Research Staff 18/19

Personal and professional development training and support
Welcome to the 2018/19 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 and have been tailored to the professional skills a researcher needs to do their job. You are a large community, with diverse needs, so the programme of workshops presented here is only part of what the University can offer.

Over the last year we have been developing the research staff section of our website. In order to ensure that you have access to support as and when you need it, we have been developing a selection of online resources, and will continue to do so over the next academic year. These will either complement our core workshop programme or provide a readily available resource for those very popular workshops.

We continue to work closely with research staff societies and have recently created a series of short videos from current and past research staff society (RSS) members. These highlight some of the activities that RSS’s are involved in, and provide personal experiences of the benefits and challenges of being in a society.

We also work in partnership with schools, colleges and other professional services, to ensure that you have access to the relevant support you need to do your job. This year we will be signposting to all the resources and support available in the University for both staff and students around researcher wellbeing.

We always welcome feedback and are keen to add to the workshop programme in response to your ideas and needs, so please do let us know what you think via the course feedback or by contacting us directly on iad.researchers@ed.ac.uk.

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.

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How to use this brochure

This brochure provides an overview of the training and support available through the IAD for research staff during 2018/19. 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/iat/researchers

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Bookings and Cancellations

Booking: To book any of our workshops please visit our webpage: www.ed.ac.uk/iat/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: Research Staff Concordat
Search: HR Excellence

**Support for Research Ethics and Integrity**

Research ethics and integrity underpins excellent research, and is at the heart of what constitutes good research practice. All researchers share the responsibility with their institutions to uphold research ethics and integrity and need to be proactive. It is important to educate yourself on your responsibilities and best practice, and be aware of what constitutes misconduct to avoid pitfalls.

For more information on relevant policies, codes of practice, training, guidance and support, go to the IAD research ethics and integrity webpages:

Search: IAD Research Ethics and Integrity

**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

**Supporting you and your wellbeing**

Research involves a lot of uncertainty, so you are likely to have a plan to help you maintain progress in your project and have ideas about how you will address problems as they arise. It’s just as important to think about how you will notice if your wellbeing suffers and to have a plan to tackle this. The University has a range of services and resources to help you. Some will help you to manage your research, others will be more focused on your mental health.

As a member of staff, you can access free and confidential support from the Staff Counselling Service. The Staff Disability Service provides specialist support, advice and guidance on request. The Chaplaincy offers a wide variety of wellbeing activities, for people of all faiths and none. You can also access expert third party support including Big White Wall.

The IAD has produced two online guides for research staff to complement the expertise and support across the University:

**Thriving in your research position**, with a focus on being resilient, includes advice, worksheets and case studies.

**Beginning your research position in Edinburgh** is aimed at new staff and focuses on finding support in Edinburgh and managing the transition to postdoctoral research.

Search: Counselling Services
Search: Chaplaincy Mindfulness and Wellbeing
Leadership
Develop skills to take control in your research project and build your employability in a range of careers

for Researchers at a Glance

IAD

Writing
Present your ideas effectively in publications and proposals

Funding
For tailored development opportunities and new networks

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

Networks
Develop effective connections with researchers, stakeholders and employers

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 summarises 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.
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<thead>
<tr>
<th>RDF Mapping</th>
<th>Domain A</th>
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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.

CV Briefing Session
   (non-academic / academic)

Introduction to MBTI - Understanding your work and communication style

Changing your Career: Where do I start?

Changing your Career: Exploring Career Options

Getting the First Lecturing Job

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Careers
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 / Twice per year

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 Manuscritps (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: Blogging about your Research

Blogging is turning into a popular format for communicating research processes and results to different audiences. It may seem straightforward compared to other academic writing platforms, but taking the leap into publishing blogposts can be daunting. In this workshop, we will explore key issues for academic bloggers.

3 hours / Once per year

Collaborative Writing and Publishing

Collaborative writing is often stimulating and rewarding, but it can also be stressful. In this workshop, we explore both the benefits and potential pitfalls of writing in collaboration with others; the affordances and drawbacks of different types of collaboration; issues around ownership, contribution and authorship; co-authoring and technology; and communication habits 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 / Twice 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

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**

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 / Twice 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

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**

Research Leader Programme
A 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.

3 full days / 4 full days (depending on College) / run at a College level, once per year

www.ed.ac.uk/iad
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

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.

3 hours / Twice per year

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.

2 hours / Three times per year

Finding Funding for Research (online)
This online workshop will focus on examining the current funding landscape, helping researchers to identify the most promising sources of funding for their research. It will also look at funding applications and the review process, highlighting the most important mistakes researchers make and defining a strategy to apply that will produce the greatest success.

1 hour / 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)
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 Indicater, 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

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 and text 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 case studies 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
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 an extended lunch break, 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: IAD Writing Retreats

Lynda.com

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

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 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: UHRS Learning and Development Resources
Support for Female Researchers

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.

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, and internal academic communities within a discipline, School or subject area, particularly involving both staff and students.

- Run innovative professional or academic development activities/events, considering collaborative events and community-building and/or creative learning practices which would support groups of colleagues or students to develop skills in leadership, communication, networking, writing and other generic transferable skills.

- 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.

- Create the potential for impact for the organising team and/or your wider community.

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 Ingenious Women

Search: IAD Action Fund
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.

Search: IAD Public Engagement with Research

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.

We have a range of networks you can join as well as other resources and support so do have a look at these on the IAD www pages.

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 Roles
Search: IAD Tutors & Demonstrators
Postgraduate Research Supervisors

The IAD offers a variety of workshops, training and resources to support you in your role as a postgraduate research 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). The session focuses on University regulations, procedures and support available. It will also allow for opportunities to reflect on and discuss the process of supervising PhD students and includes case studies and strategies for dealing with challenges. These are run through your College, so please check on the webpages when the next session is running.

Optional workshops for supervisors

We offer further optional training events for supervisors. These include practical strategies such as:

Dealing with International PhD Students’ Writing Issues

Gaining Teaching Accreditation for Your PhD Supervision

And each year we run a series of events called Spotlight on... which focus on areas of strategic importance.

Informal Discussion Group

Each month we run an informal discussion group for supervisors. This is to meet and share practice and discuss challenges. A theme is set for each one and they are held in Levels Café on Holyrood Road.

Information and resources

There is a dedicated section of the IAD website which offers tools and resources for supervisors as well as information on events and training.

Search: Postgraduate Research Supervisors

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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Tel: 0131 650 9590
Twitter: @ResearchersAtEd
Blog: iad4researchers