute for Academic Development (IAD) supports the career and professional development of The University’s population of over 2000 research staff. We use the umbrella term research staff to describe postdocs, fellows, research associates and technicians. Whether you are on your first research contract, are new to Edinburgh or have years of experience, this brochure summarises the training and support we offer. All our workshops are free of charge.

You are a large community, with diverse needs, so the programme of workshops presented here is only part of what the University can offer. We will be developing the research staff section of our website over this academic year, continuing to work closely with research staff societies and in partnership with schools, colleges and other professional services. We’ll be moving more information and training materials online and are keen to add to the workshop programme in response to your ideas and needs.

There is a strong commitment in the institution to offer more to our research staff, but our most important role is to support you to take control of your own career. This will come through the online resources but also our funding streams which you can use to steer and tailor researcher development here.

This year’s programme contains a number of new workshops we’ve developed in response to your feedback. We constantly review our workshops and other support so we need to hear your ideas.

Rather than include lots of lengthy weblinks throughout this brochure, we have used ‘Search Terms’. Please go to www.ed.ac.uk and use the relevant search term provided, to access further information.

Researcher Development Team
(Research Staff)

Dr Sara Shinton
Nicola Cuthbert
I am delighted to introduce the 2017/18 IAD brochure for research staff. Much of our success as an internationally leading research University stems from the creativity and achievements of our research staff. We also recognise that your time in Edinburgh is the starting point for a rich variety of careers and will support you as you make an effective start on many different paths. Research staff development sits at the heart of our institutional commitment and provides a university-wide programme of training and support for researchers, supervisors and principal investigators. You can make best use of this support by thinking about your current needs and future career from the start of your time with us. If you are new to Edinburgh or employment as a researcher, a great place to start is our Code of Practice for the Management and Career Development of Research Staff.

I have found the University to be a wonderful place to work, and I hope you will be very happy here.

Professor Jeremy Bradshaw
Professor of Molecular Biophysics and
Assistant Principal Researcher Development
How to use this brochure

This brochure provides an overview of the training and support available through the IAD for research staff during 2017/18. It also links to IAD support for learning and teaching roles, PhD supervisors and Principal Investigators.

To make it easier for you to find what you are looking for, we have broken down our core programme into themes: Induction, Writing, Leadership, Communication, Funding and Careers. Each workshop or activity has a short description which includes duration and an indication of how frequently it is run during the academic year. We have also mapped all our training to the Vitae Researcher Development Framework (RDF). You can find a short introduction to the RDF and an overview of the mapping on pages 8 - 12.

Please note that the programme is subject to possible change throughout the year but that full and updated information (including dates, full descriptions and booking information) can be found on our webpages here: www.ed.ac.uk/iad/researchers

Bookings and Cancellations

Booking: To book any of our workshops please visit our webpage: www.ed.ac.uk/iad/researchers and click on the ‘Research Staff’ box. Here you will find a list of all workshops on offer and a link to book a place.

Waiting lists: If the workshop is full please add yourself to the waiting list; if we see there is a high demand for a workshop we will try to add additional workshops based on waiting list numbers.

Cancelling: If you need to cancel your booking, please do so at your earliest opportunity and at least 3 days before the event. Someone else may be able to take your place, but we need time to contact them. Also, although you are not charged for an event, there are costs we incur (e.g. tutor fees and catering) which relate directly to places reserved.

How to cancel: You can cancel your booking via the MyEd Event Booking Channel. Go to MyEd and then the Event Booking Channel. Click on “My Bookings” - here you will have the option to cancel your place.

Attendance: We maintain attendance registers; unexpected absences will be noted. If you consistently fail to attend, or repeatedly cancel with very short notice, you may be prevented from booking future IAD events.
Supporting Research Staff: Policies and Practice

The University of Edinburgh is committed to supporting the professional and career development of all our research staff. Alongside the training we deliver, the IAD works closely with colleagues around the University to ensure that our policies and practices reflect this commitment.

