Imperial College London

The PFDC Directory
Development opportunities for postdocs, fellows and clinicians.

POSTDOC AND FELLOWS DEVELOPMENT CENTRE
Tailored support and development for postdocs, fellows and clinicians

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About our courses

Whether you are just embarking on your first postdoc or you are an experienced fellow thinking about your next step, the Postdoc and Fellows Development Centre (PFDC) has a course that meets your specific needs, helping you to make the most of your current post and successfully plan your next steps.

Through developing transferable skills; discovering new talents and developing existing ones; evidencing investment in your own career; and extending your network by meeting new people, our courses aim to launch you successfully into the next stage of your career!

The extensive range of professional skills and career development courses provided by the PFDC are part of a bespoke programme of development opportunities that focus on multiple pathways for success. All courses on offer are free of charge to all Imperial postdocs, fellows and clinicians, including residential courses lasting 2 to 3 days. Courses are run both in-person and virtually were possible, with the format for each session advertised on the PFDC website. New courses are also frequently piloted throughout the academic year.

10 Days

As a postdoc or fellow at Imperial you are entitled to up to 10 days per year for your professional development. This is written into your contract which is unique to the College. It is up to you how many of these days you choose to use, with PFDC courses being one great way to utilise them!

Course Directory

To help you find the right courses for you, they are listed under two main categories, '**Skills**' and '**Career Trajectory**'.

Skills

Career Trajectory

'**Skills**' have been broken down further into the subcategories: 'Researcher Toolkit'; 'Communication'; and 'Leadership & Management'. Whilst '**Career Trajectory**' includes; 'Succeeding Now'; 'Planning for Success'; and 'Next Steps'. These categories aim to provide you with an easy way of identifying the most useful courses for you at the current stage of your career.

Enrolling

For most PFDC courses you can enrol using the 'My Training' system, which can be accessed at **https://icisremote.ad.ic. ac.uk/hrselfservice**. For some courses, the only way to register is via the online booking button on the course's webpage.

The PFDC website and newsletter are the most up-to-date source of information on upcoming courses. Please visit our website at **https://www.imperial.ac.uk/postdoc-fellows-development-centre/courses/** and subscribe online to our monthly newsletter at **https://www.imperial.ac.uk/postdoc-fellows-development-centre/about/newsletter/subscribe/**

For any further information about the PFDC Course Programme or assistance with booking onto a course please email the team at **pfdc-support@imperial.ac.uk**. We look forward to hearing from you shortly!

Skills

THE RESEARCHER SURVIVAL KIT

Duration: 1 day
Tutor: Katie D'Arcy – Independent Consultant

Overview
This course examines common concerns for researchers, with a focus on imposter syndrome and managing expectations of ourselves and others. We will discuss which concerns are realistic and which ones need challenging. You will be invited to use your own experience to work through simple models and concepts in order to be more proactive and confident in work and life.

Key areas
- Assessing whether the thoughts and concerns you have about being a researcher are 'normal', and should you act on them?
- Working through different approaches to challenge limiting beliefs and increase your ability to adapt
- Learning what has helped or hindered other postdocs progress and produce high quality work

> **"IT WAS SUCH AN INTERESTING MIXTURE OF IMPORTANT AND USEFUL IDEAS, THEORIES AND POINTS TO REFLECT UPON"**
>
> **THE RESEARCHER SURVIVAL KIT**

WRITING TOOLS FOR RESEARCH PUBLICATION SUCCESS

Duration: 1.5 days
Tutor: Centre for Academic English

Overview
This course will improve your chances of being published in top quality refereed journals. The course will deal with each subsection of a research article: Introduction, Methods, Results, Discussion/Conclusion, Title and Abstract. You will be given the tools to analyse research articles in your own specialised discipline to then be able to create conventional, effective writing. Through detailed, guided text analysis and exercises, you will be shown how to develop a model for research writing in your field and will also gain knowledge of the language features specific to each section of a research article.

Key areas
- Using your chosen 'target' articles to help you develop a conventional and reliable model of a research article in your field
- Providing the grammar tools needed to operate that model effectively and write accurately (e.g. choice of tense, use of modal verbs, whether to use active or passive forms)
- Providing the vocabulary tools needed to operate the model effectively (e.g. vocabulary for justifying your method, commenting on your results, or highlighting your achievement)
- Ordering and connecting information appropriately and conventionally in each section of an article
- Practising the use of the model to generate conventional, clear writing

HOW TO PEER REVIEW RESEARCH PAPERS

Duration: 0.5 days
Tutor: Dr David Jones – Independent Consultant

Overview

The ability to review papers should be a core skill of every research scientist. With the growing number of manuscripts being submitted to scientific journals, editors are increasingly reliant on independent experts who can deliver good-quality reviews in a timely fashion.

This course is designed for postdocs at the early stage of their career who have little or no experience of peer-reviewing.

