

**CENTRE FOR
DOCTORAL STUDIES**

KING'S
College
LONDON



Training for
**POSTGRADUATE
RESEARCH STUDENTS**
2021-22

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CENTRE FOR DOCTORAL STUDIES

Our mission is *equipping research students to excel.*

Support | Funding | Training | Community

Our four priorities are:

- Support – providing timely, relevant and useful information
- Funding – growing and resourcing research students
- Training – offering high quality personal, professional and career development opportunities
- Community – nurturing a collaborative and welcoming environment for all research students

We are a university-wide professional services centre with responsibility for the postgraduate research student experience.

kcl.ac.uk/doctoral-studies

Welcome

We are delighted to commend this training guide to you.



Welcome to King's College London, this brochure is designed to help you to navigate through the wealth of training available for PhD students through the Centre for Doctoral Studies (CDS). The research and scholarship that you have chosen to be a part of promises to be both exciting and challenging. We aim to provide opportunities to support you in different ways during your degree and I encourage you all to browse the fantastic selection of training to build onto your research experience. **Professor Rebecca Oakey, Dean for Doctoral Studies**



King's is a renowned research institution the world over, with leading academics in many disciplines. The very fact that you are at King's for your PhD is an achievement in itself. The training and development opportunities in this brochure, and the enthusiastic support of everyone at CDS, will allow you to make the most of your time here, and support you in making your own contribution to our outstanding research culture, and succeeding in your career. **Professor Peter Heather, Deputy Dean for Doctoral Studies**



It's easy to think that the main learning during a PhD is a very detailed knowledge about a very specific subject. Please don't believe this 'part-truth'! You will come out of your PhD with so much more – experiences, skills and attributes, all of which make you very employable. Our programme of development opportunities gives you the chance to reflect, to learn and to plan, so that when you do get to the end of the PhD, you are able to seize the opportunities ahead of you. Don't underestimate the value of a few hours focusing on your personal and professional development. Hopefully there is something in our programme for everyone, wherever you're starting your journey from. **Dr Nigel Eady, Director of Research Talent**



Our approach to training in 2021-22



The pandemic has driven changes in how we deliver training and development opportunities. For many, online content or virtual workshops provide a much more flexible and accessible means to develop as a researcher and professional. We have responded to restrictions to campus access by extending our offering of on-demand training, and pivoting our courses to blended learning formats. Where possible, we've tried to maintain interactive elements to our sessions as we know this is valuable to students. We still face some uncertainty during the 2021–22 academic year so, initially, almost all our training provision will be delivered online. We hope to move towards offering some on-campus provision later in the year, when it is appropriate, safe and feasible to do so. We know from asking our PGR student rep network that flexibility in delivery method is a priority. By offering the option – online or in person – we hope to maximise flexibility to meet the needs of our PGR community.

I hope you'll take the time to engage with some of the opportunities available at King's. Taking time out to develop a new skill can be refreshing and motivating, as well as help you connect with other PGR students or research staff you may not have met before.

Dr Amy Moore

Head of Doctoral Student Development



How to use this brochure

There are many ways to participate in personal, professional and career development whilst you are a doctoral student at King's, and in fact you can use ten days each year towards this kind of training. This brochure signposts to opportunities offered via the Centre for Doctoral Studies, and other parts of the College. PGR students at King's have the added benefit of being able to participate in training offered by other London-based universities via the Bloomsbury Postgraduate Skills Network (BPSN; page 13).

Click on the links and headings throughout this brochure to learn more about each opportunity. New opportunities are offered throughout the year so it is always helpful to visit our webpages regularly for the latest information: kcl.ac.uk/doctoraltraining

Reflect on your skills, identify training needs

The training themes outlined in the brochure, and tools such as the **Researcher Development Framework (RDF)** (pages 38–42), should provide a starting point to consider where your skills lie and the areas you might wish to enhance. You should also discuss training with your supervisor, at least a couple of times each year, and your peers and colleagues – what training have they found particularly useful?

How to book

Our online booking system, **Skills Forge**, is where you can book onto many of our courses, using your King's username and password. Simply enter the course code into the Skills Forge search bar to find and book onto courses. Courses are opened on SkillsForge one term at a time (dates are available in the **FAQ** section on page 43). Where an alternative booking system is in operation, it is clearly indicated. Our on-demand training resources can be accessed via our **web pages**.

When should I undertake training?

It's completely up to you, though you might find our **phase model** helpful. We recognise you are busy and have lots of demands on your time. We run multiple iterations of our most popular courses, and, typically, summer term courses are less heavily booked. An increasing number of courses are now available online on our **KEATS** site, so you can access them whenever and wherever you want.

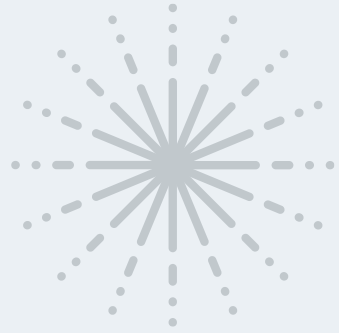


Any questions or feedback
Email doctoraltraining@kcl.ac.uk

Course themes and format

3 MODES OF DELIVERY

8 KEY THEMES



1 Live interactive workshops and webinars



2 Online, on-demand training



3 One-to-one, personalised, confidential sessions

Our activities are listed under eight themes, to make it easy to identify topics of interest.



CAREERS & EMPLOYABILITY Where next? Whatever direction your future career takes, we have activities to help you weigh up your options and be prepared.



COMMUNICATION & IMPACT Presenting research clearly and engagingly is not easy. We cover everything from posters and policy to public engagement.



DOCTORAL ESSENTIALS Undertaking a PhD can be daunting. We help demystify it with tips on getting started, preparing for upgrade and navigating the viva.



IT ESSENTIALS Learn to use software, like Microsoft Word and Powerpoint, to its full potential, as well as referencing tools and databases.



RESEARCH CULTURE Creating inclusive, fair and healthy research environments.



STATISTICS & DATA MANAGEMENT The core techniques commonly required to analyse data, and address issues of data management and responsibility.



WELLBEING & PERSONAL EFFECTIVENESS Support to navigate the highs and lows of research.



WRITING & PUBLISHING Literature reviews and research proposals, as well as how to construct an argument.

PhD phases

1

Starting out

One way of looking at the PhD journey is in terms of different phases. You may have specific needs in a particular phase of your development. Remember, there is no single PhD student experience and everyone will have different development needs at different times. This is not an exhaustive list!

The early weeks of a PhD can be a whirlwind of inductions, meetings, form filling and new tasks. Try and take a moment to think about the tasks.

PGR100 PGR101	Starting Your PhD ● – In the Sciences – In the Arts, Humanities & Social Sciences
WEB	Efficient and Effective Academic Reading ●
PGR277	Practical Project Management for Research ●
PGR232	Time Management for Researchers ●
PGR258 PGR259	Writing a Literature Review – In the Arts, Humanities & Social Sciences – In the Sciences



2

Working towards the upgrade

Having laid the initial groundwork for your research project, your thoughts will turn to the first major formal requirement – the upgrade from MPhil to PhD.

Requirements for the upgrade vary between faculties and departments so check what is required of you. In most faculties this will be the first time you submit written work to someone other than your first or second supervisor.

PGR144 PGR174	Preparing for the Upgrade – In the Arts, Humanities & Social Sciences – In the Sciences
PGR269	Clear and Concise Academic Writing
PGR302	Fundamentals of Good Writing
PGR303	How to Construct an Argument

You may also find it helpful to consult one of our Royal Literary Fund Writing Fellows to give you advice on your writing (see page 11).

Remember that some of these courses exist as on-demand online courses (indicated by ●). So if you can't make the dates for the live sessions, there are other options. Look for the **CDS online training programme in KEATS. For further information, contact us at doctoraltraining@kcl.ac.uk**

3

Growing as an independent researcher

After upgrading to PhD, you will be forging ahead in your research, working with the support of your supervisors, whilst building your independence.

It is very important at this stage to consider the tasks you need to complete for your research project and the skills you need to accomplish them. It's also the time to start thinking about what you can do now to help achieve your longer-term career goals.

PGR159 Writing and Giving Conference Papers (Arts, Humanities & Social Sciences)

PGR260
PGR304
PGR262 Writing for Publication ●
– In the Arts & Humanities
– In the Sciences
(Publishing a Scientific Research Paper)
– In the Social Sciences

PGR115 Making the Most of Conferences

This is a good time to speak to one of our dedicated Careers Consultants and/or participate in our career planning workshops (see pages 11 & 15).



Writing up

With most of your research completed, the writing up phase is about turning that research into a thesis that will meet the criteria for the award of a PhD.

How much writing remains to be done at this stage will vary with discipline but for all students it will mean working to a strict deadline. It is also a time when you need to give serious attention to life after your PhD.

PGR103
PGR104 Writing Up Your Thesis ●
– In the Sciences
– In the Arts, Humanities & Social Sciences

PGR105 Preparing for the Viva ●

PGR238 Cover Letters & Personal Statements

PGR283 CVs

PGR295 The Unused Power of LinkedIn

PGR230 Deciding What's Next: Staying In or Leaving Academia

PGR267 Decoding the UK HE Career Landscape – PARTS 1 & 2

4

Live interactive workshops

Interactive workshops

Many of our workshops were redesigned for online delivery due to the restrictions in place on-campus due to COVID-19. As restrictions begin to lift, we may begin to offer some in-person workshops, though many will continue to run online.

The specific details of the workshop delivery will be confirmed to you in good time after booking. These may differ depending on the workshop, but will broadly follow a pattern of:

- Pre-workshop preparation: a week in advance of the workshop, activities, and resources to work through in your own time.
- Live session: a focused session allowing time for interaction and discussion with the trainer and your peers. Typically, 1–3 hours in duration.

The workshop may be supported with further on-demand activities, or multiple live sessions. This combination of on-demand content and live sessions is what we term ‘blended learning’.




Our approach to Blended Learning

Case study: Advancing in Academia

Developed as a collaboration across several centres at King’s, this course was designed for PGRs who aspire to an academic career or want to know what an academic career is like. Each week is themed around a different aspect of career planning, with activities taking an individual active-learning approach combined with group-wide discussions and reflections from junior and senior academics.





Advancing in Academia helped me understand the academic job market much better than I had before and made me aware of aspects of the job search and applications which I had not previously thought about. Donald (Careers Consultant) was amazing at giving expert advice that was equally practical as well as empathetic, and he invited brilliant academic guest speakers as well. **Anja | German**

On-demand PGR training

Getting the right training at the right time is an important part of your PGR journey. That's why we have focussed on expanding the on-demand training opportunities available to you.