HR Excellence in Research Award and Concordat to Support the Career Development of Researchers

We are proud to have been one of the first institutions to be awarded the European Commission HR Excellence in Research Award in 2010 and to have successfully retained it after 3 biennial reviews. The award provides recognition for the large range of high quality activity across the University designed to support skills development for researchers. It demonstrates that the institutional endorsement of the principles of the Concordat to Support the Career Development of Researchers has been translated into actions which support research staff.

Search: HR Excellence
Search: Concordat

Code of Practice for the Management and Career Development of Research Staff

If you are new to the University or uncertain about what you are entitled to as a member of research staff, we’d strongly encourage you to become familiar with our Code of Practice. This puts the national and international guidelines about supporting and managing research staff into an Edinburgh context and clearly sets out the responsibilities of researchers, their managers and the University.

Each section of the Code includes useful checklists. These are designed to help you work with your managers to ensure your career and employability develop during your time at Edinburgh, whatever career path you subsequently follow.

With practical advice and clear information, the Code is designed to be used by researchers and their managers to prompt useful discussions on research progress, training and career progression. It highlights the various policies and documents which affect research staff and a dedicated webpage points to these so you can understand how the University expects you to be managed and guided.

Search: Research Staff Code of Practice
Leadership
Develop skills to take control in your research project and build your employability in a range of careers

Careers
Understand your options, marketing yourself effectively, make the right decisions

Networks
Develop effective connections with researchers, stakeholders and employers

Edinburgh
Policies, advice and support in the University and city

**Writing**
Present your ideas effectively in publications and proposals

**Funding**
For tailored development opportunities and new networks

**Engagement**
Support to reach new audiences and promote the value of research in society

**Social Media**
Build your own profile and find out where to follow us
Mapping your Skills
Researcher Development Framework

Alongside the specialist skills you develop as a researcher, it is important to ensure that your personal and professional development is enhanced as you gain experience. A useful tool to identifying these skills is the Researcher Development Framework (often referred to as the RDF). Developed by Vitae (www.vitae.ac.uk), the national organisation of researcher development, the framework has four skills domains:

**Domain A:** Knowledge and Intellectual Abilities
**Domain B:** Personal Effectiveness
**Domain C:** Research Governance and Organisation
**Domain D:** Engagement, Influence and Impact

The wheel opposite summaries the wide-ranging knowledge, intellectual abilities, techniques and professional standards directly linked to being a researcher, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. On the Vitae website you will find a range of resources to help you use the RDF to guide your development.

There are many different ways to use the RDF. You could start by doing a skills audit to identify present and desired competence and confidence levels in a particular skill area. As a researcher you are likely to have a wide range of skills which may have been acquired through past studies, work or other experience. It is important to recognise these and to reflect on how these can be refined and developed. Equally, you may have gaps in your knowledge or experience of a particular skill area, and the RDF can help you to recognise these.

One way to develop is to undertake training in a certain area. At the IAD, we have mapped all our workshops to the domains of the RDF, in order to support the use of the RDF by researchers. This mapping can be found on pages 10 - 12.
### RDF Mapping

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Workshops

Please note that these workshops are subject to change throughout the academic year. Our Induction, Writing, Leadership, Communication and Funding workshops are open to all research and academic staff and full descriptions, dates, and links to booking for each of our workshops are available on the IAD website at:

www.ed.ac.uk/iad/researchers and click on the ‘Research Staff’ box.

If you are unsure about whether a particular workshop is relevant to your career stage, or responsibilities, don’t hesitate to get in contact with us.
Induction

Get Connected: Welcome Day and Networking for New Research Staff and Academics

An informal induction event for new research staff and academics, in all schools / colleges, who have recently joined the University. It’s also suitable for new post-docs who have previously completed their doctoral studies at the University. For more information, see information under ‘Further Opportunities and Events’.

*Half day (including drinks reception) / Twice per year*
Writing

Writing Retreats
A structured workshop providing dedicated writing time in a supportive environment. Includes scheduled group discussions to generate solutions to writing issues, develop drafts and provide feedback. For more information, see information under ‘Further Opportunities and Events’.

Full day / Monthly

‘Just Write’ for Research and Academic Staff
A session to provide you with space and time to work on your chosen writing projects.

