

Skills development programme

Graduate School of Arts and Humanities



Introduction

Welcome to the Faculty of Arts for the academic year 2012-13. In this handbook you will find details of the training courses designed for taught and research Postgraduates from across the Arts and Humanities. We hope you will find them a valuable complement to your studies.

The aim of this programme of courses and workshops is to provide opportunities for you to extend your range of academic and professional skills. The training units on offer are provided by staff across the University, and where appropriate, by guest lecturers from beyond Bristol.

Like all leading research institutions in the UK, our provision is supported by funding from Research Councils UK (RCUK). You are strongly encouraged to register for all courses, workshops and one-off sessions that may be of use to you. For some courses places are strictly limited: if you are unable to secure a place for the course of your choice, it may be possible to arrange a repeat session and the Graduate School will notify you if such an opportunity arises. For the same reason, it is imperative that you notify the Graduate School promptly if you are unable to attend a course, workshop or one-off session for which you have registered. Failure to do so may result in a charge being levied.

If you have any access requirements due to special needs of any kind, please contact artf-gradschool@bristol.ac.uk, two weeks before the start of the unit(s) you have booked.

I wish you every success in the coming year.



James Clark
Head of the Graduate School of Arts and Humanities



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HOW TO REGISTER

The training units on offer this year are provided by University staff and by guest lecturers from beyond Bristol. All of the courses organised by the Graduate School of Arts and Humanities can be booked online via Blackboard, the University's online learning environment (see below for further details).

Where timetabling information was not available at the time of going to print, please ensure that you visit Blackboard regularly to check for updates, or contact the Graduate School (0117 9288897).

If you are unable to attend any of the courses on which you have enrolled, you **MUST** contact artf-gradschool-skills@bristol.ac.uk. The delivery of many of these courses depends upon sufficient numbers turning up for them. A significant number of "no shows" will not only cost the University, particularly if an external tutor is involved, but it will also lessen the experience for the people who have attended.

Please DO NOT book onto courses unless you plan to attend. If you fail to turn up for a course without giving us prior warning, you will be charged a fee of £5.

Some course materials will be uploaded onto Blackboard so, if you are unable to attend, it is possible that you will be able to access some of the materials from the course, however they won't cover the material in as much depth and won't give you the opportunity to discuss the topic.

To register on courses run by Staff Development or the Careers Service you need to get in touch with the relevant contacts. These courses are featured from page 19 onwards.

From 1 October we will issue a fortnightly skills bulletin, via email, to all students. This bulletin will provide up to date information on upcoming courses and when and where they will be running.

BLACKBOARD BOOKING SYSTEM

To access the Postgraduate Skills Development Programme booking system you will need to login to Blackboard, the University's online learning environment (www.ole.bris.ac.uk). Once you have logged in using your UOB username and password you will be able to access the booking system by clicking on the *GSAH_RS PG Skills Development Programme* course on the right hand side of the page under *My Courses*. If this course is not showing on your list of courses please contact artf-gradschool-skills@bristol.ac.uk and we will arrange for it to be added.

Once you have opened the *GSAH PG Skills Development Programme* course you will need to click on *Skills Training Information and Resources* in the left-hand navigation bar. This will then bring up a list of the different types of Skills Training that can be accessed. You can then click on a type to navigate to the particular courses on offer.

When you have found the particular course that you are interested in and clicked on it you will be able to view any course documents that are available and sign up to attend the course.

If you have any problems with booking onto courses please contact artf-gradschool-skills@bristol.ac.uk

Navigating the University's Information Resources: A Newcomer's Guide

| | | | |
|------------------|--------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Online self-study</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>N/A</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Username, email, Blackboard, accessing university resources from home, list of computer rooms available, location of Wi-Fi hotspots - the materials and links that we have brought together give you an overview of the university's information resources and how to get started. This self-study course can be accessed via Blackboard (www.ole.bris.ac.uk).

