Career Development Events and Resources

October – December 2022

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*

Highlight – Careers Service events for Research Staff

The Careers Service has released it's term planner that is available here: Term Planner | Oxford University Careers Service From skills workshops and info sessions to six in-person careers fairs, they have a wide range of exciting careers events lined up this term.

Oxford University Careers Fair – The fair for all sectors 🟦
The 2022 Oxford University Careers Fair offers Oxford students, researchers and alumni the opportunity to find out about a variety of different career options across a wide range of employment sectors.
At our fair for all sectors, you will be able to meet a number of major recruiters, attend presentations, compare different organisations, and find out about graduate and work experience opportunities. Not all the recruiters participating in this event are giving a presentation in Oxford this year, so this may be your only chance to meet them informally.
Date: 6th October 2022, 11am – 3pm
Venue: Examination Schools, OX1 4BG
Website: Oxford University Careers Fair: The fair for all sectors | Oxford University Careers Service

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Pre-Careers fair talk: Researchers@ Oxford University Careers Fair 🟦
Talk informally with a careers adviser about options for researchers and find out how to get the most from the fair.
Date: 6th October 2022, 10.15am – 11am
Venue: Examination Schools, OX1 4BG
Website: Oxford University Careers Fair: The fair for all sectors | Oxford University Careers Service

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Investing in Women Scientists: Global Perspectives
This year WEgate Summit panel discussion brings together women investors who are leading change across the globe to support women entrepreneurs. This debate will focus on solutions and sharing good practice to tackle investment gender bias.
Date: 6th October, 5-6pm
Website: Investing in Women Scientists: Global Perspectives | Enterprising Oxford

Primary 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: 7th and 14th October 2022, 9:30-11:30am
Website: Primary qualitative research made simple ONLINE — University of Oxford, Medical Sciences Division

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: 10th October 2022, 9:30-12pm
Website: Analysing biological data by model fitting in GraphPad Prism ONLINE — University of Oxford, Medical Sciences Division

Also running on 7th December Analysing biological data by model fitting in GraphPad Prism ONLINE — University of Oxford, Medical Sciences Division

The Confident Manager
A blended learning development programme for People Managers whatever their role, tailored to reflect experience and specific needs – to equip/empower them as managers within a hybrid working environment, enhance their team's experience and offer dedicated time for personal development. The programme is built around a series of masterclasses and social learning spaces supplemented by POD resources and others reflecting the latest thinking in management practice.
Dates: 11th, 12th, 17th, 19th and 20th October, 9:30-1:30pm
To apply, see The Confident Manager (Class) (ox.ac.uk)

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: 13th October 2022, 9:30am-4:30pm (in person)
Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

NDM Professional Services Seminar -- " Ebola, SARS-CoV-2 & Monkeypox; what's next??",
Date: 20th October 2022, 12-1pm
Venue: NDMRB Seminar Room
Website: NDM Professional Services Seminars — Nuffield Department of Medicine (ox.ac.uk)

Science, Engineering and Technology Fair
The Science, Engineering and Technology Fair offers Oxford University students, researchers and alumni the chance to explore internships and graduate roles in variety of technical areas.
Date: Saturday 15th October 2022, 10:30am – 1pm.
Venue: Examination Schools, OX1 4BG
Website: Science, Engineering and Technology Fair 2022 | Oxford University Careers Service

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Pre-Careers fair talk: Researchers@ Science, Engineering and Technology Fair Careers Fair
Talk informally with a careers adviser about options for researchers and find out how to get the most from the fair.
Date: Saturday 15th October 2022, 9:45am-10:15am
Website: Science, Engineering and Technology Fair 2022 | Oxford University Careers Service

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Research ethics and research integrity - an introduction - ONLINE
This half - day interactive online MSD Skills training course is relevant to all MSD postgraduate research students and postdoctoral early career researchers looking to understand the ethical concerns faced by researchers.
Date: 21st October, 10am – 1pm
Website: Research ethics and research integrity - an introduction - ONLINE — University of Oxford, Medical Sciences Division