3 hours / Monthly

How to Peer Review Manuscripts (CSCE & CMVM)
For STEM postdocs and researchers with little or no experience of reviewing manuscripts, this workshop focuses on the peer-review system and how to critically evaluate a manuscript.

2 hours / Twice per year

How to Peer Review Manuscripts (CAHSS)
For CAHSS postdocs and researchers with little or no experience of reviewing manuscripts, this workshop focuses on subjects covered by the AHRC and ESRC.

2 hours / Twice per year

Writing Freely: Turning an Idea into a Blogpost
Blogging is becoming a popular platform for expressing research ideas and may seem straightforward compared to other forms of academic publishing. Nevertheless, starting a blog and posting regularly can feel daunting. In this workshop, we will explore key issues for academic bloggers.

3 hours / Once per year

Collaborative Writing and Publishing
Strong research often results from collaborative effort, but collaborative writing can be challenging. In this workshop we will discuss the possibilities and drawbacks of the different types of collaboration; issues around ownership, contribution and authorship; co-authoring and technology; and communication habits and strategies of strong collaborators.

3 hours / Once per year

Get That Paper Written and Published
This one-day workshop helps STEM researchers develop the skills for writing research papers for peer reviewed journals. It focuses on all the steps involved in the writing process after the collection and analysis of data.

Full day / Twice per year
Time Management
This workshop will cover the basics of effective time management and will apply these principles in the context of an academic role.

**Face to Face:** 3 hours / Once per year  
**Online:** 1 hour / Twice per year

What Does Leadership in Research Look Like?
A short workshop designed to help you to think carefully about what it takes to be an effective leader in research. Using practical experience and theory, we will look at aspects of successful leadership and you will have the opportunity to benchmark your own skills and experience and do some action planning for your future development.

**3 hours / Twice per year**

Making the most of your postdoc (strategies for independence)
This workshop will give you an opportunity to stop and reflect on your research career ambitions: what do you want and are you doing the right things during your postdoc to get what you want and make progress? Aimed at postdocs who wish to develop their research careers either towards an independent fellowship or a permanent academic post, we will look at a variety of planning tools and strategies that will help you to make proactive steps towards independence.

**3 hours / Once per year**

Effective Collaborations
Collaboration can be one of the most rewarding aspects of a research career, and yet can bring some of the biggest challenges. This workshop is aimed at researchers new to, or thinking of establishing, a collaborative research project. The aim is to provide an opportunity to reflect on your reasons for collaborating, what each party might offer, and also look at some practical ideas for establishing effective working practices and relationships.

**3 hours / Once per year**

Practical Project Management for Researchers
A one-day workshop run by Project Services (part of the Information Services Group) that introduces you to project management, with a focus on the development of practical skills, setting clear and realistic objectives and planning, organising and documenting a project.

**Full day / Three times per year**
Dealing with International PhD Students’ Writing Issues
This two-hour workshop is intended for PhD supervisors who would like guidance on handling the problems that their supervisees—in particular, international students—may present or encounter in their academic writing.

1.5 hours / Twice per year

Research Leader Programme
A four day programme for new and aspiring Principal Investigators (PIs). Topics include building your research profile, developing and supporting a research group, and understanding the internal and external research and higher education environment. Places on this course are through a School nomination process.

4 full days / run at a College level, once per year

Managing your Research Teams (MVM)
A compulsory workshop for all existing and new Principal Investigators in the College of MVM. The workshop covers people management and development and information about the policies and procedures necessary for recruitment, development and management of teams.