An Introduction to the Faculty of Arts Teaching Rooms

| | | | |
|------------------|---|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face demonstration</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Learning & Facilities Management</i> | <i>Level</i> | <i>New PGT/PGR</i> |

This session provides an introduction to the technology found in teaching rooms across the faculty. We'll show you how to turn on the projection system, play audio or video, use an interactive whiteboard, and hook up a laptop. We'll reveal some secrets of effective PowerPoint presentations (hint: less is more) and show you how to upload a presentation to Blackboard.

| SESSION | DATE | TIME | VENUE |
|---|--|------|-------|
| An Introduction to the Faculty of Arts Teaching Rooms | See Blackboard for details: www.ole.bris.ac.uk | | |

Word Processing for Academics

| | | | |
|------------------|--------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Online self-study</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>N/A</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Microsoft Word has many features which are helpful for students writing longer documents such as a dissertation or thesis. These features save time and help ensure the quality of the presentation of a document by standardising its format and layout. Investing a little time in learning these techniques can save considerable time and frustration at the writing up stage.

The University has a variety of online resources available for students who want to learn more about using Microsoft Word. These resources can be found here: www.bristol.ac.uk/it-services/learning/resources/resources-by-topic-all.html#wp.

Two of the documents available have been designed specifically for the Arts Faculty:

Word-processing for academics (Arts Faculty)(wor07stu-2)

Word-processing for academics: Nice to know extras (Arts Faculty)(wor07stu-2)

If you do not feel confident enough to learn unaided then you can take part in a Self-Paced Learning session where you can work through the notes with a trainer present to assist. Please contact help-itskills@bristol.ac.uk for further details of these sessions.

For more information see:

www.bristol.ac.uk/studentskills/cobs

(taught postgraduates)

www.bristol.ac.uk/staffdevelopment/courses

(research postgraduates)

IT COURSES FOR SPECIFIC SUBJECTS

IT for Music

Format *Face-to-face workshop*
Presenter *Stephen Rockey*

Teaching block *TB1*
Level *New PGT*

These sessions are **compulsory for all new MA Music students** and **optional for MA in Composition for Film & Television students**. Please allocate yourself to the beginners or advanced class for both Sibelius and Powerpoint according to your previous experience.

| SESSION | DATE | TIME | VENUE |
|---|---|------------------|--------------------------|
| Sibelius for Musicians: Beginners Sibelius for Musicians: Advanced | Tuesday 23 rd October Tuesday 30 th October | 9-11am 9-11am | S1, Victoria Rooms |
| Powerpoint for Musicians: Beginners Powerpoint for Musicians: Advanced | Tuesday 6 th November Tuesday 13 th November | 9-11am 9-11am | S1, Victoria Rooms |

GENERAL IT COURSES

Information Services provides support for learning, teaching, research and administration across the University. This includes library services, computing services and teaching and learning technologies.

Beginner and intermediate courses in Word, Excel, and PowerPoint, as well as web authoring and Photoshop are also available.

Courses for taught postgraduates can be booked online at:
www.bristol.ac.uk/studentskills

Courses for research postgraduates can be booked online at:
www.bristol.ac.uk/personnel/sdev

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|---|
| See also Structuring Research data course – pp 9/10. |
|---|

LANGUAGE TRAINING

Academic English

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>TBA</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Writing academic English may be seen as something of a specialist skill, but a great deal of it is either common sense or a development of the skills you will have already acquired in the course of your earlier degrees. Nevertheless, people do become worried about what is formally expected of the construction and styling of a research dissertation, and so this session will offer you the opportunity to ask and share any questions you may have in this area. It would be very helpful if you would try to formulate your questions and issues in advance of the session and bring them with you; I will try to address all the matters raised, but at least as much will be achieved by sharing within the group what may well turn out to be common areas of concern.

| SESSION | DATE | TIME | VENUE |
|------------------|--|------|-------|
| Academic English | See Blackboard for details: www.ole.bris.ac.uk | | |

German reading

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Ruth Winter</i> | <i>Level</i> | <i>New PGT/PGR</i> |

French reading

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Hélène Duranton</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Italian reading

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Claire Thomas</i> | <i>Level</i> | <i>New PGT/PGR</i> |

These courses are for all postgraduate students who need to acquire basic German, French or Italian reading skills in their research areas.

Obviously at “ab initio” level courses only offer an introduction to the language, therefore attendees will be looking at predominantly structural ways and means that will help to understand the meaning of a variety of different texts.