Nature Masterclasses & Sage Campus

We have partnered with major academic publishers to give you free access to their online courses.

LinkedIn Learning and Rdfmapped.com

Everyone at King's has free access to LinkedIn Learning and their library of 16,000+ courses. It can be overwhelming to find courses relevant for PGRs, so we developed **rdmapped.com**. This maps LinkedIn Learning resources against the domains and skills in the **Researcher Development Framework**. It can be search by keyword, or by browsing the domain areas relevant to you.

PGR Core Library

Using our in-house expertise, we have created courses specifically for King's PGRs. Highlights include **Doctoral Essentials**, **Efficient and Effective Academic Reading**, and the **Wellbeing Toolkit for PGR Students**.

[Click here to view all our on-demand PGR training.](#)

Nature Masterclasses Online

Aimed at PGRs in the natural sciences, Nature Masterclasses online courses are specifically designed to be used on demand and at your rhythm. They are bite-sized (10-15 minute lessons) so you can dip in and out during natural gaps in your work. Researchers can choose their own learning path – whether that is working through a course in order, or dipping in and out of modules. Courses include: *Scientific Writing and Publishing*, *Collaboration*, *Managing Research Data*, *Grant Writing*, *Statistical Analysis* and more.

Sage Campus

Aimed at social scientists, but also applicable to other disciplines, Sage Campus has over 25 online courses available. Covering topics such as data literacy (*statistical significance*, *data visualisation*), data science (*R*, *Python*), research skills (*research question*, *research proposal*, *research design*) and publishing (*publishing for impact*, *how to write a journal article*, *peer review*). Pick and choose courses relevant to you or take a pre-set learner pathway.



One-to-one support

We offer FREE, confidential, one-to-one advice sessions to all postgraduate research students. Our appointments will be a mixture of online and in person this academic year.

Support with choosing, planning and creating your career

Our careers consultants for researchers are committed to helping you whatever stage of career planning you are at. You may just be discovering what's out there – in or out of academia – or perhaps you're focusing on a couple of ideas, or even taking action to get applications in for jobs you want.

Talking to us will help you to understand and articulate the value of your PhD. Book an impartial, confidential appointment with Kate Murray, Donald Lush, Vicki Tipton or Anna Favalessa in the King's Careers & Employability team through **King's Career Connect** or visit our **KEATS page** for more information.

Improve your writing

We host two **Royal Literary Fund Writing Fellows**, **Rosalind Harvey** and **Katie Hickman**, who will help you improve and refine your writing skills. They are both professional writers, who can help with a very diverse set of writing skills, including:

- thesis organisation and structure
- accurate grammar
- overcoming writer's block
- Punctuation
- fluent academic style
- summary skill
- literature reviews
- correct use of idiom and register
- research articles & submitting publications

The RLFs offer one-to-one tutorials from Tuesday to Friday every week during term time, for researchers from any discipline.

Visit our web pages for information on how to book.

*The one-on-one advice sessions, and interview practice with **King's Career Consultants** helped me successfully apply for a 4-month internship with the United Nations. The Careers Consultants were patient and supportive and I learned really helpful networking and CV building skills through workshops. **Shreyasi (Shree) | Geography***





*The CDS has an incredible variety of workshops that anyone can benefit from, no matter what you're studying. I've participated in quite a few across numerous topics, including **Poster Presentation, Time Management for Researchers, Preparing for the Upgrade, and Induction Training for PGR Reps.** I've found them all very helpful and will continue to sign up for more throughout my time at King's. **Alexandria | Cancer & Pharmaceutical Sciences***

Opportunities for **postgraduate research students**

OPPORTUNITIES AT OTHER LONDON INSTITUTIONS

As well as internal courses, all King's research students are able to access numerous additional courses run by other London institutions. The members of the **Bloomsbury Postgraduate Skills Network** share a selection of places on their internal courses with other members of the network.

Members of the Bloomsbury Postgraduate Skills Network

Birkbeck, City, King's College London, London School of Economics, London School of Hygiene & Tropical Medicine, Royal Veterinary College, School of Advanced Study, School of Oriental and African Studies, University College London

Every Faculty appoints an academic, usually known as the **Associate Dean for Doctoral Studies**, who represents the Centre for Doctoral Studies in their Faculty and represents their Faculty within the Centre for Doctoral Studies. They work within their Faculties to ensure that the commonly-agreed standards of facilities, training and supervision are maintained and that complaints are dealt with promptly. Amongst other roles, they:

- **deal with the variety of issues** eg authorising extension of submission deadlines or changes of supervisor/project/funding.
- **ensure that all students** in their faculty have access to appropriate research and transferable skills training.
- **help review** King's *Regulations for Research Degrees* and ensure that supervisors and Heads of Department/Division/School are aware of, and conform to, King's policies, as presented in the *Regulations for Research Degrees*.

FACULTY	ASSOCIATE DEAN FOR DOCTORAL STUDIES
Arts & Humanities	Dr Áine McMurtry
Business	Dr Sotiris Vadoros
Dental, Oral & Craniofacial Sciences	Professor Agi Grigoriadis
Law	Mr Perry Keller
Life Sciences & Medicine	Dr Claire Wells
Natural & Mathematical Sciences	Dr Rivka Isaacson
Nursing, Midwifery & Palliative Care	Dr Mary Leamy
Psychiatry, Psychology & Neuroscience	TBC
Social Science & Public Policy	Dr Jill Hohenstein

Advancing in Academia

- Arts & Humanities – PGR314
- Health Sciences – PGR289
- Social Sciences & Public Policy (on demand)
- Health Professional Researchers (on demand)
- Coming in 2022 – Advancing in Academia for Clinical Academics

What are the realities of an academic career? What does it take to make the transition from a PhD or a fixed-term teaching or research role to an academic job? Learn from people who recently made that transition, and senior academics making recruitment and funding decisions. Discuss options and opportunities with your peers and experts. These courses are available either as blended online courses over a month or on-demand, and help you plan for the next stage of your career.

Building Your Brand

PGR319

Whether we like it or not, we become known to others at work (in your department, lab etc) for certain things. It could be you're the informal social secretary, that you're the one to organise your peers to come along to journal clubs or that you're an expert in the western blot. But what would you like to be known for? Understanding what your brand is can help others to know 'what you're about', professionally speaking. It can help to guide you towards tasks, people, jobs and places of work and support you to market yourself to relevant audiences. If this sounds like a strange process of self-commodification to you, then a) you're not alone and b) come along to this workshop and, together, we'll break down what personal branding means and how it can help researchers with their career management.

Cover Letters & Personal Statements

PGR238

How do you make your application compelling? What should you put in your cover letter and what should you leave out? In this session we'll

look at how to construct a compelling and well argued cover letter (or personal statement) that will improve your chances of being invited to that all important interview.

CVs

PGR283

We will look critically and analytically at employers' requirements and show how to communicate your knowledge, attributes, skills and experiences (KASE) persuasively in an attractive and informative CV layout.

Deciding What's Next: Staying In or Leaving Academia

PGR230

Many of our clients come to us to think through whether they want to develop their career in academia or move into other sectors and roles. As a researcher you have many career options but sometimes it can feel overwhelming, or it can feel difficult to know where to start. In this workshop we aim to provide frameworks for thinking about the options, share some common paths for researchers and provide some starting points for how to take your next career steps.

Decoding the UK HE Career Landscape – PARTS 1 & 2

PGR267

In this pair of webinars, we'll look at the complexity of the UK's higher education system. We'll help you decide which sort of university might be the most appropriate target for your career plans and using lots of data and practical tips we'll help you make your academic job applications better targeted and more persuasive. We'll also look at equality issues in higher education and suggest strategies for overcoming structural inequalities as your career develops. Attendance at both webinars is highly recommended.

CAREERS & EMPLOYABILITY



CAREERS & EMPLOYABILITY

As well as our workshops & webinars, the following may help you think about your career:

- **Discover Careers events** comprise short talks from a panel of speakers, followed by a lively Q&A. Each Discover Careers panel focuses on a particular sector, eg management consultancy, science communications and policy. Details & booking: kcl.ac.uk/careers
- **Virtual Insights Consultancy Projects for PhDs** – gain team-based project experience with real industry clients.
- **Careers In Your Ears**, our podcast, features interviews with PhD holders, providing insights into their career journeys. It's available from the Apple and Google podcast stores.
- **Further online resources**, specially curated for research students.

The full range of services is available to you for two years after you graduate.

Interviews

PGR143

The best way to help yourself succeed in interviews is to prepare effectively. This workshop explains what recruiters are looking for and explores the different types of interview structures you might have to deal with. It gives you a chance to listen to examples, as well as the invaluable opportunity to articulate your own answers. We will use examples for interviews inside and beyond academia.

Race & Identity: Researcher Careers Panel

PGR315

Higher Education in the UK is largely run by older white men and is very unrepresentative of the diversity of the UK population. In this panel discussion we'll look at the challenging issue of race and identity in researcher careers

with the help of special guests. Panel guests to be confirmed.

Teaching & Research Statements

PGR320

Teaching and research statements are a common part of applying to academic and funding opportunities. In this webinar we will show you how to structure these documents and some tips for developing your own.

The Hidden Power of LinkedIn

PGR295

In this online session, we'll explore LinkedIn. Beforehand, we'll ask you to think about how you're already using it, and throughout the session we'll talk about creating an effective profile, how to reach out to others and be proactive using this important platform.

What Researchers Offer – Understanding your KASE

PGR296

Knowledge, Attributes, Skills and Experience (KASE) are your key qualities that are attractive to potential employers. Understanding these and the value of your specific research experience and being able to articulate them are vital for developing confidence, figuring out what you want to do next in your career and being successful in your applications. Come and join us where we will provide a framework to think about what you have to offer and how to articulate it. It's also a great chance to meet other researchers at King's and benefit from their insights.

3 Minute Thesis Competition

PGR600

This competition is open to any King's student studying for a PhD or other doctorate. The rules are simple: explain your research to a non-specialist audience in three minutes. No props, sound or moving images allowed; no poems, raps, songs or mimes; only a single static PowerPoint slide is permissible. The winners will be decided by a panel of judges. A series of heats will be held in Spring, with two winning contestants from each heat going forwards to the King's College London 3 Minute Thesis Grand Final. The winner of the Grand Final will be invited to represent King's at the UK 3 Minute Thesis National Semi-Finals. [Click here](#) for further information.

