


Career Development Events and Resources

January – March 2023

This document pulls together upcoming events and career development resources from across the university. You may find them beneficial for your career development. This list is not exhaustive and we encourage you to look out for communications of other events being scheduled over the coming months.

 *Event aimed at Research & Academic staff*

 *Event aimed at Support & Professional Managerial staff*

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Highlights

Professional Services Mentoring pilot - Providing an opportunity for mentors and mentees to form mentoring partnerships within Professional Services. For more information, see <https://pod.web.ox.ac.uk/professional-services-mentoring-pilot>

For Researchers - The Careers Service has released the term planner that is available here: <https://www.careers.ox.ac.uk/term-planner>

January 2023

Qualitative research made simple ONLINE

Online interactive two day course suitable for Medical Sciences Division researchers who want to learn more about qualitative research with a view to conducting a qualitative research study. This course contains pre-work you will need to complete before each live session.

Dates: 13th and 20th January 2023, 9:30-11:30am

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/qualitative-research-made-simple-online-1>

Understanding and dealing with workplace bullying and harassment – guidance for managers

Date: 17th January 2023, 2-4pm

Venue: Room A, WCHG

Organiser: NDM Learning and Development. To reserve a space, please email learning.development@ndm.ox.ac.uk

NDM Professional Services Seminar - *The Pandemic Sciences Institute: Improving Health Outcomes in Epidemics*

Speaker: Peter Horby

Date: 18th January 2023, 12-1pm

Venue: Room A&B, WCHG

Website: <https://www.ndm.ox.ac.uk/internal/ndm-professional-services-seminars/ndm-professional-services-seminars>

Fiji Image J analysis Course ONLINE

This four half day online interactive sessions are suitable for all MSD postgraduate research students and postdoctoral early career researchers involved with bright field and fluorescence microscopy. You are expected to attend 4 sessions.

Dates: 23rd – 27th January 9:30am – 12pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/fiji-imagej-analysis-course-online-12>

Also running 6th – 14th February 2023 -

<https://www.medsci.ox.ac.uk/study/skillstraining/calendar/fiji-imagej-analysis-course-online-13>

Work Learn Develop – Apprenticeship Information Sessions

Dates: 26th January 2023, 11am – 12pm. Also running on 16th February and 16th March

Website: <https://www.apprenticeships.ox.ac.uk/apprenticeship-events>

February 2023

PLTO Tutorials ONLINE

This online MSD Skills Training course is suitable for postgraduate research students and postdoctoral early career researchers in the Division who want to teach tutorials in the University and HE more generally.

Date: 1st February 2023, 9am – 1pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/plto-tutorials-online-10>

Also running 1st March, 9am -1pm

<https://www.medsci.ox.ac.uk/study/skillstraining/calendar/plto-tutorials-online-11>

Public Engagement with Research 101

Engagement describes the many ways that we can share our research and its value by interacting with wider public audiences, generating mutual benefit. We look at what public engagement is and some of the reasons why you might want to do it. We'll highlight the multitude of different approaches you can take, including real examples from the University and further afield. We'll provide tips on getting started and where to get support. Our face to face sessions typically include researchers will present their experiences and answer your questions.

Date: 2nd February 2023, 9:30am – 12:30pm

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

When science goes bad: scientific misconduct and how to avoid it ONLINE

This 2.5 hour interactive online MSD Skills training course is suitable for all postgraduate research students and postdoctoral early career researchers keen to avoid scientific misconduct.

Date: 3rd February 2023, 1pm-3:30pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/when-science-goes-bad-scientific-misconduct-and-how-to-avoid-it-online-4>

Writing a journal article ONLINE

MSD postgraduate research students and early-career researchers join UK EQUATOR Centre writing experts to learn a smooth, effective process for writing and publishing a journal article. The course uses a flipped-classroom approach with self-directed online work before a live session.