Some of the materials will need to be provided by the course attendees in order to guarantee that many different topic areas will be covered. These are not lecture courses so active participation and commitment is expected.

| SESSION | DATE | TIME | VENUE |
|-----------------|--------------------------------------|---|-------|
| German reading | Weekly for 8 weeks. Start date TBC. | See Blackboard for details: www.ole.bris.ac.uk | |
| French reading | Weekly for 10 weeks. Start date TBC. | | |
| Italian reading | Weekly for 5 weeks. Start date TBC. | | |

RESEARCH SKILLS

An introduction to your PhD

Format *Face-to-face seminar*
Presenter *James Clark*

Teaching block *TB1 & TB2*
Level *PGR Y1*

An orientation session for new research students, to answer both practical and academic questions you may have about your programme.

| SESSION | DATE | TIME | VENUE |
|-----------------------------|---|--|-------|
| An Introduction to your PhD | Dates in October, January and April (see Blackboard for specific dates) | See Blackboard for details: www.ole.bris.ac.uk | |

Preparing for upgrade

Format *Face-to-face seminar*
Presenter *James Clark*

Teaching block *TB2*
Level *PGR Y1*

An orientation session for new research students, to answer both practical and academic questions you may have about the upgrade process.

| SESSION | DATE | TIME | VENUE |
|-----------------------|--|--|-------|
| Preparing for upgrade | Likely to run around Easter 2013 (see Blackboard for specific dates) | See Blackboard for details: www.ole.bris.ac.uk | |

Research ethics

Format *Face-to-face seminar*
Presenter *Mark Horton*

Teaching block
Level

TB2
PGR Y1

An introduction to University and statutory requirements for ethical conduct in research. All research projects undertaken at Bristol, whether by students or members of academic staff, must conform to the required standards of ethical practice. This workshop will summarise the requirements, advise on good practice and provide guidance on further sources of information.

| SESSION | DATE | TIME | VENUE |
|-----------------|--------------------------------------|----------------|---|
| Research Ethics | Monday 29 th October 2012 | 12:30 – 2:00pm | See Blackboard for details: www.ole.bris.ac.uk |

National Archives (Public Record Office) induction session

Format *Face-to-face seminar*
Presenter *Nick Barrett*

Teaching block
Level

TB1 & 2
New PGT/PGR

This session, run by an experienced historian and former PRO reader advisor offers a step-by-step guide to all aspects of archival research, including rules and regulations, practical advice and tips for online searches. The session will first explore archival research techniques and skills, including locating archives, planning your visit: rules and regulations, and document handling research techniques (including online research). It then looks at how to start research at the National Archives, examining scope and contents of the archive, finding your way round them, understanding PRO references, and the catalogue and ordering system. The last section offers general research advice, including information on regional archives and a Q&A session. Participants are encouraged to contact Nick Barrett (arts.scheme@virgin.net) in advance with questions about their specific research topics.

| SESSION | DATE | TIME | VENUE |
|-------------------|---|---------------|-------------------------|
| National Archives | Wednesday 7 th November 2012 | 2.30 - 4.30pm | LR1, 3-5 Woodland Rd |
| | OR Wednesday 6 th February 2013 | 2.30 - 4.30pm | |

Managing your research data

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Jim Pimperl</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Max number *Intro Session: No number restrictions*
Short Course: Max 10

Do you plan to collect research data, or have you already started? Is the data of a scale and/or complexity that you believe it is appropriate to construct a database using either spreadsheets (e.g. Microsoft Excel) or a relational database (e.g. Microsoft Access)? If so, either the introductory session and/or the short course are for you.

The Introductory Session

This course will be beneficial to you if you are at the stage where think you will need to construct a database, but haven't yet started to identify the sources or assemble the data. This single session will describe the task of designing and building a database and highlight what you need to do prior to starting the design. You may also have already started building a database, and found that the task is not as straightforward as you hoped. In which case, the short course is for you too.

The Short Course

This is composed of five three hour sessions spread over a five consecutive weeks.

- The first two sessions will focus on how to reveal the underlying structure of your research data using a technique called Logical Data Modelling on a number of simple example problem areas. At the end of the second session you will be asked to prepare an initial Logical Data Model (LDM) of part your area of research for the following week.
- In the third session, you and the other participants will have the opportunity to describe these first LDMs. You will probably have encountered difficulties in defining some areas of the model. The course tutor will facilitate discussions which will help establish solutions to the problems raised. Many of the types of problem will probably be shared by other participants, so the solutions will be of general interest.
- The fourth session will look at how to turn logical model into an MS Access database containing a set of tables, forms and reports.
- The final session will be devoted to the task of using the Access query builder with particular focus on dividing complex queries into simpler components.
- By the end of the course you should have a clear understanding of the principles and techniques of Logical Data Modelling, have a well formed initial LDM of your own research data and be in a position to take full advantage of a detailed MS Access training course.