Full day / Five times per year
Communication

Be Better than Boring Bullet Points
Giving a great presentation is largely about practice, but there are many things you can learn that will improve your stage presence and the way that you connect with a conference audience. This interactive workshop will focus on your needs and explore the tricks, tips and techniques of great presenters.
3 hours / Twice per year

Presenting with Ease (online)
This online workshop aims to teach you the basic rules of giving presentations. This workshop is relevant for individuals from any subject area who either have little or no previous lecturing experience, or those who wish to improve their presentation skills.
1 hour / Twice per year

Managing Difficult Conversations Assertively
This workshop explores the different types of difficult behaviour you may be faced with in your work, and strategies for responding to these effectively.
3 hours / Twice per year

Professional Networking, Engaging and Strategy
This workshop focuses on how to establish a network and build it to support your career aims, covering networking strategies, engagement methods and “pitching” yourself and your ideas.
3 hours / Twice per year

Digital Capability Skills for Researchers
This workshop will introduce a range of digital skills that are pertinent to researchers. Participants will be given the opportunity to map their use of digital tools and collaboratively explore these tools.
1.5 hours / Twice per year

Social Media: sharing, connecting and building an audience
This workshop is designed specifically for staff who are looking to develop their online presence and boost their career prospects through social media.
3 hours / Twice per year

How to create a 2D White Board Animation to Illustrate your Research
This workshop is designed specifically for staff who are looking to find out more about using animation as a communication tool for their research.
2 hours / Twice per year
Managing your research data: why is it important and what should you do?

Research Data Management is a hot topic these days, with various funding councils increasingly requiring researchers to meet certain data management criteria both during and beyond their research project. This workshop provides an overview on research funders' and University requirements from researchers, research data lifecycle, data management plans, storing data securely during a research project, options for sharing or archiving data at the end of a research project, and services and tools available at the University to help researchers manage their data.

2 hours / Four times per year

Publishing & Open Access

Many research funders and institutions have introduced policies requiring research publications to be made available on an open access basis. This workshop explains the various policies as they apply to staff at the University of Edinburgh and outlines the various options available to researchers to enable them to make their work open access. The workshop will cover ‘green’, ‘gold’ and ‘hybrid’ open access, the policy environment (including REF), as well as the support provided by the Library Research Support Team to help researchers navigate this evolving landscape.

2 hours / Three times per year

Funding

Attracting your own Research Funding: Writing and Applying for Fellowships

This workshop is designed specifically for early career research staff who are aiming for a career in academic research, highlighting the importance of publishing regularly, being independent and attracting your own funding.

3 hours / Twice per year

Writing Research Proposals

A half day workshop run by individual Colleges focused on applying for external research funding and in particular to UK Research Councils.

4 hours / Twice per year (per college)
The following workshops are run by the Careers Service in collaboration with IAD.

Changing Careers: Strategies for Researchers
This workshop is designed for research staff considering career options outside of academic research. It will focus on ways to explore alternative career paths, clarifying what is important to you, developing a greater awareness of your transferable skills and their relevance to non-academic employers, and the resources available to support you.

Full day / Twice per year

CV Briefing Session (non-academic CVs)
This workshop for research staff will focus on creating a CV for non-academic jobs. It will address how to present your skills, experience and research effectively, and assist you to tailor your CV for different roles.

1.5 hours / Twice per year

CV Briefing Session (academic CVs)
This workshop for research staff will focus on writing academic CVs. It will address how to present your skills, experience and research effectively, and assist you to tailor your CV for different roles within academia.

1.5 hours / Twice per year

Introduction to MBTI - Understanding your work and communication style
This workshop is an introduction to the Myers-Briggs Type Indicator, a widely used self-report personality questionnaire. This will provide an understanding of your preferred ways of interacting with others, taking in information, making decisions and working.

3 hours / Twice per year

Changing your Career: where do I start?
This workshop will focus on the early stages of career choice and will help you to start to identify what is important to you in a career; including the skills you want to use, values to be satisfied, preferred work environment and other factors important to you.

2.5 hours / Twice per year

Changing your Career: Exploring Career Options
This workshop focuses on strategies for generating and researching alternative career options. It is aimed at researchers who are considering a change of career direction but who have no clear ideas of what to do next.

1.5 hours / Twice per year

Getting the first Lecturing Job
This short workshop will outline the experience and skills expected of new lecturers. It will encourage reflection and discussion on how to continue to build your profile and develop relevant experience to improve your competitiveness for an academic career.

2 hours / Twice per year
Planning your Career

Career Development Consultation

A career development consultation is a one-to-one appointment with a careers consultant. These are confidential and are available at any time throughout your employment as a researcher at the University. They can be used for discussing your career options and strategies, undertaking a practice job interview or gaining advice on preparing a targeted CV or application form. To check eligibility and find out more visit the webpages.