Key areas

- How the peer-review process works from submission to publication
- Recent developments such as "open" peer-review
- The reviewer's obligations
- The criteria against which scientific papers should be evaluated
- The requirement for objective, specific, constructive and balanced comments that will assist both the editor and the author(s)
- The amount of time involved in reviewing a paper

CREATIVE PROBLEM SOLVING

Duration: 0.5 days
Tutor: Caroline Broad – Independent Consultant

Overview

This half day course is designed to improve your approach to problem solving and ideas generation. Exercise parts of the brain that generate new ideas and fresh approaches to old problems in boundary-less creative thinking.

This course provides an opportunity for you to recognise and enhance problem solving and creativity skills. Skills that will contribute to your research objectives or improve working processes.

With a focus on the creative application of human imagination, participants will be encouraged to practice problem solving techniques on existing challenges. First ensure the right problem is being solved, then develop an ideas generation process. Finally explore the reality of implementing a new idea or approach.

Key areas

- Understanding how to find and define the root cause of a problem
- Generating creative ideas in a more productive way
- Utilising techniques in ideas development and implementation
- Implementing problem solving processes in the workplace

TIME MANAGEMENT FOR POSTDOCS

Duration: 0.5 days
Tutor: PFDC Consultants

Overview

"I don't have time to get it all done"

"I don't have time to write that paper"

"My PI/students/family keep asking me to do things"

Doing a postdoc can be a frantic, reactive and stressful time but it doesn't need to be, this course is aimed at those who would like to take back some control over their time.

Key areas

- Identify and overcome personal time management issues
- Discuss strategies to work more efficiently
- Learn to prioritise and keep to objectives
- Talk about assertiveness
- Discuss the consequences of bad time management

HOW INTELLECTUAL PROPERTY RIGHTS (IPR) CAN IMPACT YOUR RESEARCH

Duration: 0.5 days
Tutor: Imperial Innovations

Overview

Lack of awareness of intellectual property (IP) can result in UK researchers missing out. Many are not commercialising their own ideas and some are failing to prevent others from unfairly exploiting their research. This course brings in experts from Imperial Innovations to help to plug this knowledge gap. It enables postdocs to work out what type of intellectual property rights they need to protect their work and how to take the necessary steps to get it.

Key areas

- Patents – what, why, who, where, how?
- Copyright
- Commercialisation of inventions
- Licensing and spin-out companies
- Dealing with companies—bridging the academia-industry divide

THE POSTDOC ENTREPRENEUR

Duration: 0.5 days
Tutor: Dr Emma Williams –
Independent Consultant

Overview

Being a postdoc is not a career. But being enterprising and being able to put together a reasonable business case will be part of the next career step: whether academic (for grants), industrial (for internal projects) or the start-up arena. Having a good idea in research or business is only the first step – proving it's great to funders or investors is the next step!

This course provides a great starting point for those thinking of developing an idea into a business or those looking to work with academic, industrial or business partners. Working with your peers we will interactively explore the elements of a business plan. This event will give you the appropriate knowledge and language to be able to make informed interactions with other Imperial sources of support (e.g. Imperial Innovations, the College Research Office).

Key areas

- To have a fuller understanding of what the fellowship role encompasses
- To meet other postdocs
- To use visual planning tools to explore career direction/plans
- To aid thinking about value (and impact) both personally and with research projects

RESILIENCE IN A RESEARCH ENVIRONMENT

Duration: 0.5 days
Tutor: Caroline Broad –
Independent Consultant

Overview

Resilience is how you cope in a difficult situation and how you bounce back to pre-crisis status. This course is all about you investing time to improve workplace balance. You will leave with an action, that if you commit to, will contribute to you being more consistently productive whilst maintaining your wellbeing.

Key areas

- Explore your current capabilities and develop a small realistic mechanism to improve your resilience.

WELLBEING IN RESEARCH

Duration: 1 day
Tutor: Desiree Dickerson

Overview

Academia is an ultramarathon that we try to run as a sprint. This approach tends to leave us with little time or energy for life outside work and very few resources to cope when we face challenges. But a healthier approach to research is possible and is essential if you want to build a sustainable career in academia.

We as individuals can address the way we approach academia to buffer us against stress and burnout, worry and fear, and the toxic competition we are often surrounded by.

This workshop provides you with tools to increase your resilience to stress, anxiety and burnout, and to enhance your overall wellbeing.

Key areas

- Explore the self-critical inner voices that sabotage your motivation and enjoyment for your work
- Learn how your mindset can help or hinder your day-to-day life and future career prospects
- Learn how certain maladaptive coping strategies (e.g. procrastination and avoidance) maintain these self-sabotaging thought and behaviour cycles
- How to reshape your thinking and behaviour patterns to work for you in pursuit of your goals

WRITING RETREAT

Duration: 2 days
Tutor: Katie D'Arcy

Overview

This writing retreat provides postdocs and fellows with dedicated time, peer review and advice to work on a piece of writing such as a fellowship application and/or a paper.