Introduction to Public Engagement

PGR321

Aimed at PGR students and early career researchers with little or no prior experience of public engagement, the session will help you develop skills and an understanding of public engagement with research, as well as help you consider possible public engagement you can carry out with your own research, through our public engagement small grants scheme.

Effectively Representing the PGR Student Community – Induction Training for PGR Reps

PGR310

Taking on a role as a PGR student rep gives you a unique opportunity to influence decisions made by the College, ensure student voices are heard, and change things for the better. It is also an excellent way to enhance your skills in communication, problem solving, influencing and negotiating. However, navigating complex organisational structures and bureaucracy can sometimes feel frustrating, and challenge how much of an impact you can really make. This session aims to connect you with the key people at King's who can help you best represent

students, and help you develop skills to get your points heard and influence decisions.

Expanding your Research into Consulting

CRSD18

Many commercial and non-profit organisations stand to benefit from accessing the knowledge and expertise of researchers at King's. However, the process of identifying potential consulting opportunities and converting these into viable projects which stand a good chance of delivering satisfactory outcomes to all involved is not straightforward. Specific skills are needed to avoid the all too common pitfalls and to make the experience of working with external clients as smooth and risk-free as possible. This course will provide you with all the know-how you need. We start by describing the sorts of external projects you could pursue and then use a number of practical and interactive exercises that will help you in spotting opportunities outside of King's, making the connection with potential clients and 'sealing the deal'. Above all, the course demonstrates how to expand the impact of your research outside of King's through paid work while maintaining your academic independence.

Fundamentals of Designing a Poster Presentation

PGR113

This course is aimed at research students planning to give a poster presentation during the course of their research degree. It covers the key aspects of ensuring the poster is effective and well-designed and is intended as an introduction to giving a poster presentation. By the end of this course, participants will understand what a research poster is and the purpose of them, be able to identify characteristics of effective posters and use techniques for designing and structuring the content, text and graphics of a poster.

Getting Social

CRSD30

We live in an online world where lives, work and memes are constantly shared around the globe. This session will help you find your online voice in a crowded internet as you explore how you share your work through social media. Explore how and why you should share your work online and how to make the most of the content and contacts that you find there. Following the workshop, you will understand how research can fit into the social media landscape, prepare high-quality content for various platforms, know how to start building followings and creating conversations and understand the unique use of platforms.

Making the Most of Conferences

PGR115

This course is aimed at research students who feel they need some guidance in knowing what to expect at their first research conference, whether online or in person, including how to network effectively. You will learn to understand what you are aiming to get out of a conference, practical advice on what to do before, during and after the conference and how to plan and be able to identify effective networking strategies and develop confidence about conference attendance.

Pitching for Funding

CRSD65

This session will help you perform more successfully in front of interview panels for funding. It will be highly participative and engaging and will focus on making practical improvements to your existing pitching skills. It is designed for those who will need to apply for research funding in the future and will support you to deliver pitches with greater impact and prepare for the Q & A to maximise your chances of securing funding for your next grant application. Please note that despite the examples used in the course being from

the sciences, many AH & SS funders also use interviews, so it will benefit researchers from these disciplines too. The training will help you to understand the components of a successful pitch, design high-impact pitches, deliver successful pitches to funding panels/interviews and manage the Question & Answer session effectively.

Presenting with Confidence

PGR229

Presenters need to know how to capture and hold the attention of their audience who expect a shorter, but more dynamic presentation style. This session will build on your existing skills to help you present with greater authority and leave a lasting positive impact when presenting. This programme is primarily designed for those who have some experience of presenting but want to move their skills to the next level. Specifically, the training will provide a complete and practical guide to every aspect of designing and delivering a high impact presentation.

Public Speaking for Research Students & Staff

PGR185

Academics can make as much of an impact from what they say as what they write whether it be through teaching, conferences or job presentations. This workshop takes participants through how to structure a speech, the use of appropriate language and imagery, audio-visual aids and how to master the Q & A, and draws upon acting techniques such as how to improve diction, resonance and stage presence as well as relaxation and breathing techniques to calm nerves.

Understanding and Influencing – Build a Productive Relationship with Your Manager

CRSD58

Our ability to influence and manage upwards is a key part of the modern-day professional toolkit, and yet most people only think about

COMMUNICATION & IMPACT



ENTREPRENEURSHIP

At the **King's Entrepreneurship Institute** we believe everyone has the ability to be entrepreneurial, whether that's through starting your own business or by being an innovator in your chosen field. We offer a range of free opportunities, events and competitions from the Enterprise Award to our King's20 Start Up accelerator. We will help you become a disruptive thinker, a compelling leader and effective team builder and so much more. Join us to discover an entrepreneurial version of you.

Further information

 [@Innovatekings](#)

Connect on

[LinkedIn](#) | [Facebook](#) | [Instagram/Kingsentrepreneurship](#) and pick up a copy of **Start! Magazine**

The Entrepreneurial Mindset is a training programme based on the Seven Skills of an Entrepreneurial Mindset framework and aims to provide participants with an opportunity to develop their skills as innovators, critical thinkers, and collaborators, as well as to enhance future career prospects. The multi-disciplinary and cohort-focused philosophy of the programme ensures that, as a participant, you emerge equipped to tackle key challenges in your discipline, in a rapidly changing world. Whether starting your own company, working for a start-up or joining a corporation, developing these skills will enhance your employability prospects, diversify your ways of thinking and help you commercialize your ideas.



PUBLIC ENGAGEMENT

King's Engaged Researcher Network (KERN)

supports a growing community of King's staff and students interested in engaging different audiences with their research. KERN runs training, offers advice and sends a monthly newsletter detailing opportunities to get involved, funding information, resources and inspiring public engagement projects from across the university.

Further information

 [@KingsEngages](#)

Public engagement small grant scheme – small grants for researchers to deliver a public engagement project.



LEARN A LANGUAGE

The Modern Language Centre provides all postgraduate students with the opportunity to take a language module free of charge. **The Language Resources Centre** offers King's students access to language learning materials and free speaking practice sessions with a native speaker to improve their listening skills. Online resources in five languages are also available through KEATS.

Further information

internal.kcl.ac.uk/mlc

Email modern.language@kcl.ac.uk

English Language Support

We are introducing English Language sessions (**PGR318**) for PGR students with English as an additional language. See page 35 for more details.

it when their relationship with their boss goes wrong in some way. But regardless of blame or accusation, an adult relationship is something that both parties have a responsibility for, and it is something that we, as developing leaders,

must learn to influence effectively. This tailored blended learning programme will give you an insight into how to build and co-create a better relationship with your boss.

COMMUNICATION & IMPACT



*As an engineer & scientist, I've always prioritized research and technical training. However, the **Entrepreneurial***

Mindset programme has helped me see how design thinking and customer discovery are not only helpful in starting a venture but can also be applied to my work as an academic and leader more broadly.

Adler | Public Services Management & Organisation

abstract, preparing and presenting a talk, and handling questions. Advice will be offered on timing, dealing with nerves, and different ways of delivering papers (reading out, PowerPoint, handouts, etc.). Advice will also be offered on chairing panels, organising your own panels, panel diversity ('manels' etc.), and developing your own conference networks. We will cover common concerns, and the session will be full of practical advice and examples of what (not) to do. This session is suitable for people who consider themselves inexperienced at conference speaking or want to improve how they present. It's a stand-alone session, but goes well with 'Making the Most of Conferences'.

Writing and Giving Conference Papers for Arts, Humanities & Social Sciences

PGR159

Do you want guidance on giving conference papers? This course will cover all stages of conference presentations: identifying an area of research suitable for a paper, choosing which conference(s) to attend, writing an

'This was absolutely brilliant and totally changed the way that I would approach a presentation. A really excellent and knowledgeable tutor with brilliant examples.' **Presenting with Confidence (PGR229)**



Postgraduate Funding: Considering the Alternatives for Research Students

PGR131

Are you a current PhD or PGR student who needs extra funding for fees, living expenses, research, conference or 4th year PhD writing-up costs? If the answer is 'yes', then consider joining this workshop! It's all about funding from unusual places you probably haven't heard of! As well as explaining the more 'usual' postgraduate funding options available, it's mainly about alternative grant-making bodies in Britain: principally charities, trusts, and foundations. Charities and trusts are seldom used by students, but often make grants regardless of subject, course, or nationality. They are an excellent – but underrated – funding option.

Preparing for the Upgrade – in the Arts, Humanities & Social Sciences

PGR144

in the Sciences

PGR174

These courses are intended for research students in the run-up to the upgrade from MPhil to PhD. The course will provide guidance on how to construct the upgrade report, prepare for the interview/presentation and what the differences are between an MPhil and a PhD.

Preparing for the Viva

PGR105

This course is intended for research students in the final stages of writing up the thesis. It will help you prepare for the oral examination. This workshop identifies the regulations, expectations and outcomes of the viva and aims to address questions and anxieties.

'This was highly engaging and useful.'

Postgraduate Funding: Considering the Alternatives for Postgraduate Research Students (PGR131)



Improve my PhD *was a useful way to practice presenting my project in front of an academic panel before my upgrade.*

I received constructive feedback from academics from different subject areas which made me realise what areas still need refining. It was extremely useful to reflect on my progress and to summarise what I've been working.

Jasmin | Music

'The tutor was very approachable and explained everything very concisely, leaving plenty of time to answer questions.'

Preparing for the Upgrade (PGR174/PGR144)

Starting your PhD – in the Arts, Humanities & Social Sciences

PGR101

in the Sciences

PGR100

These courses, aimed at first year doctoral students, provide an overview of the PhD: what it is, what to expect and how to manage a research project effectively.

Writing up the Thesis in the Arts, Humanities & Social Sciences

PGR104

in the Sciences

PGR103

This course is for research students who are entering the writing-up phase of their doctorate. In addition to addressing key questions about the structure and content of a thesis, it will also explore writing strategies and how to cope with 'writer's block'.

DOCTORAL ESSENTIALS



FUNDING OPPORTUNITIES

NB: please check these schemes as some are currently suspended due to travel restrictions.