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Work Learn Develop – Apprenticeship Information Sessions
Join the University Apprenticeships team and Tess Williams (our Apprenticeship expert from Abingdon & Witney College), who will discuss Apprenticeship opportunities that can support us in the current situation. Both for existing University staff and for recruiting new entrant apprentices to support departments.
Dates: 27th October 12pm. Also running 23rd November, 11am
Website: University of Oxford Apprenticeships Events | Eventbrite (select the relevant event)

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: 27th October, 9:30 -12:30 (in person). Also running 30th November online 1pm-4pm.
Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

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: 8th November, 1-4pm (online)
Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

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: 28th October 2022, 1pm-3:30pm
Website: When science goes bad: scientific misconduct and how to avoid it ONLINE — University of Oxford, Medical Sciences Division

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: 1st November 2022, 10am-12:30pm
Website: Supervision, assessment and examination at Oxford ONLINE — University of Oxford, Medical Sciences Division

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: 2nd, 6th and 16th November, 9:30-1pm. You will need to attend all 3 sessions.
Website: Data analysis & visualisation in R for biologists ONLINE — University of Oxford, Medical Sciences Division

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: 3rd November, 9:30-1pm
Website: Writing a journal article ONLINE — University of Oxford, Medical Sciences Division

Also running on 5th December Writing a journal article ONLINE — University of Oxford, Medical Sciences Division

How and why to undertake systematic review ONLINE
This online course is for MSD researchers and covers the principles of performing a systematic review and meta-analysis.
Date: 7th November, 2-4pm
Website: How and why to undertake systematic review ONLINE — University of Oxford, Medical Sciences Division

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: 8th , 15th, 22nd, 25th November, 9am-12pm. You are required to attend all 4 sessions.
Website: Introduction to statistics Group A - CLASSROOM — University of Oxford, Medical Sciences Division

NDM Professional Services Seminar – *Structural Biology in STRUBI; the research we do and why*
Date: 9th November 2022
Venue: TBC
Website: NDM Professional Services Seminars — Nuffield Department of Medicine (ox.ac.uk)

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 park. The session will highlight examples, practical tips and provide the opportunity for you to start to develop your own ideas and plans.
Date: 10th November , 9:30-12:30 (in person)
Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

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: 10th, 17th , 24th November and 1st December, 9:30am-12:30pm. You are required to attend all 4 sessions.
Website: Introduction to statistics Group B - CLASSROOM — University of Oxford, Medical Sciences Division

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 Toye) 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: 11th and 18th November, 9:30-11:30am. You are expected to attend two sessions and complete pre-work in Canvas before each session

Website: Synthesising qualitative research made simple ONLINE — University of Oxford, Medical Sciences Division

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Coaching Skills for Managers

Coaching is a highly impactful approach to people development and can support individuals to identify goals, gain insights into challenges, consider options and plan actions. It is a great addition to every manager's toolkit. This online workshop will introduce you to the role and benefits of coaching, and when and how coaching skills can be used to support effective line management practice. We will consider the structure and skills utilised in a coaching conversation and introduce an accessible coaching model for use in the workplace. You will have the opportunity to take part in a practice coaching conversation using your own real-life examples, topics or challenges.

Dates: 22nd November, 10am – 1pm

Website: Coaching skills for managers - online (Web) (ox.ac.uk)

Intro to R for Biologists 2 day 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: 23rd and 30th November, 12:30-4pm. You are expected to attend both sessions.

Website: Intro to R for Biologists 2 day ONLINE — University of Oxford, Medical Sciences Division

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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: 24th November, 9:30am-12:30pm

Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

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: 24th November, 9am – 1pm.

Website: PLTO Masters teaching ONLINE — University of Oxford, Medical Sciences Division

Also running on 1st December PLTO Masters teaching ONLINE — University of Oxford, Medical Sciences Division

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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: 28th November, 2-4pm

Website: Writing a conference or journal article abstract ONLINE — University of Oxford, Medical Sciences Division

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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 (Telling Stories That Matter – running 19th May, see details above), 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: 1st December 2022 (online)

Website: Training for Researchers and DPhil Students — Mathematical, Physical and Life Sciences Division (ox.ac.uk)

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: 1st December 2022, 11am-5:30pm

Website: Experimental design and statistics in preclinical research: the good, the bad and the ugly CLASSROOM — University of Oxford, Medical Sciences Division

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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: 5th-8th December, 9:30-12:30pm. You are expected to attend all 4 sessions.

