

Training of trainer of supplementary research skills workshop (30/09–04/10/2019)

Week planner

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 – 10:30	Workshop Opening and General Context British Council and VISTI opening; Programme Fundamentals, Overview, Design, Scope and Purpose, operations, expectations (during and post workshop)	Training with presence How to lead and hold a class; how to get the most out of a training session; how to cope with mixed ability; groups; how to design and deliver interaction and activities	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business, career development	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	You as a trainer Training delivery by each workshop attendee, to class 15 minute activity sessions delivered by participants – verbal and written feedback given; live training; designed and devised by individual trainers during the week
10:30 – 10:50	COFFEE BREAK (20 minutes)				
10:50 – 12:30	5 minute presentations Participants present a 5 minute presentation on pre-supplied topics with feedback from peers and trainers	Academic research excellence O,S,R, scientific writing, Impact	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	You as a trainer continued
12:30 – 14:00	LUNCH (1.5 hours)				
14:00 – 15:30	Basic Training and Trainer Skills Training programme design essentials: programme components, methods of delivery; pre- and post-training strategies and packaging; getting the most of the workshop design to meet aims; setting robust goals and designing meaningful evaluations	Academic research excellence O,S,R, scientific writing, Impact	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	World café
15:30 – 15:50	COFFEE BREAK (20 minutes)				
15:50 – 17:00	Delivery tools Preparation and evaluation tools: easy tools for getting to know your participants; pre and post workshop questionnaire design; other evaluation tools and getting meaning out of numbers; setting and advertising Goals, Aims and expected Outcomes; delivery Tools for the Digital Age: real time, on-time and off-line tools	Academic research excellence O,S,R, scientific writing, Impact	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	Transferable researcher skills Project management, people management, IPR, communication, knowledge transfer, working with business	Certificate presentations and closing
17:00 finish				Homework: Preparation for training session on Friday.	

CONTEXT SETTING

SPECIFIC SKILLS

TRAINING SKILLS

Slides

- [Day 1](#)
- [Day 2](#)
- [Day 3](#)
- [Day 4](#)
- [Day 5](#)

Training material links

- [Handout overview](#)
- [1. D1 S1 RDF overview](#)
- [2. D1 S2 Professor profile](#)
- [3. D1 S2 MCR profile](#)
- [4. D1 S3 Example journal article 1](#)
- [5. D1 S3 Example journal article 2](#)
- [6. D1 S3 Example journal article 3](#)
- [7. D1 S3 Example journal article 4](#)
- [8. D2 S1 Ashby's abstract](#)
- [9. D2 S1 Vietnamese abstracts](#)
- [10. D2 S3 Vietnamese presentation 1](#)
- [11. D2 S3 Vietnamese presentation 2](#)
- [12. D3 S2 Research impact activities](#)
- [13. D3 S2 REF case study](#)
- [14. D3 S2 Impact in Vietnam](#)
- [15. D4 S1 Assigning costs](#)
- [16. D5 S2 Understanding yourself](#)
- [17. D5 S2 Action planning](#)
- [Vitae researcher development framework](#)