King's funding database [kcl.ac.uk/graduate/funding/database](https://www.kcl.ac.uk/graduate/funding/database) **Alternative funding guide** [postgraduate-funding.com/gateway](https://www.kcl.ac.uk/graduate/funding/database/alternative-funding-guide) **Global research grants** [kcl.ac.uk/study/abroad/discover/money/global-research-grant.aspx](https://www.kcl.ac.uk/study/abroad/discover/money/global-research-grant.aspx) **Conference fund** [internal.kcl.ac.uk/student/doctoral-studies/pgr/support/conf.aspx](https://www.kcl.ac.uk/student/doctoral-studies/pgr/support/conf.aspx)



IMPROVE MY PhD (ARTS & HUMANITIES)

The Faculty of Arts & Humanities offers a new development opportunity for pre-upgrade PGR students to discuss their project with an interdisciplinary panel of experienced academics with a wide range of intellectual interests and expertise across the A&H departments.



TEACHING

The Brilliant Club is an external, not-for-profit organisation specialising in training and supporting doctoral students and research staff to support pupils from under-represented backgrounds to progress to highly-selective universities. The Brilliant Club offers a limited number of places on an enhanced development programme (**The Scholars Programme**) that equips researchers to deliver university-style tutorials based on their own research. Researchers are paid £500 for each placement they undertake. Alternatively, the **Brilliant Tutoring Programme** trains researchers to help provide curriculum-based tuition to help learners catch-up after COVID-19 disruptions.

Further information [thebrilliantclub.org](https://www.thebrilliantclub.org)



Being a Scholars

Programme tutor for The Brilliant Club has definitely helped my presentation skills, but it's also encouraged

me to become more empathic and understanding towards the individual needs of pupils. It's a chance to make a difference to young people's lives as part of a friendly and supportive community. **Mihai | Cardiovascular Research Division**

King's Academy is dedicated to supporting staff in teaching and all aspects of education. It runs a **GTA Development programme** which includes a range of courses and resources to prepare Graduate Teaching Assistants for their roles and help them to become skillful and reflective teachers. This includes:

- **The GTA One Stop Shop**, a dedicated KEATS site containing a wealth of information, resources, and links. It contains guidance on planning teaching, dealing with common problems and pastoral care, FAQs, and details of the Professional Development available for GTAs.
- A **workshop programme**: this is a rolling programme of workshops for GTAs of all levels of experience which is regularly updated.
- Support for GTAs with at least one year's teaching experience to apply for recognition by the Higher Education Academy (HEA), normally at Associate Fellowship level. It is free to apply while you are a registered student or member of staff at King's. King's Academy provides a **KEATS site** with information and resources, and workshops to support your application.

Further information [internal.kcl.ac.uk/kingsacademy](https://www.kcl.ac.uk/kingsacademy)

IT ESSENTIALS

LinkedIn Learning provides access to courses on a wide range of topics such as project management, SPSS, and Office 365, all available free of charge. Just login with your King's username and password.

Sage Campus offers self-paced introductory and intermediate courses that cover data management skills, upskilling in data science, creating data visualisations, and how to use computer software such as *Python* and *R*.

Library Services also provides a range of interactive e-learning materials for researchers. These include literature searching, understanding, and avoiding plagiarism and specialised search skills for systematic reviewers. They can be accessed 24/7 by clicking the KLaSS button in the top right corner of your KEATS dashboard (or by searching for 'KLaSS' within KEATS).

Using MS Word to Create a Thesis Template PGR299

This workshop teaches you how to create a template in WORD which contains all the formatting, layout, and styles required for a professional and easily managed thesis, saving you hours of time and a template you can use for future pieces of work.

More support is available on library and IT skills from

libguides.kcl.ac.uk/home

For example, there is information on various referencing tools at
libguides.kcl.ac.uk/reference/software

Further information

kcl.ac.uk/library or email
libraryservices@kcl.ac.uk

*I completed the **Introduction to Teaching in the Health & Sciences (King's Academy)** courses to allow me to teach undergraduate students within the faculty. It was an excellent course that enhanced my confidence to plan and deliver engaging and accessible lessons. This was of great benefit to me as teaching is one of the best forms of learning! **Zach | Biomedical Engineering***



RESEARCH CULTURE

Researchers have a collective responsibility to promote positive, inclusive research environments, supporting individual and collaborative research activities of the highest quality.

King's Research Culture provides more information, including a short video (**What is Research Culture?**) explaining why it is so important.

From Bystander to Upstander: Being an Active Bystander at King's College London (for Research Staff and PGRs)

CRSD70

The aim of this session is to empower researchers at King's to challenge and call out unacceptable behaviours by:

- understanding what it means to be an 'active bystander' or 'upstander'
- reflecting on why it is important for us to challenge others and the barriers that have prevented us from doing this in the past
- learning some tools and approaches to apply in different scenarios, including the 4Ds and the continuum of intervention

Developing Cross-Cultural Intelligence LinkedIn Learning

Being able to work across cultures is an increasingly necessary skill for all employees. Communications expert Tatiana Kolovou helps you develop the cross-cultural intelligence to navigate cultural differences. [linkedin.com/learning/developing-cross-cultural-intelligence?u=76208058](https://www.linkedin.com/learning/developing-cross-cultural-intelligence?u=76208058)].

Research Integrity: The Fundamentals of Research Excellence at King's

RGEI1

This short, introductory workshop is designed to strengthen attendees' awareness of research integrity issues through discussion of scenarios. The 90-minute session is intended for all research-active staff and research students, across all Faculties at King's, who are seeking to improve their understanding of research integrity and its application to their research endeavours. The workshop is also open to any research support professional services staff, who would like to strengthen their knowledge of the research integrity landscape. The workshop provides an understanding of research integrity and its significance within a wider national and international context. The workshop will be interactive and will provide attendees with a forum to discuss areas of concern or gaps in their knowledge. Participants will be signposted to internal and external resources.



RESEARCH CULTURE



RESEARCH GOVERNANCE, ETHICS & INTEGRITY

The department of Research Governance, Ethics & Integrity (RGEI) is committed to enabling researchers to achieve research excellence. We support the King's research community to ensure that all research conducted is safe, lawful, and of the highest standards of integrity and rigour. The Department is responsible for developing and monitoring relevant College policies. We also provide further guidance and training to all researchers across the university in governance, ethics, and integrity matters. Please contact the relevant team for further details or to discuss your specific training requirements.

For more information, visit kcl.ac.uk/rgei



DIVERSITY & INCLUSION

King's Equality, Diversity & Inclusion aims to embed equality within everything King's does, and has a range of resources and guidance that students may find helpful. You can take 'Diversity Matters' training to learn more about embedding inclusion in your learning or workplace – just search for it on **Skillsforge**. The '**It Stops Here**' campaign is aimed at ensuring that King's has safe and welcoming campuses for everyone. The online '**Consent Matters**' course which is available to all students on KEATS.

🐦 [@KCLdiversity](https://twitter.com/KCLdiversity)



RIOT SCIENCE CLUB

A seminar series to raise awareness and provide training in Reproducible, Interpretable, Open, & Transparent Science. Putting the R.I.O.T into science! Weekly talks, workshops, and tutorials on open science and more!

Email riotscienceclub@kcl.ac.uk | YouTube [youtube.com/c/RIOTScienceClub](https://www.youtube.com/c/RIOTScienceClub) | 🐦 [@riotscienceclub](https://twitter.com/riotscienceclub)



*This year was my last chance to take part in the **3MT** and I'm so glad I did! It has truly been a fun experience, not to mention, thought-provoking in terms of the way it encourages you to think about how to communicate your work. I would strongly encourage anyone who is thinking about it to take part next year! **Curie | Basic & Clinical Neuroscience***

Analysing Qualitative Data

PGR₃₁₆

This course will consider and discuss a range of issues relative to the micro-analysis of qualitative data. Using example data throughout, issues covered will include the analyst's perspective (the aims and nature of their engagement with the data), coding systems, how to choose extracts for analysis in a systematic fashion, the meaning and importance of interpretation, generalising from qualitative findings and various write-up issues, including the relationship between the analysis and discussion sections of a qualitative report and the creation of impact.

Essentials of Copyright – What Researchers and Academic Staff need to know*

LIB8₄₁

Copyright considerations come into play at many points in academic life – for example, when publishing a journal article or PhD thesis, creating a taught course, or producing promotional material for a conference or event. This course provides an introduction and overview of copyright considerations in scholarly practice. It will help you understand key concepts, learn about the landscape of legislation and licences, what to think about when using copyrighted material in research and teaching, and copyright in works you create.

Introduction to Statistics for Researchers – 3 Part Online Course

PGR₃₁₂

The course is designed for researchers who have little understanding of statistical methods and wish to apply statistical techniques in practice. The fundamentals of popular statistical procedures and tests will be explained, including descriptive statistics, confidence intervals, hypothesis testing, data transformation, t-tests, Mann-Whitney and Wilcoxon Tests, Chi-square and Fishers Exact Tests, one-way ANOVA, linear regression and binary logistic regression.

By the end of the sessions you will understand fundamental statistical concepts so you can decide the appropriateness of statistical procedures and tests, and be able to use SPSS to apply the relevant techniques.

Managing Your Research Data*

LIB8₄₂

This is an online introduction to research data management over three one-hour sessions, which aim to equip researchers and research support staff with the knowledge and skills they need to manage data more effectively in order to meet the expectations of the university, funders and publishers, and to reduce the risk of breaching legislation and codes of conduct. It includes advice about creating, storing, securing, keeping and disposal of data, and advice on data management planning, to ensure that research data remain accessible for as long as required. The content is intended to be useful to a broad audience rather than focusing on a specific domain, so it does not cover specific data management techniques or methods of data analysis.

Measures of Agreement and Statistical Methods for Assessing Diagnostic Tests

PGR₁₄₉

This course focuses on the statistical methods used for measuring agreement for both categorical and quantitative data. You will learn about standard measures and techniques that are used to evaluate the performance of diagnostic tests and assess the agreement between observers.

By the end of the sessions you should be able to: gauge the agreement between observers using Kappa, weighted Kappa, Fleiss Kappa and Bland-Altman method; evaluate diagnostics tests by calculating sensitivity, specificity, positive and negative predictive values; assess a quantitative variable as a diagnostic tool by drawing a ROC curve.

Survival Analysis

PGR₁₅₀

This course will focus on statistical methods used to assess the time to an event. Although these methods are usually considered under the heading of 'survival analysis' the event could be any event where the focus of interest is the time until it occurs. You will be shown how to perform survival analysis through the statistics package SPSS and interpretation of SPSS output will be considered.

By the end of the session you should be able to: estimate survival probabilities using the Kaplan-Meier method; use the log rank test to compare two survival curves; explain published results of Cox regression.