What do you get from the course?

By establishing a clear understanding of the underlying data structure of your research domain you will find that:

- The process of designing your database is simplified – most of the non-technical, and difficult, problems will have been solved;
- Data entry into the database will be speeded up with no need to enter particular data repeatedly;
- Analysis of your data becomes more straightforward; adding further types of data to your database is simplified;
- The ability to produce correct results is maximised and, just as importantly, the chances of producing incorrect output is minimised.

And, possibly most importantly, you will actually have gained insight into your research aims and activities.

| SESSION | DATE | TIME | VENUE |
|---|-----------------------------------|---------|---|
| Structuring Research Data: Introductory Session | Tuesday 16 th Oct 2012 | 2pm-5pm | See Blackboard for details: www.ole.bris.ac.uk |
| Structuring Research Data: Session 1 | Tuesday 23 rd Oct 2012 | 2pm-5pm | |
| Structuring Research Data: Session 2 | Tuesday 30 th Oct 2012 | 2pm-5pm | |
| Structuring Research Data: Session 3 | Tuesday 6 th Nov 2012 | 2pm-5pm | |
| Structuring Research Data: Session 4 | Tuesday 13 th Nov 2012 | 2pm-5pm | |
| Structuring Research Data: Session 5 | Tuesday 20 th Nov 2012 | 2pm-5pm | |

OTHER RESEARCH SKILLS RESOURCES

Research Skills on-line courses

These on-line courses, which are hosted by the University's Education Support Unit and which can be accessed via Blackboard, are intended to help you develop your research and transferable skills. They supplement other avenues for skills development that are available at University, faculty, and school/department level.

To access these courses, log-in to Blackboard (www.ole.bris.ac.uk) and click on *ESU RS: Research and transferable skills* on the right-hand side of the welcome page (under *My Courses*). Then click on *RDO Tutorials* or *Epigeum Tutorials* on the left-hand navigation panel.

Courses on offer include:

- Starting your doctorate
- Preparing for your viva
- Writing papers for publication
- Getting published in the Arts
- Ethics – good research practice

If this course is not showing on your list of courses please contact Tora Manchester (tora.manchester@bristol.ac.uk) and she will arrange for it to be added.

PROFESSIONAL DEVELOPMENT

Introduction to communication skills

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Margarida Dolan</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Dr Margarida Dolan, an experienced academic trainer, offers a comprehensive introduction into the development of the fundamental communication skills essential for a range of academic contexts, from research presentations to undergraduate teaching.

| SESSION | DATE | TIME | VENUE |
|--------------------------------------|---------------|-------|---|
| Introduction to Communication Skills | Friday 16 Nov | 1-4pm | See Blackboard for details: www.ole.bris.ac.uk |

Presenting your research:

Guidance on drafting and delivering conference papers

| | | | |
|------------------|-----------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB2</i> |
| <i>Presenter</i> | <i>Prof. Pam King</i> | <i>Level</i> | <i>New PGT/PGR</i> |

Making your first conference presentation can be a daunting experience. Even before you get there, there is the question of identifying the right conference to make your debut, submitting an abstract and getting accepted - and of course writing the paper. What makes an effective abstract, and how do you go about preparing the paper itself? How do you use visual aids like Powerpoint to best advantage in your presentation, and what makes for successful delivery? What should you consider putting in handouts? And how do you plan for the unexpected when it comes to handling questions and feedback? Finally, what else do you need to consider in order to make the most of conferences for your academic career?

| SESSION | DATE | TIME | VENUE |
|---|--|-------------|---|
| Presenting your research: guidance on drafting and delivering conference papers | Tuesday 12 th February 2012 | 1.00-2.00pm | See Blackboard for details: www.ole.bris.ac.uk |

Getting published in the Arts

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|------------------|------------------------|-----------------------|----------------------|
| <i>Format</i> | <i>Online tutorial</i> | <i>Teaching block</i> | <i>TB1 & TB2</i> |
| <i>Presenter</i> | <i>Epigeum</i> | <i>Level</i> | <i>PGT/PGR</i> |

The aim of this course is to give guidance and support to arts and humanities students who are keen to put their research into the public realm, through academic papers and books. To access this course, log-in to Blackboard (www.ole.bris.ac.uk) and click on *ESU RS: Research and transferable skills* on the right-hand side of the welcome page (under *My Courses*). Then click on *Epigeum Tutorials* on the left-hand navigation panel.