Date: 6th February 2023, 1pm -4:30pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/writing-a-journal-article-online-5>

Also running **Writing a journal article CLASSROOM** on 8th March 2023, 9:30am – 1pm:

<https://www.medsci.ox.ac.uk/study/skillstraining/calendar/writing-a-journal-article-online-6>

Experimental design and statistics in preclinical research: the good, the bad and the ugly CLASSROOM

This MSD Skills training course is for MSD postgraduate research students and early career researchers wanting to understand the issues underpinning good experimental design, the bedrock of reproducible science.

Date: 7th – 8th February 2023, 1:30pm – 4:30pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/experimental-design-and-statistics-in-preclinical-research-the-good-the-bad-and-the-ugly-classroom-2>

Data analysis & visualisation in R for biologists ONLINE

This interactive online MSD Skills training course is aimed at MSD postgraduate research students and staff with some programming experience in R who want to expand their skills in order to create reproducible analysis workflows and publication quality figures from biological data. In order to register to this course you are required to complete a short pre-course quiz on Canvas using your SSO login (please see How it will work section).

Dates: 8th, 15th and 22nd February, 9:30-1pm. You will need to attend all 3 sessions.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/data-analysis-visualisation-in-r-for-biologists-online-3>

Telling Stories the Matter – Communicating your research through story

Discover what elements of storytelling and narrative can be used to enhance a profession in the sciences. Craft compelling and moving stories from your experiences as a scientist using these key story elements: character, conflict, structure, metaphor and description. Apply these storytelling and narrative skills to working in the sciences: communicating research to a range of audiences (including publics, media and funding bodies); enhancing presentation skills; telling scientific stories across a range of media. Robert Holtom is a professional storyteller and consultant who has worked with a range of organisations to help them refine and hone their stories for a variety of audiences.

Date: 9th February 2023, 10am – 5pm

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

Large group and lecturing ONLINE

This live online workshop delivered in four separate three-hour sessions and is suitable for MSD postgraduate research students and early career researchers looking to teach and wanting to learn the principles and practices of effective lecturing and group sessions.

Dates: 20th, 21st February, 6th, 8th March 2023, 9:30-12:30pm. You are expected to attend all 4 sessions.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/large-group-and-lecturing-online-7>

Writing a conference or journal article abstract ONLINE

This course is suitable for all MSD postgraduate research students and early career researchers who have produced enough work to be able to draft their first conference abstract. This course contains pre-work you will need to complete before the live session.

Date: 20th February 2023, 2-4pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/writing-a-conference-or-journal-article-abstract-online-7>

Introduction to statistics Group A – CLASSROOM

This MSD Skills training course consists of four half-day sessions, and is suitable for all MSD postgraduate research students and postdoctoral early career researchers using and interpreting statistical data.

Dates: 21st, 28th February, 7th and 16th March 9:30am-12:30pm. You are required to attend all 4 sessions.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/introduction-to-statistics-group-a-classroom-2>

Introduction to statistics Group B – CLASSROOM

This MSD Skills training course consists of four half-day sessions, and is suitable for all MSD postgraduate research students and postdoctoral early career researchers using and interpreting statistical data.

Dates: 23rd Feb, 2nd, 9th and 14th March 9:00am-12:00pm. You are required to attend all 4 sessions.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/introduction-to-statistics-group-b-classroom-2>

Supervision, assessment and examination at Oxford ONLINE

This MSD Skills training workshop provides clear guidance for MSD early career researchers and new principal investigators on postgraduate research student supervision, key DPhil milestones assessment, and being an internal examiner at Oxford.

Date: 24th February 2023, 10am-12:30pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/supervision-assessment-and-examination-at-oxford-online-4>

PLTO Masters teaching ONLINE

This online MSD Skills Training course is for postgraduate research students and postdoctoral early career researchers in the Division who want to teach on taught Masters programmes in the University and HE more generally.

Date: 27th February 2023, 9am – 1pm.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/plto-masters-teaching-online-8>

Also running on 14th March 1pm-5pm:

<https://www.medsci.ox.ac.uk/study/skillstraining/calendar/plto-masters-teaching-online-9>

March 2023

Intro to R for Biologists ONLINE

This interactive online MSD Skills training course is aimed at MSD postgraduate research students and staff with minimal or no programming experience who want to perform basic data analysis in R and get familiar with programming environment.