Search: Career development consultation

Academic career journeys at Edinburgh

This resource is a collection of video case studies from individuals at the University of Edinburgh who are at different stages of the academic career journey and across a range of disciplines. The case studies show the challenges and rewards of an academic career, and the personal qualities and experiences that can be influential in helping individuals to progress an academic career. In addition, the videos demonstrate the type of support provided by PhD supervisors, research group leaders, and other academic colleagues that has helped the individuals progress their academic career.

www.ed.ac.uk/careers/academic-careers-edinburgh
Further Opportunities and Events

Get Connected: Welcome Day and Networking for New Research Staff and Academics

The IAD run an informal induction event for those new to academic and research roles. The Get Connected: Welcome Day event highlights the support and resources available from around the University to new researchers through round table discussions which focus on career development opportunities, applying for research funding, advice on engagement, impact and consultancy, information services and developing teaching skills and there are also talks from senior academics. A benefit of the event is that it allows researchers to meet other new colleagues from across the University; with discussion in the round table sessions on areas of work and a drinks reception closing the event, giving ample opportunity to network.

Search: Induction Get Connected

Writing Retreats

The aim of a writing retreat is to allow researchers to use dedicated writing time to progress any project in a supportive, non-surveillance environment. Most of the day is taken up for writing, with brief scheduled discussions to generate solutions to writing problems, develop drafts, lead to research-orientated conversations and provide feedback on writing in-progress.

The IAD run regular writing retreats as part of their core programme and these are available for booking on MyEd. You may also be interested in running your own writing retreats and to help with this the IAD have produced a ‘Facilitators Guide’ to give you an idea of the structure of different retreats, the things to think about before and during the retreat and your role as facilitator.

More information can be found on our webpages:

Search: Writing Retreats
The Mentoring Connections programme provides all staff with time and space to meet with a mentor/mentee to discuss issues affecting them at various stages of their career, including work life balance, career development and promotion paths. The mentoring connection programme is run by UHRS - Learning and Development and the IAD, for more information visit our webpages.

Search: Mentoring Connections

Lynda.com

Lynda.com is an online skills development service offering an extensive library of high quality video courses in digital, technology, creative and business skills. The University of Edinburgh and Lynda.com have created a new partnership that will provide all staff and students with access to the service.

www.ed.ac.uk/is/lynda

Research Staff / Postdoc Societies

Research staff societies are organised by researchers for researchers. These societies offer the chance to meet other researchers, access local information relevant to your discipline, locate opportunities for collaboration, attend talks and seminars and allow for valuable social and networking opportunities.

The IAD holds networking lunches for researchstaff/postdoc society members bi-annually and have created a mailing list to allow societies to share news, resources, good practice and develop a network at the University.

Our research staff societies’ webpage has further information if you are looking to set up a society or locate existing societies. It also has information about the type of external networks which support research staff societies.

Search: Research Staff Societies

Online Development Toolkit

An online resource which enables all staff, particularly those in leadership and management roles, to quickly find relevant information and practical advice to help them deal with different situations they may be facing in the workplace. Providing support for operational performance issues, like time management, difficult conversations or effective recruitment, through to more strategic issues, like innovation, developing strategies or partnerships. The online development toolkit provides a range of resources, such as infographics, checklists, exercises, and ‘how to’ guides.

Search: Online Development Toolkit L&D
IAD Action Fund

University of Edinburgh staff and students can apply to the IAD Action Fund to develop and support academic communities and/or test ideas for creative learning activities. Funding will also be available to support the professional and personal development of groups of students, researchers and academics at every stage of their career.

The aim of the fund is to support applicants to:

- Establish, develop or support internal interdisciplinary networks, particularly strategically important internal cross-School and cross-College networks.
- Establish, develop or support internal academic communities within a discipline, School or subject area, particularly involving both staff and students.
- Run innovative researcher development activities which would support groups of colleagues or students to develop skills in leadership, communication, networking, writing and other generic transferable skills. We encourage you to explore experimental or creative approaches to professional development.
- To run a Festival of Creative Learning Pop-up event outside of the main programme in February. Please refer to the Festival of Creative Learning website for additional information about Pop-ups.