Planning a PhD application:

Guidance on developing and drafting a research proposal and application practicalities

| | | | |
|------------------|------------------------------|-----------------------|------------|
| <i>Format</i> | <i>Face-to-face workshop</i> | <i>Teaching block</i> | <i>TB2</i> |
| <i>Presenter</i> | <i>Various academics</i> | <i>Level</i> | <i>PGT</i> |

A one-off session for anyone considering applying for a research degree (i.e. M.Phil., M.Litt., Ph.D.). The workshop will address every stage of the application process, from the design of the research project to the options for funding, both internal and external.

| SESSION | DATE | TIME | VENUE |
|----------------------------|--|------|-------|
| Planning a PhD application | See Blackboard for details: www.ole.bris.ac.uk | | |

Funding opportunities for postgraduates and how to apply for them

| | | | |
|------------------|------------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face workshop</i> | <i>Teaching block</i> | <i>TB1 & 2</i> |
| <i>Presenter</i> | <i>Simon Gane</i> | <i>Level</i> | <i>PGT/PGR</i> |

This course is designed as an introduction to the various funding sources available to postgraduates, including AHRC studentships, Faculty scholarships and the Faculty resources available to support attendance at conferences and research trips.

| SESSION | DATE | TIME | VENUE |
|---|--|---------|----------------------|
| Funding opportunities for postgraduates | Wednesday 17 th October Or Wednesday 23 rd January | 3pm-4pm | G77a, 15 Woodland Rd |

Teaching experience for postgraduates 1:

An introduction for new postgraduate research students

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|------------------|------------------------------|-----------------------|---------------|
| <i>Format</i> | <i>Face-to-face workshop</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>TBA</i> | <i>Level</i> | <i>PGR Y1</i> |

This session is for new postgraduate research students and will offer guidance on the place of teaching experience in the PhD programme, the opportunities to contribute to undergraduate teaching in each subject-area in the Faculty, and the training and mentoring arrangements for new postgraduate teachers.

| SESSION | DATE | TIME | VENUE |
|---|--|------|-------|
| Teaching experience for postgraduates 1 | See Blackboard for details: www.ole.bris.ac.uk | | |

Teaching experience for postgraduates 2:

Guidance for postgraduate research students contributing to undergraduate teaching in the current academic year

| | | | |
|------------------|------------------------------|-----------------------|---------------------|
| <i>Format</i> | <i>Face-to-face workshop</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>TBA</i> | <i>Level</i> | <i>PGR Y2&3</i> |

This session is for postgraduate research students who will be contributing to undergraduate teaching in the academic year 2012/13 and offers a general introduction to teaching in the Faculty of Arts and advice on the training requirements for and support available to part-time teachers.

| SESSION | DATE | TIME | VENUE |
|---|--|------|-------|
| Teaching experience for postgraduates 2 | See Blackboard for details: www.ole.bris.ac.uk | | |

Postgraduate Research Students contributing to undergraduate teaching in the current academic year are required to register for the University's *Teaching and Learning in Higher Education Programme*. For further details click on the link below:

www.bristol.ac.uk/esu/tlhe

Academic Careers Workshop

For those considering an academic career from post-doctoral opportunities to early career appointments

| | | | |
|------------------|------------------------------|-----------------------|----------------|
| <i>Format</i> | <i>Face-to-face workshop</i> | <i>Teaching block</i> | <i>TB2</i> |
| <i>Presenter</i> | <i>Various academics</i> | <i>Level</i> | <i>PGR Y3+</i> |

This workshop is aimed at postgraduate research students nearing the completion and submission of their PhDs who are considering an academic career. Guidance will be given on the variety of post-doctoral opportunities and early career posts available both in the UK and Overseas. There will also be advice on application procedures and what universities are looking for in a successful post-doctoral and early career researcher.

| SESSION | DATE | TIME | VENUE |
|---------------------------|--|------|-------|
| Academic Careers Workshop | See Blackboard for details: www.ole.bris.ac.uk | | |

Bright ideas – innovation and the Arts

| | | | |
|------------------|-----------------------------|-----------------------|----------------|
| <i>Format</i> | <i>Face-to-face lecture</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Dave Jarman</i> | <i>Level</i> | <i>PGT/PGR</i> |