Using NVivo for Qualitative Research

PGR₃₁₇

This course will introduce students to the NVivo software package, which is designed to help in the organisation, management and analysis of qualitative data. All the basic functions of NVivo will be covered, including the importation, storage, and organisation of various data sources, the potential for transcription, the creation of cases and nodes, classifications and attributes, and the meanings of these terms will be explained. The process of coding and data analysis will be demonstrated and the use of 'queries' explored as a 'top down' means of data access. The pros and cons of using software to conduct qualitative research will also be considered.

**Courses organised by Library Services*



WELLBEING & PERSONAL EFFECTIVENESS

Research has its ups and downs. Our wellbeing is influenced by our management of ourselves and our relationships with other people. As well as developing the skills to solve problems, sustaining an active lifestyle and positive mental health are important ways to reduce the likelihood of difficulties occurring.

- Our **online mental health 'toolkit'** is available on demand. **Register here** and **watch this video** for more information.
- **The Wellbeing Thesis** is an online resource for postgraduate researchers to support wellbeing, learning and research: **thewellbeingthesis.org.uk**

In addition

- **Student services** offer support to all students and also provides on-demand advice via **the self-service portal**. You can contact them via **student@kcl.ac.uk** or **@kclstudent**
- **Wellbeing Hub**: Boost your wellbeing and thrive with events, activities, and resources: **kclsu.org/help/wellbeing/hub**

- **King's Sport** offers a range of facilities, classes, and online resources to help you to stay active and manage stress.
- **Togetherall**: This is online platform is a safe and anonymous space you can go to if you're feeling down, struggling to cope, or just want to talk to people who understand what you're going through. Registration is free and completely confidential: **togetherall.com**
- **Counselling & Mental Health Support**: Free and confidential support with a wide range of personal, emotional, and mental health issues, through counselling, groups, workshops, peer-to-peer support, and more **kcl.ac.uk/counselling**
- **Concerned about a peer?** Students Services offer advice for supporting or raising concern about a peer. **Click here** to learn more.
- **Need help now?** The **Crisis Support webpage** provides information if you need urgent help.

For more resources to support your wellbeing, visit our **PGR Wellbeing Hub**.



*The PhD program can be a turbulent and stressful process which rarely goes entirely smoothly. Thanks to a highly engaging speaker, **The seven secrets of highly successful research students (PGR237)** reassures PhD students that they are not the only ones experiencing ups and downs. Small group discussions across specialties help connect students in completely different subjects who face similar obstacles. **Simon | Cardiovascular Medicine & Sciences***

WELLBEING & PERSONAL EFFECTIVENESS




WELLBEING TOOLKIT FOR PGR STUDENTS

Looking after your mental wellbeing is an important part of being a PGR student. The **Wellbeing Toolkit** introduces you to two themes; knowing yourself and working with others. It covers topics including decision making, self-care, internal obstacles, power and hierarchy, assertive behaviour, and resolving conflict.



PGR STUDENT WELLBEING COMMUNITIES FUND

Apply for up to £700 to support initiatives which allow you and your peers to address the mental, physical, and social wellbeing challenges of doing a doctoral degree. In the past year, we have been able to support the following initiatives:

- Neurodiverswing
 - **In the Museum** newsletters
 - Digital Humans Coffee Break
 - **Enabled in Academia** podcast
-  @enabledinaca



INTERNATIONAL BUDDY SCHEME

Starting a PGR degree can be daunting, perhaps more so if you are an international student moving to a new country. It can be highly beneficial to make connections with peers who may have been through similar experiences and navigated the early stages of their doctorate successfully. The International PGR Student Buddy Scheme (iPGR Buddy Scheme) seeks to connect new international PGR students (pre-upgrade) with current international PGR students who have completed their upgrade from MPhil to PhD (usually after 12-18 months, or part-time (PT) equivalent) and can act as a buddy or mentor. Keep a look out for our webinar which will provide key information on the support services available at King's for international PGR students, provide advice on how to get the most out of the scheme, what to do if it doesn't work out, and to answer any questions. **Further information: Visit our internal webpage | Email doctoralstudies@kcl.ac.uk**



*As an international student, when I first started my PhD, things were a little bit difficult, but having a buddy and good friendship from the **International PGR Buddy Scheme**, things got much better. I have my buddy to share knowledge and experiences with and provide me with support during my PhD journey. You may leave your home country alone, but you will not be alone at King's. **Jenjiratchaya | Applied Technologies for Clinical Care***

Coping with the Stress of a PhD

PGR282

The PhD experience can be very stressful. Students frequently report being anxious and/or depressed; they often complain of extreme loneliness; some experience personal difficulties with their supervisor(s) and many have severe self-doubt about their ability to complete their research. Through open discussion within the group, this participatory workshop will address these and similar issues that contribute to the emotional challenge of doing a PhD. It will also look at some strategies that can help you cope.

Emotional Agility for Successful Research Collaborations

PGR268

The intensity of the research environment means you will experience many different emotions. Learning to move through your emotions without getting stuck in them is an essential requisite for your own wellbeing and for working effectively with others. This programme looks at how you can move beyond expressing or suppressing your emotions, so that you feel clearer, more present and better able to respond proactively to challenges that you face. We will look at how group dynamics can trigger an emotional reaction in us and better understand how we can work constructively with others, without being drawn into energy-draining drama.

Imposter Syndrome

PGR297

We will explore what imposter syndrome is, who it affects and why it affects them. We will argue that if seen from a new perspective it becomes a strength and we will provide some top tips for managing the anxiety often associated with it.

Leadership Skills for Research Students

TBC

TBC

Navigating Change and Uncertainty

PGR287

As a backdrop of result of recent and ongoing events, you are likely dealing with a lot of upheaval in a constantly changing situation clouded with uncertainty. Having changes imposed upon you, you may want to increase your capacity to navigate the process and do what you can to respond in a way that serves you better. This session will enable you to assess your current approaches to change, explore the common processes of change, and analyse a variety of techniques and strategies for coping with change, and developing yourself in the process.

Personality Types in Research Groups

PGR275

We know that the most diverse teams produce the best work together, and we also know it can be difficult to work with people who think and work very differently from us. The well-established Jungian theory of personality differences offers a tried and tested framework for understanding ourselves and others so that we can be true to ourselves and find synergy with others. This programme introduces the Myers Briggs Type Indicator (MBTI) and explains how personality differences show up in research groups. You will have the opportunity to self-assess your own personality preferences and become more conscious of how you tend to gain energy, take in information, make decisions and approach planning. You will see how your own preferences affect the type of work you enjoy doing, how you like to communicate and how others see you. Working with others who have different preferences you will gain more insight into how others think and co-create ways of working effectively together effectively that you can bring back to your own research group.

'I really enjoyed the course. It was well prepared and delivered, including pre-session videos and materials.' **Personality Types in Research Groups (PGR275)**

Practical Project Management for Research

PGR277

Project Management is a key research skill, and evidence of Project Management skills are often what makes any individual researcher 'stand out from the crowd'. This practical and pragmatic course is 'the least you need to know and do' to manage your research as a project, and is 100 per cent focused on managing the sorts of projects that PhD students and Early Career Researchers are managing. It provides the core skills and key principles of research project management, taking project management theory and distilling it into the key practical tools and techniques. We share our pragmatic, quick and easy approach to getting your project under control and delivered on time.

Stress, Resilience and Strengths

PGR288

We will explore what imposter syndrome is, how it affects and why it affects them. We will argue that if seen from a new perspective it becomes a strength and we will provide some top tips for managing the anxiety often associated with it.

The Seven Secrets of Highly Successful Research Students

PGR237

Find out what doctoral researchers do to finish on time, overcome isolation, doubt and writer's block, and enjoy the process, while spending time with family and friends and perhaps even having holidays!

Time Management for Researchers

PGR232

Researchers have many demands on their time but often find it difficult to prioritise those demands and manage their time effectively. The result can be detrimental to a researcher's work and their work-life balance. This workshop will examine why achieving effective time management can be challenging, how to prioritise your time and protect those priorities, and will suggest some techniques that can help you get things done.

UNique – For University Women

WEB

Step back to understand your career options in and out of the university sector. Explore what is important to you so decisions are based on your values. Get clear no-nonsense advice to help you get that next position. Learn tools to help you set goals and realise them. A blended programme for early career university researchers.

Wrangling your Workload

CRSD14

Competing priorities, tight timeframes, and a sense of overwhelm are common in research roles, where researchers are striving for consistently high standards in an increasingly competitive field. Defining what is important to you as a person, as well as in your research career, will empower you to make better decisions about your day-to-day workload, your long-term goals, and how progress towards them. Directing and containing your efforts to key areas of personal and professional development with the most impact, will offer you a greater sense of control and fulfilment in all areas of your life. Cultivate your capacity for focus, and you will make more effective and productive use of your energy. In this workshop, you will review a range of strategies to reduce work-related stress in the research environment and empower you to free up time and attention for your own wellbeing.

Our courses assume a good working level of spoken and written English. Please see details of our new support for PGR students with English as an additional language, outlined below.

Academic Writing: Focus on Feedback

CRSD76

This workshop, delivered jointly between Brunel, Glasgow and King's, invites participants to hone in on feedback in its various forms as both giver and receiver. From peer review to exchanging drafts with a friend, this session explores general tips on different types of writing, strategies for providing peers with constructive and useful feedback as well as working with feedback on your own work, how to solicit good feedback through knowing your audience, being 'correct' vs. producing good writing and emotional vs. practical reactions and responses to feedback.

Blogging for Researchers

CRSD74

Have you ever thought about writing a blog, but not sure where to start? Are you curious about what blogging could do for your research, or your career? Or would you like to develop your online presence, and think blogging could be part of the solution? If these questions resonate with you please join us for this short workshop to explore and discuss the qualities that make blogs a popular communication format, identify the steps anyone can take to conceptualize, plan, deliver and promote their first blog, and consider the positive implications of blogging for you individually.

Clear & Concise Academic Writing

PGR269

This course will offer many tips for writing clearly and concisely. These tips will help you cut 10–30 per cent of the words in your current drafts – and communicate your ideas more clearly. It

will cover topics such as: cutting excess words; making the verb work; letting the argument flow; avoiding ambiguity; and using an appropriate tone. We will look at various examples of good and bad practice. The session will include a lecture and some interactive editing exercises.

Collaborative Writing for Research Staff and PGRs

CRSD78

This workshop delivered jointly between Glasgow and King's focuses on the practice of collaborative writing. Participants will be invited to consider the differences between working together and working individually at different stages throughout the writing process, identify the positive impacts and challenges associated with collaboration, and work towards practical strategies to make future collaborative work a success.