There are two levels of funding available.

IAD Action Fund Small Grants up to a maximum of £500 – can apply at any point during the academic year

IAD Action Fund Regular Grants up to a maximum of £3000 – application deadlines in October.

Search: IAD Action Fund

www.ed.ac.uk/iad
Support for Female Researchers

Image credit - Vanessa Randle, Thinking Visually

The IAD are committed to supporting female researchers develop their skills and advance their careers at the University, and beyond. Although all of our workshops offer support and guidance for women (as well as men) the IAD also runs the bi-annual ‘Ingenious Women’ course, specifically for female academic research staff and students. Ingenious Women empowers female researchers to take control of their careers. Run over a series of three residential weekends, there is space provided for learning, discussion, reflection and creativity, away from work and home life.

With an emphasis on self-awareness and defining personal success, each weekend revolves around one of three themes (creativity, cash and control), and involves a combination of theory, experiential learning, group discussion and feedback.

Search: IAD Ingenious Women
Public Engagement

One of the most effective mechanisms for developing as a researcher is to get involved in one of the many public engagement opportunities in the University. Alongside the skills that you will develop, you will be an ambassador for the University and the important research we do here. Whatever your future career path, public engagement will add real impact to your CV and allow you to demonstrate a wide range of skills.

There are many events, festivals and programmes around the University and in IAD we support researchers who want to engage in these by running a range of workshops designed to help you develop your own ideas and get involved in existing events. Look at the IAD website for details.

We also work in partnership with the Beltane Public Engagement Network to ensure research staff develop the skills needed to participate in their programmes.
Support for Learning & Teaching roles

New teaching experiences can be exciting but daunting! Whether you’re approaching your first tutorial, lecturing for the first time or taking on your first course organisation or personal tutoring role the IAD is here to help.

If you’re about to start tutoring or lab demonstrating then have a look at our workshops and resources for tutors and demonstrators. Some of these are intended as an introduction for those new to these roles. If you’re new to lecturing then you might also like to attend some of our workshops for tutors and demonstrators as these cover topics like lecturing. You could also come along to some of our ‘Practical Strategies for …’ workshops, which are short practical introductions to teaching topics.

You may want to begin an accredited programme or award focused on teaching in higher education. This is likely to be useful for your future career.

For new course organisers, why don’t you join our Undergraduate Course Organisers Network to meet experienced colleagues and hear about events. Or if you work at PGT level, then we have our IAD Masters Network which provides excellent learning opportunities. If you are new to personal tutoring, then take a look at our guidance for personal tutors and speak to the Senior Tutors in your area.

Do remember to ask around in your subject area for advice as well. You should get help locally with how your teaching fits into particular courses and programmes and how teaching is administered.

Search: IAD Learning and Teaching
Search: IAD Tutors & Demonstrators
Research Supervisors

The IAD offer a variety of events and resources to support you in your role as research student supervisor:

Compulsory Supervisor Briefings

A half day briefing for those new to the role of supervising PhD students (and for those who need to renew their training after five years) focusing on University regulations, procedures and support available. This session will also allow for opportunities to reflect on and discuss the process of supervising PhD students, including case studies and strategies for dealing with the challenges.

Optional Workshops for Supervisors

We offer further optional briefing events which are intended to complement compulsory events and provide practical guidance and support on specific areas of supervising PhD students e.g. the student-supervisor relationship and handling student’s writing problems.

Information and Resources

There is a dedicated section of the IAD website offering support and resources for PhD supervisors where you will also find links to:

- The Code of Practice for supervisors and research students
- The Researcher Development Framework to aid discussions with your students around professional and career development planning

www.ed.ac.uk/iad/researchers
Contact Details

If you would like to find out more about the workshops and resources offered by the IAD, please visit our website www.ed.ac.uk/iad/researchers or email iad.researchers@ed.ac.uk

The IAD can be found at:

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