New ideas, new connections and seizing opportunities are all critical elements in producing ground-breaking research and in delivering impact from that research. This half-day event is all about doing things a little differently to produce really valuable results. Come along and find out more about how enterprise can transform your research and your career prospects.

| SESSION | DATE | TIME | VENUE |
|--------------|------------------------------------|---------|--|
| Bright Ideas | Thursday 29 th November | 2pm-4pm | See Blackboard for details: www.ole.bris.ac.uk |

Lunchtime lectures

| | | | |
|------------------|------------------------------|-----------------------|--------------------|
| <i>Format</i> | <i>Face-to-face lectures</i> | <i>Teaching block</i> | <i>TB1 & 2</i> |
| <i>Presenter</i> | <i>Various</i> | <i>Level</i> | <i>PGT/PGR</i> |

| SESSION | DATE | TIME | VENUE |
|---------------------------------|--|------|-------|
| Entrepreneurship | See Blackboard for details: www.ole.bris.ac.uk | | |
| Research and Knowledge Transfer | | | |
| Public Engagement | | | |
| REACT Hub | | | |

PERSONAL EFFECTIVENESS

Presentation skills

| | | | |
|------------------|-----------------------------|-----------------------|----------------|
| <i>Format</i> | <i>Face-to-face seminar</i> | <i>Teaching block</i> | <i>TB1</i> |
| <i>Presenter</i> | <i>Darrelyn Gunzberg</i> | <i>Level</i> | <i>PGT/PGR</i> |

This session, run by an existing PhD student, will provide tips to students on best practice when it comes to presentation. In this seminar, Darrelyn offers techniques for taming apprehension, focusing on the task in hand and enjoying the experience. The initial seminar outlines the techniques whilst the second, follow-up session provides an opportunity for students to practice presenting to a group, using the techniques they have learnt.

| SESSION | DATE | TIME | VENUE |
|--|--|----------------------|---|
| Presentation skills Follow-up session | Friday 2 nd November Friday 9 th November | 4-5.30pm 4-5.30pm | See Blackboard for details: www.ole.bris.ac.uk |

Staff Development

In addition to the courses listed in this booklet, the University's Staff Development department runs a number of other courses that are aimed at research Postgraduates.

For further information and booking details, please refer to
www.iser.bris.ac.uk/cgi-bin/sdev/courselist.pl?sect=rp

GENERAL PERSONAL DEVELOPMENT COURSES

Details of other Personal Development courses and self-study materials that are available to taught and research postgraduates can be found here:

www.bris.ac.uk/studentskills/skills_resources/items/topic_index.html

Courses include:

Academic Writing Skills
Critical Thinking
Coach Yourself to Employability
CV Clinics
BristolPluS Award
Enterprise Skills Training
Information Literacy and Library Skills

Resources include:

Application Form Advice
Employability and Skills Development
Jobhunting Advice
Virtual IT Training Suite
Presentation skills
Problem-solving
Time management

FURTHER CAREERS ADVICE FOR POSTGRADUATE STUDENTS

As a postgraduate student, you can access the full range of services offered by the Careers Service on Tyndall Avenue.

The information centre contains a wide variety of specific information about particular occupations and employers, and staff will be on hand to help you find what you need.

The service is also available through the Careers Service website: www.bristol.ac.uk/careers. The section for postgraduates provides statistics of what previous postgraduates have gone on to do, career management tips for finding a job, writing a CV and achieving interview success, and help with making the difficult decision of whether to stay in academia.

Workshops

Workshops designed specifically for postgraduate students, covering all aspects of career management, are offered at the Careers Service. These encourage participative learning and give an opportunity to share relevant experience and insights. For example:

- Interviews and how to survive them
- Practice interview
- CV workshops

To view (and sign up for) forthcoming workshops, [go to the Careers Service events listing](#).

Training

Skills and employability training

Whether you're pursuing an academic career or seeking employment outside the university system you'll need the right skills to support all the knowledge you've gained on your studies. Each Faculty provides a range of skills training appropriate to postgraduates, often with input from the Careers Service.

Further training and resources are available from the Careers Service (www.bristol.ac.uk/careers/postgrads). The programme of events for the Autumn term will not be made available until the end of September.

Careers Service advice on employability and skills www.bristol.ac.uk/careers/skills
University directory of skills provision www.bristol.ac.uk/studentskills

Postgraduate research students may also access most of the courses run by the [Staff Development Unit](#). The [Educational Support Unit](#) also produces a '[Guide to Postgraduate Skills Training for Postgraduate Researchers](#)'.