Combatting Writer's Block

CRSD39

This course is for you if you are stuck trying to write a grant, paper, or just need to get going in a hurry. Come and get motivated in a judgement-free setting. You will learn about writer's block and its causes, consider the thoughts and behaviours that can contribute to writer's block, discuss strategies in overcoming writer's block and gain support and share your achievements with your peers. This course is aimed at research staff who are writing academic papers, grant proposals, monographs/books.

Find Time To...

CRSD73

Do you have a deadline coming up or a piece of writing that's long overdue? Or maybe some data analysis that just keeps slipping to the bottom of your to-do list? Alongside everything else that needs to fit in with our busy research lives, often we find it hard to schedule devoted

time in which to sit, think, and write. Our online retreats give you time, peace, and space to fend off procrastination and beat writer's block. Each session will provide a friendly and constructive environment in which to meet like-minded peers, discuss challenges and work in a focused way using the established Pomodoro technique.

Fundamentals of Good Writing

PGR110

This course will look at the key writing elements needed to write clearly, accurately and elegantly. We will look at the components of good style; common difficulties and areas of uncertainty in grammar, syntax, and punctuation; good use of the verb; how to recognise bad style and avoid it; the nature of English vocabulary and how to make best use of it.

Goalsetting and Working with Wordcount

CRSD75

This workshop, delivered jointly between Brunel and King's, invites participants to think about methods for goalsetting, how to move beyond traditional 'SMART' objectives, and how to be realistic about what we ask of ourselves. Subsequently, the session will take a particular focus on word counts, their use, and why they aren't the ultimate way of tracking writing progress. We will also use this point as a basis to consider the process of drafting and how to recognize common errors and ineffective writing habits.

How to Construct an Argument

PGR241

This course helps you to develop clarity and logic by looking at what constitutes good argumentation. We examine the requisite vocabulary to structure and develop your thoughts; how to make transitions; how to establish hierarchies of argument; how to decide what to include and exclude; and write

clearly and concisely. This course is aimed at any student wishing to hone rhetorical skills for PhD submission, and for their application in the wider world, such as publication or the workplace.

How to Write a Good Research Grant Application (for the Inexperienced Grant Writer)

PGR281

This course is aimed at those who are starting to look for funding schemes and planning to prepare an external research grant application within the next 18–24 months or sooner. Advice will be given on how to identify appropriate funding schemes but the main focus will be on how to prepare a proposal for external funding paying particular attention to what the funders and the peer reviewers are looking for. Issues that will be covered include: where to look, and what to look for, when selecting an appropriate funding scheme; how funders make decisions and what qualities they look for in a competitive application; common reasons for failure; specific aspects of a grant application (formulating a good research idea, preparing a good project summary and rationale in support of the proposed work, presenting a credible research work plan and methodology). Tips on writing and presentation as well as how to respond to external reviewer comments will be provided. Participants will have the opportunity to interact during group exercises.

Open Access Publishing – What Researchers and Authors need to know*

LIB840

This course will look at what Open Access is and how it affects you. It will help you find out about the University policy and various Funder policies. It will cover open access publishing, self-archiving your research in a repository – including King's repository system Pure, and how to comply with the open access policy for REF2021.

Publishing a Scientific Research Paper

PGR261

To forge a career in science, you need to publish research papers in peer-reviewed journals. But the journal publishing system can be difficult to navigate. This course will give you insider insights from a former journal editor who knows scientific journals from many angles. You will learn how to choose a journal and get your paper through peer review, and some information on how to write and structure the paper will also be included. You will find out about innovations in peer review and publishing that could improve your publishing success, and you will get to see journals from the editor and peer reviewers' point of view. This is an interactive course, in which you will look into the practices of the journals that are of most interest to you.

Running Effective Writing Groups

CRSD77

Writing groups, retreats and 'Shut Up and Write' sessions in their various forms have become a standing feature of academic writing support. This workshop, delivered jointly between Cambridge and King's, provides practical advice and starting points for anyone who would like to set up their own group within their department, faculty, or circle of peers more broadly. We will explore how to identify the need for a writing group and recruit members, highlight different writing group formats and trial activities and strategies to get the conversation (and the writing) started.

Writing a Literature Review for the Arts, Humanities & Social Sciences

PGR258

Most research needs some kind of literature review, although its nature and position can vary. This session will cover different ways of handling literature reviews, while also identifying the core feature of all good literature reviews, which is to help you justify your approach, by

identifying what is good, bad and missing in the literature. The session will also cover: literature searches; looking sideways at similar studies in other areas; and structuring and categorising your literature review(s). (NB We do not cover systematic reviews or coding the literature.) This session is suitable for research students in the arts, humanities and social sciences, at any stage of your PhD.

Writing a Literature Review for the Sciences

PGR259

An integral part of research is engaging with the existing literature. At doctoral level this can be an inspiring activity as researchers interpret what has been published already. This session explores the relationship between your research and what already exists, covers the key principles of organising and critiquing published work and identifies the importance of key themes to help you structure your writing about others' work. It is suitable for research students in the sciences at any stage of the doctorate.

Writing for Publication in the Arts & Humanities

PGR260

This course is designed for early career researchers who have limited experience of writing about their research, as well as those who are now ready to submit research papers, journal articles or a monograph for publication. You will be introduced to the academic publishing industry; the different types of publishing, the grading of various journals, the peer review process, how publishing relates to the REF and your broader career. We will cover the stage by stage process of writing a journal article from submission to publication. Focus will be placed on writing style; how to read one's own and other's writing; different ways of constructing and demonstrating evidence and rhetorical styles; how to plan and write a journal (and the ways in which it is different from writing a PhD); the submission, peer review and redrafting process and how to put together a book proposal, as well

Don't forget that our Royal Literary Fund Fellows offer one-to-one feedback on your academic writing – see page 11.



WANT TO IMPROVE YOUR ENGLISH? Academic Writing for PGR Students (English Language) Places are limited – register to SkillsForge via PGR318

This 8-part academic writing course is designed for PGR students with English as an additional language (EAL). It will help you gain skills for effective writing on a sentence and paragraph level, and to demonstrate criticality through writing. You will learn strategies for using sources in writing, building clear complex sentences, and organising text coherently. This course will provide the foundations for accurate and appropriate written communication of your doctoral research.

as contribute to edited collections of essays. You should have a clear view of publications in mind but not necessarily a draft of an article.

Writing for Publication in the Social Sciences

PGR262

This course is aimed at research students and early career researchers in the social sciences who have no, or limited, experience of writing for publication. The half-day session will cover issues including different ways of turning a PhD or thesis chapter into publishable work, structuring a paper, and how to find a good way of framing your paper. It will also look at how to deal with a rejection, how to deal with a revise and resubmit and how to use social media to advertise accepted papers.

Writing Targeted Grant Proposals

CRSD7

If you only start thinking about winning a grant when the call for applications is announced, you



Writing a thesis for an audience is something that needs a lot of reflection and care.

The Royal Literary Fund Fellows opened another

world and helped me approach the final stages of writing and editing my dissertation as more of a craft rather than another task. **Sapna | Law**

are probably too late. Some people seem to be remarkably successful at winning grants. Are they simply supremely clever or have they an enhanced insight into the process? With some grant rounds giving as little as six weeks' notice, your only chance of success is to have thought and planned ahead. You will work in small teams to build a micro application combining 'your' interests and skills with 'their' needs and desires. You will begin to recognise the value of a clearly written proposal. Along the way you will consider how to embed grant winning into a busy life.

Writing Without Discipline

CRSD44

The content of this course is suitable for individuals in any field of research who are interested in learning more about how we write, and develop new tools to help with writing. How can writing change your thinking? And how can understanding how people write, change the way you think about and approach writing? This interactive workshop uses video and face to face materials to help participants get to grips with creative writing methods and techniques to introduce new ways of building writing into your daily routine. The workshop will provide a framework for understanding how writing is constructed, discuss tools you can use to approach your writing and help you to think creatively about your writing habits.

**Courses organised by Library Services*

King's Doctoral Training Partnerships & Centres

King's leads or partners in a number of Doctoral Training Partnerships/Centres supported by the UK Research Councils and The Wellcome Trust. Each offers a structured training programme of doctoral research.

View our webpages for further information.

Most Doctoral Training Partnerships/Centres only offer direct support to the cohorts of students funded through the relevant funding agency. King's recognises that the additional training opportunities afforded by such partnerships/centres are of benefit to all relevant students. Cohort-based activities also provide a stimulating and supportive working environment. King's has therefore put additional investment in two areas to ensure as many students as possible benefit from a 'DTC-like' experience. King's is working towards providing such an experience for all PGR students.

London Interdisciplinary Social Science Doctoral Training Partnership (LISS DTP)

The LISS DTP is funded by the ESRC (Economic & Social Research Council) and provides studentships, training and other support for doctoral researchers working in social sciences at King's, Queen Mary University of London, and Imperial College London. LISS DTP activities are open to all social science PhD students across the three partner institutions, not just those holding studentships. LISS is organised around 13 Thematic Pathways covering interdisciplinary research in the broad domains of: health, wellbeing and social inclusion, economics & business, language, culture & education, the environment and urban life and security and governance. LISS also provides an extensive programme of core and advanced short courses covering quantitative and qualitative methods, social theory, digital methods, and knowledge exchange.

Further information: liss-dtp.ac.uk

Contact: liss-dtp@kcl.ac.uk




Health Sciences Doctoral Training Centre (HSDTC)

The Health Sciences Doctoral Training Centre (HSDTC) provides training in research methods and skills, communication and impact, and careers and employability to all doctoral research students in the four Health Faculties at King's College London, irrespective of funding stream. In addition, the HSDTC encourages collaboration and cohort building across the Health Faculties, via networking events, funding opportunities, and peer mentoring via the **HSDTC PGR Buddy Scheme**. More information can be found on our website and in our monthly emailed newsletter.