Dates: 1st and 8th March 2023, 9:30am – 1pm. You are expected to attend both sessions.

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/intro-to-r-for-biologists-online-5>

Induction for Professional Services Staff

The Induction is open to anyone who is new to the central University or an academic division, department, college, or faculty. It's held termly and is an in-person only event.

The programme aims to provide a broad introduction to the collegiate University and professional services and administration sections. It is also an opportunity for you to network with other members of staff.

Date: 2nd March 2023

Website: <https://staff.admin.ox.ac.uk/professional-services-staff-events#collapse3442921>

Putting Stories to Work

This builds on the introductory workshop ([Telling Stories that Matter](#)) and introduces new elements of great storytelling including metaphor, clarity and message. This highly interactive workshop will be based around an example of writing a explainer or news article for the wider, non-specialist public website (though the lessons can be applied to any communication context). It is highly recommended that you will have already attended the introductory workshop, or equivalent introductory workshops on storytelling. Brief reading material will be provided to ensure you are up to date with the fundamentals of storytelling that are the basis of this workshop.

Date: 2nd March 2023, 10am – 1pm

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

Methods for Two-Way, Interactive Public Engagement

In this introductory session you will explore how to introduce opportunities to transform your public engagement in to a rich, two-way, interactive experience. Dialogue and debate are valuable approaches to move beyond communication. It can provide the means to make any informative activity more engaging for those taking part. The session will highlight examples, practical tips and provide the opportunity for you to start to develop your own ideas and plans.

Date: 3rd March 2023 , 9:30-12:30 (in person)

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

Synthesising qualitative research made simple ONLINE

This course is accessible and relevant to qualitative and quantitative Medical Sciences Division postgraduate researchers who want to learn more about synthesising qualitative research with a view to undertaking or utilising QES in their study or work. The course leader (Dr Francine Toy) had published and presented internationally in this area. Her aim is to demystify qualitative research, and to make it accessible and valuable for improved healthcare.

Dates: 10th and 17th March, 9:30-11:30am. You are expected to attend two sessions and complete pre-work in Canvas before each session

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/synthesising-qualitative-research-made-simple-online-3>

Analysing biological data by model fitting in GraphPad Prism ONLINE

The course is suitable for all MSD postgraduate research students and early career researchers wanting to analyse and compare their biological data using model fitting. No prior statistical knowledge is required.

Dates: 13th March 2023, 9:30-12pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/analysing-biological-data-by-model-fitting-in-graphpad-prism-online-6>

Podcast your Science

From inception to publication; this *practical* session delivered by Emily Elias, journalist and producer of the Oxford Sparks podcast series, is a whirlwind tour through the basics of how to share your research in an engaging manner through podcasting. The session will introduce approaches to podcasting, present inspiration from a range of different podcast styles, and take you step-by-step through the basic technical skills of recording, editing and publishing audio files; you'll have the chance to develop an idea *and have a go recording it* with support and feedback during the day.

Date: 16th March 2023, 9:30am-4:30pm (in person)

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

Careers in Medical Communications ONLINE

Provided by NetworkPharma for MSD Skills, this two-hour panel discussion with representatives from medical communications agencies is suitable for MSD postgraduate researchers interested in careers in medical communications.

Date: 20th March 2023, 10am – 12pm

Website: <https://www.medsci.ox.ac.uk/study/skillstraining/calendar/careers-in-medical-communication-online>

April 2023

Interviewing for Podcasts

You are behind the mic, ready to record your first podcast ... but wait! What do you ask? This hands-on training session helps you navigate the world of podcast interviews. The session will cover preparing for interviews, creating a question line, finding your authentic voice and active listening.