Website: Large group and lecturing ONLINE — University of Oxford, Medical Sciences Division

Introduction to computational chemistry CLASSROOM

This MSD Skills course, run by the Department of Biochemistry, is suitable for all postgraduate research students and early career researchers wanting to understand the practical skills needed for effective computational biochemistry.

Dates: 12th and 13th Dec, 10am – 5pm and 14th December , 10am-1pm. You are expected to attend all 3 sessions.

Website: Introduction to computational chemistry CLASSROOM — University of Oxford, Medical Sciences Division

Advancing Teaching and Learning Programme

Ready to develop your teaching skills at Oxford? The Advancing Teaching and Learning Programme leading to the award of Associate Fellow of the Higher Education Academy, is now open to staff who meet the application criteria.

Advancing Teaching and Learning (ATL) programme applications are now open for HT22, and will close **1pm 15 December 2022**

Website: Advancing Teaching and Learning Programme — University of Oxford, Medical Sciences Division.

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 and on Oxford Talks. In the meantime, the Careers Service website contains extensive guidance including researcher-specific tips and resources.

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: Course listing | People and Organisational Development (ox.ac.uk)

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: Course listing | People and Organisational Development (ox.ac.uk)

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: Course listing | People and Organisational Development (ox.ac.uk)

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. University Hot Desks (ox.ac.uk)

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. Visit the Focus on People web portal

■ **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. Research Staff Hub | University of Oxford

■ ■ **People and Organisational Development** – For course listings, please see Course listing | People and Organisational Development (ox.ac.uk) 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 eLearning | People and Organisational Development (ox.ac.uk)

■ **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. Home | Centre for Teaching and Learning (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.

Are you thinking of translating your research but are unsure where to start? Our entrepreneur in residence, Dr Nessa Carey, is delivering 'Translational Masterclasses' across departments at the university to address topics related to translational research. A typical masterclass would last about 1,5 to 2 hours and will provide you with the insights and the tools you need to confidently engage in a translational research program. Topics such as translation, enterprise, impact, networking can be addressed, and by the end of the session, you would have learned:

- How to feel much more comfortable about taking forwards your innovations
- You will have tools and strategies you can start to use

- You will realise that you already have a lot of the skills you'll need
- You will identify some future training needs for yourself

NDM Human Resources Training and Development – Information can be found here: Training and Development — Working for NDM (ox.ac.uk)

IT Learning Portfolio - A range of resources that you can download and use to develop your IT digital skills for study, research and work. IT Learning Portfolio | IT Learning Centre (ox.ac.uk)

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. Careers Support Network | People and Organisational Development (ox.ac.uk)

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. Connecting with people | People and Organisational Development (ox.ac.uk)

Careers Appointments for Research Staff - The Careers Service are available to hold phone appointments with research staff. Advice Appointments | Oxford University Careers Service

Mentoring – There are a number of mentoring schemes available to all staff, details of which can be found here Mentoring and Coaching — Working for NDM (ox.ac.uk)

Professional Services Mentoring Pilot - Providing an opportunity for mentors and mentees to form mentoring partnerships within Professional Services. Professional Services Mentoring pilot | People and Organisational Development (ox.ac.uk)

Oxford University Coaching Network – For information regarding coaching, please go to Coaching | People and Organisational Development (ox.ac.uk)

Medical Sciences Researchers Toolkit – Information for researchers, including funding, training and public engagement Researchers' Toolkit — University of Oxford, Medical Sciences Division

MSD Skills training – For courses run by the Medical Sciences Division MSD Skills Training — University of Oxford, Medical Sciences Division

Research Support – For training, events and networks Training & support | Research Support (ox.ac.uk)

Equality and Diversity – Information on mentoring and equality and diversity-related training available Training & mentoring | Equality and Diversity Unit (ox.ac.uk)

Department for Continuing Education – Offers a variety of courses Oxford University Department for Continuing Education

Language Centre – Hub for all students and staff who want to improve their language skills Home | Oxford University Language Centre

Safety Office – Range of courses for employees and Safety Officers to help them manage work-related hazards at the University Home | Safety Office (ox.ac.uk)