Further information: kcl.ac.uk/hsdtc

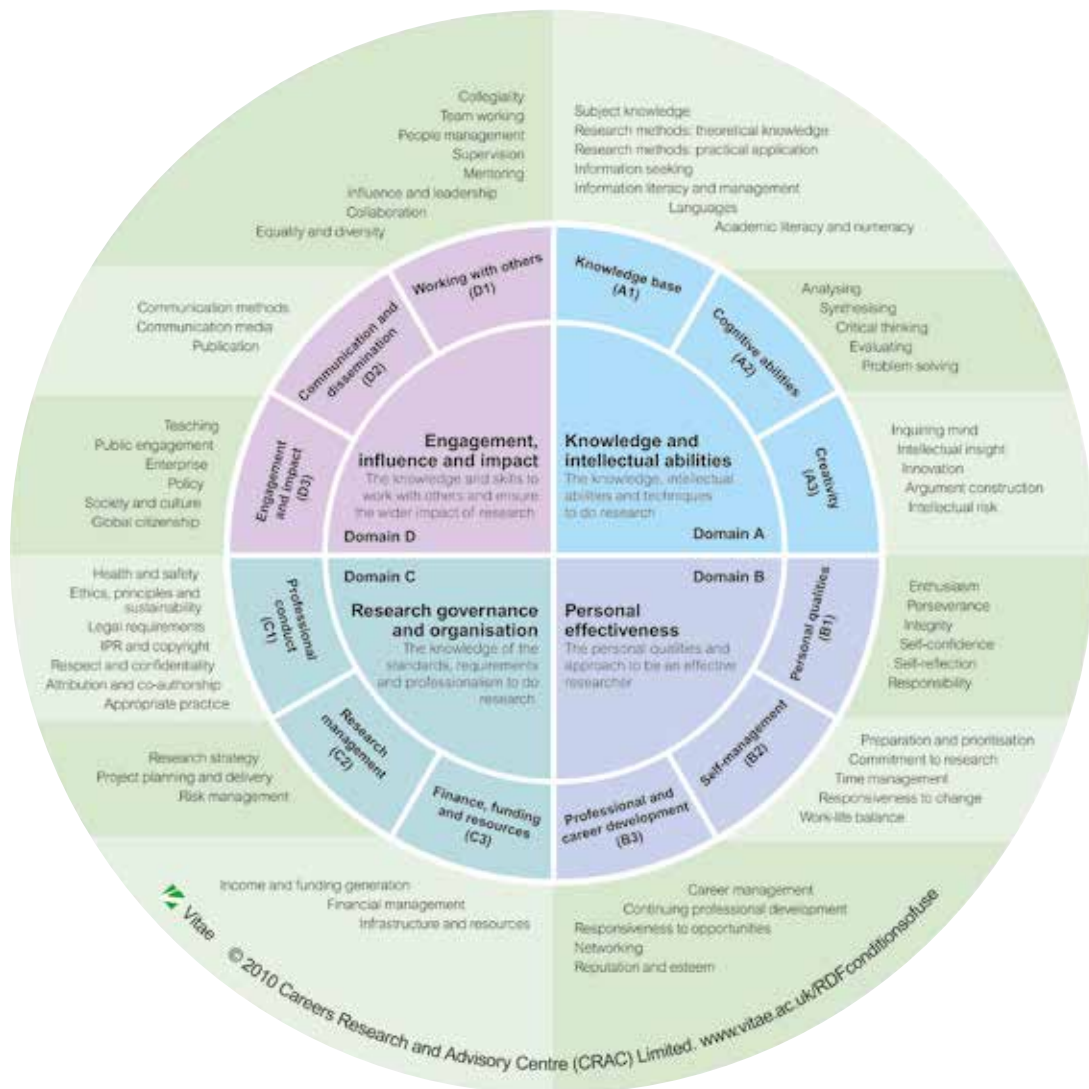
Contact: hs-dtc@kcl.ac.uk or [@Kings_HSDTC](https://twitter.com/Kings_HSDTC)



*During my PhD, I have participated in a variety of professional and personal development training courses, which have included **Presenting with Confidence, Writing Up the Thesis in the Sciences, and Preparing for the Viva.** These sessions have given me with opportunity to navigate the journey of a PhD and become a more confident and self-assured researcher.*

Selina | Cancer & Pharmaceutical Sciences

Researcher Development Framework



The Researcher Development Framework (RDF) has been developed by Vitae in collaboration with the higher education sector and other stakeholders. Further details about the RDF are available at vitae.ac.uk/rdf

Researcher Development Framework

For Researchers

The Researcher Development Framework is a national framework which researchers at any career stage can use to identify their skills and strengths and to plan their personal, professional and career development. At King's, we encourage researchers to use the RDF in discussions with your supervisor to identify and prioritise skills that you need to develop.

The Researcher Development Framework comprises four broad domains, which are each divided into three sub-domains and then individual skill descriptors.

- A. Knowledge and intellectual abilities
- B. Personal effectiveness
- C. Research governance and organisation
- D. Engagement, influence and impact

We have mapped courses and videos from **LinkedIn Learning** against the RDF to help researchers identify useful training available via this online platform. Visit **RDFmapped.com**.

For Supervisors

The Researcher Development Framework provides a way to fulfil the requirements of the QAA UK Quality Code: advice & guidance for research degrees, the **Concordat to Support the Career Development of Researchers**, the UKRI (UK Research and Innovation) Statement of Expectations for Doctoral Training and the Roberts recommendations on training for postgraduate research students. Combined with the programme of workshops & activities outlined in this brochure, this provides a way for supervisors to ensure that their postgraduate research students obtain the training and development recommended by King's academic regulations for research degrees and the Concordat.

Assessing Development Needs

All our workshops are listed by the RDF domain and sub-domain they come under, in a table on pages 40–42. You can also search for training courses by RDF domain on Skills Forge: **training.kcl.ac.uk**

Researcher Development Framework
vitae.ac.uk/rdf

Concordat
vitae.ac.uk/concordat

Skills Forge
training.kcl.ac.uk

RDF Mapped
RDFmapped.com

I highly recommend his course – a really practical approach to my PhD (and other projects), delivered clearly and without unnecessary jargon. Excellent. **Practical Project Management for Research (PGR277)**

Researcher Development Framework

CAREERS & EMPLOYABILITY																										
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3	
PGR314 ADVANCING IN ACADEMIA: ARTS & HUMANITIES					●	●							PGR267 DECODING THE UK HE CAREER LANDSCAPE – PARTS 1 & 2					●								
PGR289 ADVANCING IN ACADEMIA: HEALTH SCIENCES					●	●							PGR143 INTERVIEWS					●								
PGR319 BUILDING YOUR BRAND						●					●		PGR315 RACE & IDENTITY: RESEARCHER CAREERS PANEL					●					●			
PGR238 COVER LETTERS & PERSONAL STATEMENTS						●							PGR295 THE HIDDEN POWER OF LinkedIn					●								
PGR283 CVs						●							PGR296 WHAT RESEARCHERS OFFER – UNDERSTANDING YOUR KASE					●	●	●						
PGR230 DECIDING WHAT'S NEXT: STAYING IN OR LEAVING ACADEMIA						●							PGR320 TEACHING & RESEARCH STATEMENTS					●								
KEATS ADVANCING IN ACADEMIA: SOCIAL SCIENCES & PUBLIC POLICY					●	●							KEATS ADVANCING IN ACADEMIA: HEALTH PROFESSIONAL RESEARCHERS					●	●							
KEATS ADVANCING IN ACADEMIA: CLINICAL ACADEMICS					●	●																				

COMMUNICATION & IMPACT																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
PGR600 3 MINUTE THESIS HEATS											●	●	PGR115 MAKING THE MOST OF CONFERENCES	●				●					●	●	
PGR310 EFFECTIVELY REPRESENTING THE PGR STUDENT COMMUNITY – INDUCTION TRAINING FOR PGR REPS											●	●	CRSD65 PITCHING FOR FUNDING									●		●	
CRSD18 EXPANDING YOUR RESEARCH INTO CONSULTING													PGR229 PRESENTING WITH CONFIDENCE											●	
PGR113 FUNDAMENTALS OF DESIGNING A POSTER PRESENTATION													PGR185 PUBLIC SPEAKING FOR RESEARCH STUDENTS & RESEARCH STAFF					●						●	
CRSD30 GETTING SOCIAL											●		CRSD58 UNDERSTANDING & INFLUENCING – BUILD A PRODUCTIVE RELATIONSHIP WITH YOUR MANAGER											●	
PGR321 INTRODUCTION TO PUBLIC ENGAGEMENT											●	●	PGR159 WRITING & GIVING CONFERENCE PAPERS FOR ARTS, HUMANITIES & SOCIAL SCIENCES					●	●					●	

Researcher Development Framework

DOCTORAL ESSENTIALS																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
PGR131 POSTGRADUATE FUNDING: CONSIDERING THE ALTERNATIVES FOR RESEARCH STUDENTS									●				PGR101 STARTING YOUR PhD IN THE ARTS, HUMANITIES & SOCIAL SCIENCES					●			●				
PGR144 PREPARING FOR THE UPGRADE IN THE ARTS, HUMANITIES & SOCIAL SCIENCES		●			●	●		●					PGR100 STARTING YOUR PhD IN THE SCIENCES					●			●				
PGR174 PREPARING FOR THE UPGRADE IN THE SCIENCES		●			●	●		●					PGR104 WRITING UP THE THESIS IN THE ARTS, HUMANITIES & SOCIAL SCIENCES	●	●			●						●	
PGR105 PREPARING FOR THE VIVA		●			●	●							PGR103 WRITING UP THE THESIS IN THE SCIENCES	●	●			●						●	

IT ESSENTIALS																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
PGR299 USING MS WORD TO CREATE A THESIS TEMPLATE	●	●																							

RESEARCH CULTURE																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
CRSD70 FROM BYSTANDER TO UPSTANDER: BEING AN ACTIVE BYSTANDER AT KING'S COLLEGE LONDON					●						●		LinkedIn DEVELOPING CROSS-CULTURAL INTELLIGENCE								●				
RGEI1 RESEARCH INTEGRITY: THE FUNDAMENTALS OF RESEARCH EXCELLENCE AT KING'S					●			●	●																

STATISTICS & DATA MANAGEMENT																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
PGR316 ANALYSING QUALITATIVE DATA	●												PGR149 MEASURES OF AGREEMENT AND STATISTICAL METHODS FOR ASSESSING DIAGNOSTIC TESTS	●											
LIB841 ESSENTIALS OF COPYRIGHT								●					PGR150 SURVIVAL ANALYSIS	●											
PGR312 INTRODUCTION TO STATISTICS FOR RESEARCHERS – 3 PART ONLINE COURSE	●												PGR317 USING NVIVO FOR QUALITATIVE RESEARCH	●											
LIB842 MANAGING YOUR RESEARCH DATA	●							●																	