Date: 3rd April 2023, 9:30am-12:30pm

Website: <https://www.mpls.ox.ac.uk/public-engagement/find-out-what-training-is-available>

E learning Courses and Other Opportunities

Research staff can now book 1:1 careers appointments with a dedicated Careers Advisor. Appointments are online (in-person by request) and can be booked up to four weeks in advance. The Careers Service will also be offering a wider range of workshops and seminars in the near future to support career progression, details will be publicised via the Careers Service newsletter, [Term Planner](https://www.careers.ox.ac.uk/term-planner) (<https://www.careers.ox.ac.uk/term-planner>) and on Oxford Talks. In the meantime, the [Careers Service website](https://www.careers.ox.ac.uk/researchers) contains extensive guidance including [researcher-specific tips and resources](https://www.careers.ox.ac.uk/researchers) (<https://www.careers.ox.ac.uk/researchers>).

The Confident Manager

The Confident Manager is designed to be a flexible and innovative programme focused on people management excellence, where participants shape their learning journeys around key areas of relevant to their role and context. The programme reflects some of the latest thinking and is aligned to the latest trends in the world of work to support all managers to be effective, inclusive and confident in managing individuals and teams.

The programme aims to support managers at all levels, whatever their role and wherever they sit in the University.

To apply, see <https://pod.admin.ox.ac.uk/the-confident-manager>

Developing Leadership Skills (for new team leaders) – E-Learning Course

A team leader or manager needs to be an effective decision-maker, communicator, mentor, motivator and coach. Managers are responsible for driving and sustaining performance, both of their team as a whole and the individuals within it, as well as looking after their professional development. New leaders can find the competing demands of their role particularly daunting and the transition from team member to team leader can be a challenging one. Using a series of dramatised scenarios around a newly promoted team leader, this course introduces new and established managers alike to the skills they need to lead and inspire their team successfully.

Access through CoSy by selecting course on POD's course listing page:
<https://pod.admin.ox.ac.uk/course-listing>

Inclusive Leadership – E-Learning Course

This course is for any leader or manager who is keen to create an inclusive culture where everyone feels that they can be themselves and that their contribution is valued.

Access through CoSy by selecting course on POD's course listing page:
<https://pod.admin.ox.ac.uk/course-listing>

Managing Remote Workers – E-Learning Course

Giving people the flexibility to work remotely can benefit staff and employers alike, enabling organisations to make financial savings and boost productivity while making it easier for their staff to balance the demands of work and home life, reduce the stress, expense and time of the daily commute and focus on tasks without the distractions of an office environment. Designed for organisations that are either new to remote working or looking to expand the flexible working options they offer their staff, this course looks at the benefits and challenges of remote working

and provides advice for leaders and managers on how to ensure that their home workers remain connected, engaged and productive.

Access through CoSy by selecting course on POD's course listing page
<https://pod.admin.ox.ac.uk/course-listing>

How are your Teams skills? ■ ■

There are workshops and videos covering various topics and to suit different levels of skill. You can join a lively teacher-led workshop or watch the relevant handpicked videos. They won't all be relevant to your work, so pick the ones that interest you most.

To join a workshop, follow a linked heading to the IT Learning Centre's schedule, for dates and course booking.

Dates: Various Online and in person

Website: <https://skills.it.ox.ac.uk/nexus365-and-teams-routes-to-learning-article>

Oxford University Innovation Hotdesks – easy access points to talk to OUI. ■

Book an appointment with the relevant co-ordinator as per the details on the website:

<https://innovation.ox.ac.uk/university-members/innovation-hotdesks/>

Networks, mentoring and training

■ **Focus on People web portal** - to support professional services staff with their professional development. Part of the wider Focus on People programme, the portal outlines the current networking opportunities, mentoring schemes and career options open to professional services staff. You can also read some of the inspirational career stories from those who have advanced their careers here at the University. <https://pod.web.ox.ac.uk/focus-on-people>

■ **Research Staff Hub** - The mission of the Research Staff Hub is to welcome, support and equip researchers and teaching staff employed by the Collegiate University on fixed term contracts, in ways that will enable them to be and feel their best at Oxford, and to facilitate their chosen next career chapter. <https://www.ox.ac.uk/research/support-researchers/research-staff-hub>