OTHER CAREERS RESOURCES

Vitae website – includes resources for PGRs on all aspects of PhD completion and career management (including CV samples):

www.vitae.ac.uk/researchers/1218/Postgraduate-researchers.html

Effective Researcher – a two day course for PhD students 6-18 months into their degree, which is co-ordinated by the Careers Service. Keep an eye on the Careers Service website for further details (likely to run in Spring 2013).

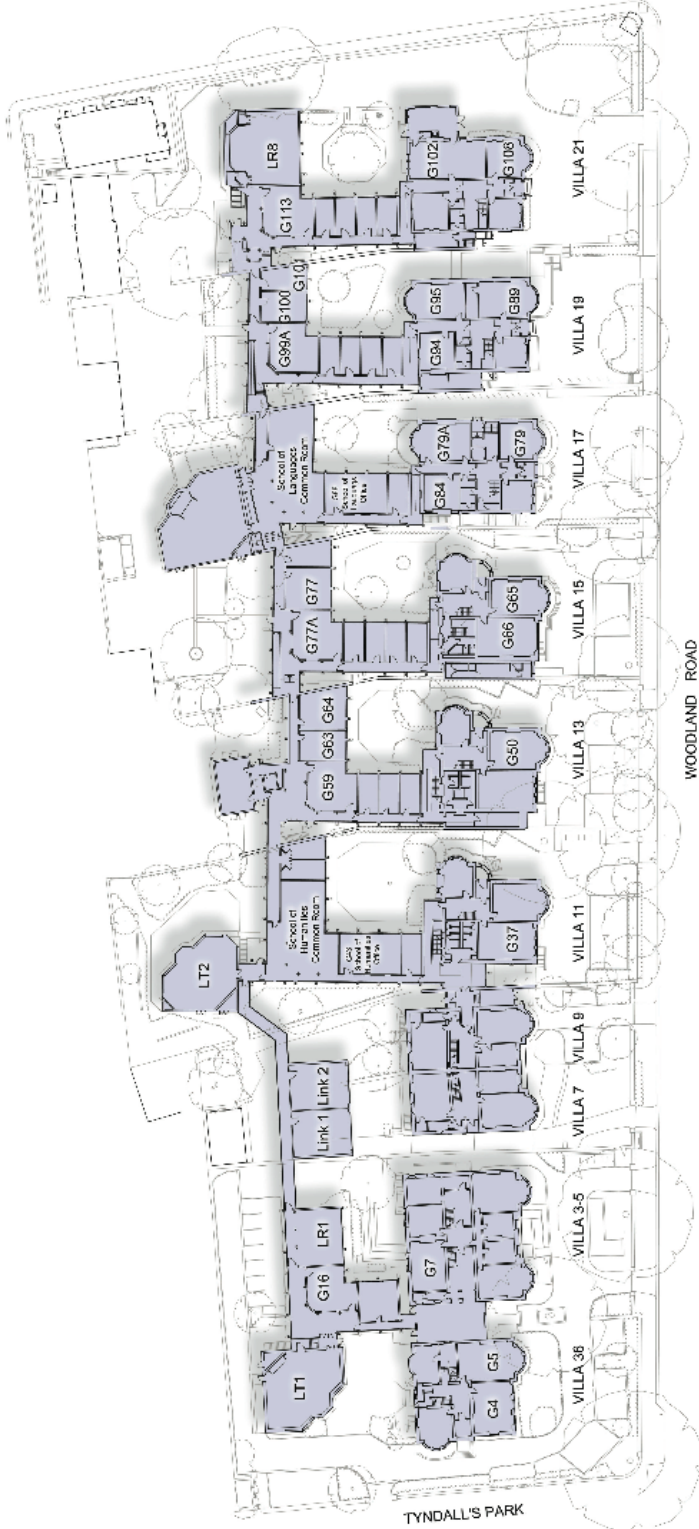
Beyond the PhD – a very useful resource for Arts PhD students:

www.beyondthephd.co.uk/

Staff Development - In addition to the courses listed in this booklet, Staff Development run a number of other courses that are aimed at research Postgraduates.

For further information and booking details, please refer to

www.iser.bris.ac.uk/cgi-bin/sdev/courselist.pl?sect=rp



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To book

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Email artf-gradschool@bristol.ac.uk

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