Researcher Development Framework

WELLBEING & PERSONAL EFFECTIVENESS																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
PGR282 COPING WITH THE STRESS OF A PHD				●	●						●		PGR277 PRACTICAL PROJECT MANAGEMENT FOR RESEARCH								●				
PGR268 EMOTIONAL AGILITY FOR SUCCESSFUL RESEARCH COLLABORATIONS				●	●								PGR288 STRESS, RESILIENCE & STRENGTHS				●	●							
PGR297 IMPOSTER SYNDROME				●	●								PGR237 THE SEVEN SECRETS OF HIGHLY EFFECTIVE RESEARCH STUDENTS					●							
TBC LEADERSHIP SKILLS				●		●							PGR232 TIME MANAGEMENT FOR RESEARCHERS				●	●							
PGR287 NAVIGATING CHANGE & UNCERTAINTY				●	●	●							N/A UNIQUE – FOR UNIVERSITY WOMEN						●				●		
PGR275 PERSONALITY TYPES IN RESEARCH GROUPS					●					●			CRSD14 WRANGLING YOUR WORKLOAD					●							

WRITING & PUBLISHING																									
COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D			COURSE CODE/TITLE	DOMAIN A			DOMAIN B			DOMAIN C			DOMAIN D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
CRSD76 ACADEMIC WRITING: FOCUS ON FEEDBACK										●	●		PGR241 HOW TO CONSTRUCT AN ARGUMENT	●	●	●								●	
PGR318 ACADEMIC WRITING FOR PGR STUDENTS (ENGLISH LANGUAGE)	●										●		PGR281 HOW TO WRITE A GOOD RESEARCH GRANT APPLICATION								●				
CRSD74 BLOGGING FOR RESEARCHERS											●		LIB840 OPEN ACCESS PUBLISHING												●
PGR269 CLEAR & CONCISE ACADEMIC WRITING	●										●		PGR261 PUBLISHING A SCIENTIFIC RESEARCH PAPER												●
CRSD78 COLLABORATIVE WRITING FOR RESEARCH STAFF AND PGRS										●	●		CRSD77 RUNNING EFFECTIVE WRITING GROUPS										●	●	
CRSD39 COMBATTING WRITER'S BLOCK					●						●		PGR258 WRITING A LITERATURE REVIEW FOR THE ARTS/ HUMANITIES & SOCIAL SCIENCES	●							●				
CRSD73 FIND TIME TO...					●								PGR259 WRITING A LITERATURE REVIEW FOR THE SCIENCES	●							●				
PGR110 FUNDAMENTALS OF GOOD WRITING	●										●		PGR260 WRITING FOR PUBLICATION IN THE ARTS & HUMANITIES												●
CRSD75 GOALSETTING AND WORKING WITH WORDCOUNT											●		PGR262 WRITING FOR PUBLICATION IN THE SOCIAL SCIENCES												●
CRSD7 WRITING TARGETED GRANT PROPOSALS									●				CRSD44 WRITING WITHOUT DISCIPLINE		●	●									

Frequently asked questions

If these FAQs do not answer your question, please check the FAQ section on our webpages kcl.ac.uk/cds-faqs

1. Why can't I get into the online booking system ('Skills Forge') to book an online training course?

- Check you are using the correct address: <https://training.kcl.ac.uk>.
- Check you are using your King's email username and password to log in.
- If your username begins with a 'k' try changing the case.
- If none of the above work, **reset your password**.
- If you are still unable to log in please contact the **IT Services help desk**.

2. Why can't I find a course on the Skills Forge website that has been scheduled in the training brochure?

- Our courses are available to book onto a term at a time, on the following dates: **Monday 13 September 2021** for the Autumn term (October to December 2021) courses; **Monday 6 December 2021** for the Winter term (January to April 2022) courses; **Monday 4 April 2022** for the Spring term (May to June 2022) courses; so please check the course you are interested in is open for bookings.
- Your user status will affect the courses you can view and book onto on Skills Forge. For example, if you are a student and try to view a course that is for research staff only, you will not be able to see the course online. This will also occur if you are a member of staff trying to view a course that is for students only.

3. How many training days am I entitled to?

- All King's research students are entitled to 10 days of transferable skills training per year. All research staff are also encouraged to undertake 10 days of training per year.
- The Research Councils require all their funded students and post-docs to fulfil the training requirement of 10 days per year.
- Not all this training needs to be taken through the CDS. For example, some might be used for career development activities undertaken during a research conference.
- The most important consideration for whether an activity will be considered appropriate is that it has a clearly identifiable developmental component. Courses that involve skills specific to your research and are of no use beyond the end of the project are not considered to be 'transferable'.
- If you are a student, remember it is your responsibility to discuss your training activities with your supervisor at

FAQs

kcl.ac.uk/cds-faqs

Skills Forge

training.kcl.ac.uk

IT Services Help Desk

kcl.ac.uk/it/help-and-support

Tel 020 7848 8888

Email 8888@kcl.ac.uk

'The trainer is really great. She was very patient with us, answered our questions. Examples were also ideal to understand the commands, functions, etc. Really enjoyable. Thank you!'

Using MS Word to Create a Thesis Template (PGR299)

Frequently asked questions

least once a year and that you need to record all of your development activities on your progress monitoring reports.

- Research staff are encouraged to discuss their training and development needs at their annual appraisal.

4. What happens if I can't attend a course?

- Please see the detailed information regarding '**no shows**'.
- To withdraw from a course, login to Skills Forge and cancel your online booking. Please note that you must cancel your booking at least 48 hours before the course is due to take place.
- If you are sick on the day of the course, please contact us as soon as possible via doctoraltraining@kcl.ac.uk.

5. Will training courses be run on campus over the 2021–22 academic year?

- Many of our workshops were redesigned for online delivery due to the restrictions in place on-campus due to COVID-19. We may begin to offer some in-person workshops as restrictions begin to lift, though we anticipate that most of our training will be delivered virtually, either as live sessions or on-demand. This may change at some point, but we'll keep you updated.

6. How do I book onto a course on Skills Forge?

- Go to training.kcl.ac.uk. Under **Development Activities** on the left-hand side, click on **Book a place on a course or event**. Enter the course code into the main search area and it will bring up available courses.

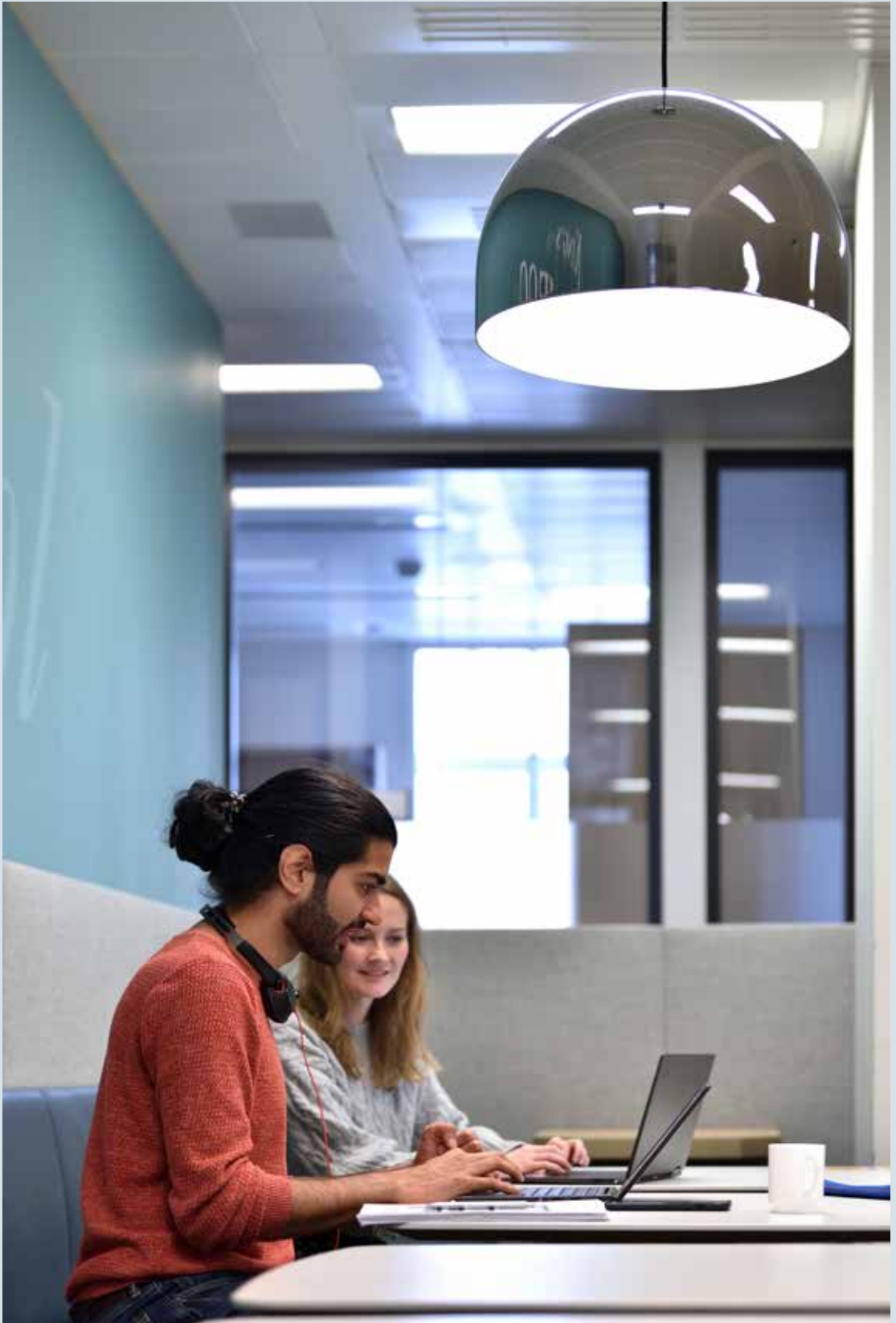
7. How will my course attendance be recorded in my progress report?

- Any course that you book through Skills Forge will be processed through a Skills Forge register, then your attendance will be automatically fed through to your progress report. If you experience any problems with this process, please contact us.

8. What counts as 'attended' for an online workshop?

- Attendance reports will be taken in the live workshop session(s). If you don't attend the live session this will not count as being attended in your progress report.





Contacts

If you have any queries or would like to discuss your training needs further please contact a member of the Centre for Doctoral Studies via email or MS Teams. **For more information: kcl.ac.uk/doctoraltraining** **For any general research degree issues: doctoralstudies@kcl.ac.uk**



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20, 23–25, 27–29, 36–37,
45–46)

Training and development opportunities
for all postgraduate research students
kcl.ac.uk/doctraining

Get the latest news, opportunities,
and events for PGR careers

 **[@kcldo1thing](https://twitter.com/kcldo1thing)**

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