■ **People and Organisational Development** – For course listings, please <https://pod.admin.ox.ac.uk/course-listing> This POD link pulls together a range of self-access courses, guides and toolkits, all of which can be accessed from home at a time that works for you <https://pod.admin.ox.ac.uk/elearning>

■ **Centre for Teaching and Learning** - Offers a range of programmes and courses, including accredited programmes in teaching and learning in Higher Education, training with digital tools, and online courses, to support all those who teach at the University. <https://www.ctl.ox.ac.uk/>

■ **Take advantage of free learning opportunities** - Have you heard about software that you think could help with your work or research, or forgotten how to make that spreadsheet behave how you want it to? Did you know you can refresh your skills or learn new ones with **LinkedIn Learning**? With more than 13,000 high quality courses in creative, technology and business skills – all taught by industry experts – LinkedIn Learning is available to all staff and students at Oxford University to use for free: www.it.ox.ac.uk/article/learn-online-for-free.

■ **Helping Oxford turn ideas into projects** - Oxford Ideas is a free service for members of Oxford University. It is a user-friendly ideas-management platform designed to help you gather ideas, communicate them in real time, and turn ideas into real-life projects. If you are working on a project that needs input from across the University, talk to us about setting up a campaign. <https://www.it.ox.ac.uk/article/oxford-ideas>

■ **The Translational Research Office (TRO)** - can advise on translational research projects ensuring their progression towards novel therapies, techniques and medical products with therapeutic value. More information here: <https://www.medsci.ox.ac.uk/for-staff/resources/translational-research-office>

■ **NDM Human Resources Training and Development** – Information can be found here: <https://www.ndm.ox.ac.uk/working-for-ndm/working-for-ndm/further-development/training-and-development>

■ **IT Learning Portfolio** - A range of resources that you can download and use to develop your IT digital skills for study, research and work. <https://skills.it.ox.ac.uk/it-learning-portfolio>

■ **Careers Support Network** – Service for University administrative support staff who are looking for help with applying for internal jobs through improving job applications and CVs, interview techniques

and translating feedback from applications and interviews. <https://pod.admin.ox.ac.uk/careers-support-network>

■ **Connecting with People** – Professional networks help to strengthen our Professional Services community. Details of internal and external networks and forums can be found on the focus on people pages. <https://pod.web.ox.ac.uk/connecting-with-people>

■ **Careers Appointments for Research Staff** - The Careers Service are available to hold appointments with research staff. <https://www.careers.ox.ac.uk/advice-appointments/>

■ **Mentoring** – There are a number of mentoring schemes available to all staff, details of which can be found here <https://www.ndm.ox.ac.uk/working-for-ndm/working-for-ndm/further-development/mentoring-and-coaching>

■ **Professional Services Mentoring Pilot** - Providing an opportunity for mentors and mentees to form mentoring partnerships within Professional Services. <https://pod.web.ox.ac.uk/professional-services-mentoring-pilot>

■ **Oxford University Coaching Network** – For information regarding coaching, please go to <https://pod.admin.ox.ac.uk/coaching>

■ **Medical Sciences Researchers Toolkit** – Information for researchers, including funding, training and public engagement <https://www.medsci.ox.ac.uk/research/researchers-toolkit>

■ **MSD Skills training** – For courses run by the Medical Sciences Division <https://www.medsci.ox.ac.uk/study/skillstraining>

■ **Research Support** – For training, events and networks <https://researchsupport.admin.ox.ac.uk/support>

■ **Equality and Diversity** – Information on mentoring and equality and diversity-related training available <https://edu.admin.ox.ac.uk/training>

■ **Department for Continuing Education** – Offers a variety of courses <https://www.conted.ox.ac.uk/>

■ **Language Centre** – Hub for all students and staff who want to improve their language skills <https://www.lang.ox.ac.uk/>

■ **Safety Office** – Range of courses for employees and Safety Officers to help them manage work-related hazards at the University <https://safety.admin.ox.ac.uk/>