Key areas

- Dedicate two full, consecutive days to focus on a piece of writing
- Set a series of writing goals that you wish to achieve and work towards them during the retreat
- Identify and put in place strategies to eliminate distractions (e.g. procrastination)
- Work alongside your peers in a motivating and supportive environment

MIND YOUR MATE

Duration: 3 hours
Tutor: Two Roads Charity

Overview
This programme has an overall objective of developing basic suicide prevention skills in participants.

Key areas
- Myths and facts around suicide
- Emotional resilience and depression
- Depression and suicide risk
- Safely helping someone – using the Look Listen Link model

ONE TO ONE VOICE COACHING

Duration: One session of one hour
Tutor: Stewart Theobald – Independent Consultant

Overview
Would you like to learn exercises that will reduce vocal strain, improve vocal range, variety, clarity and pronunciation and gain and hold the attention of an audience? Would you like to make a positive initial impact and keep control of difficult situations? In this individualised and confidential one-hour session you will determine the objectives and work on exercises to address your specific needs.

Key areas
- Discover how relaxation, breathing and vocal exercises can improve vocal range and clarity
- Practice techniques to improve vocal range and clarity
- Develop a confident voice when speaking to groups and individuals

VOICE PROJECTION FOR EFFECTIVE LECTURING

Duration: 0.5 days
Tutor: Stewart Theobald – Independent Consultant

Overview
This is a participatory course developed from vocal techniques practised by actors. It will enable you to discover your true voice, work on exercises to enhance its range, clarity, power, tone and colour, allowing you to lecture or deliver an engaging presentation with ease. The aim of this course is to introduce postdocs and fellows to the opportunities of improved vocal projection and the benefits that this brings. We will work as a group on various physical and vocal exercises in a relaxed atmosphere. So be prepared to relax, kick off your shoes and maybe even lie on the floor.

Key areas
- Discover how and why we sound the way we do
- Understand the causes of difficulty and implications of unhealthy voice production
- Discover how relaxation, breathing and vocal exercises can improve projection, clarity and reduce vocal strain
- Practice techniques to prevent and cure any vocal strain or lack of projection and clarity
- Look at the effects of posture and tension on vocal projection
- Take part in voice and articulation exercises
- Understand resonance placement and the effects this has on projection, clarity and range

PRONUNCIATION FOR NON-ENGLISH SPEAKERS

Duration: 0.5 days
Tutor: Stewart Theobald – Independent Consultant

Overview

This half day course is designed for postdocs for whom English is a second language and who wish to improve their speaking clarity and confidence. It will be a practical course looking at the voice issues of the individual so numbers are limited to 10 per course.

By the end of the course participants will have a better understanding of standard English pronunciation and placement that will help them to improve their speaking clarity and teaching impact.

Key areas

- Physiology – emphasising standard English placement
- Forward resonance – to ensure clear tone
- Articulation – for clarity of speech
- Phonetics – standard English phonetic sounds & symbols
- Pronunciation practise – individual assessment & guidance
- Stress, rhythm and inflection – to deepen understanding of standard English

Visit Imperial's **Centre for Academic English** for additional support with pronunciation, speaking and writing.

HOW TO ENGAGE AN AUDIENCE AND BUILD CONFIDENCE

Duration: 1 day
Tutor: Stewart Theobald – Independent Consultant

Overview

Would you like to engage and hold an audience attention? Would you like to feel confident in front of an audience?

This will be an interactive and flexible course, with plenty of opportunity to practise and ask questions.

The course will focus on the techniques used by actors to overcome nerves and perform at their best. We will explore and practise techniques in the following key areas.

Key areas

- Overcoming nerves
- Assessing an audience and flexing your style
- Gaining authority and credibility
- Handling questions with confidence

GREAT PRESENTATIONS FOR GREAT RESULTS

Duration: 1 day
Tutor: PFDC Consultants

Overview

Presenting scientific work in an effective and engaging way is not difficult; it just needs preparation and inspiration. In this course we will consider how to communicate research findings or outcomes in a fascinating and exciting way. You will have an opportunity to put into practice all that you learn in the course and then receive feedback on your presentation.

You will need to do a 3 minute presentation as part of the course, and should bring a laptop and a recording device to record your presentation (e.g. a mobile phone).

Key areas

- The good and the bad about presentations
- Make the most of your slides
- How to plan your presentation
- Prepare your own presentation and get feedback

SCIENCE COMMUNICATION: REACHING A WIDER AUDIENCE

Duration: 1 day
Tutor: Gareth Mitchell – Imperial College London

Overview

Science communication is an increasingly important part of a scientist's professional identity. Promoting your work and being able to debate its significance or its controversial aspects to a range of audiences is an essential skill and will enhance your job prospects.

This enjoyable course, led by an experienced journalist, will prepare you to talk about your work with scientists outside your specialism, media professionals, and members of the public. Through a hands-on activity with professional audio equipment, you will have the opportunity to explore some new skills by participating in the recording and editing of a short radio feature.

Key areas

- Awareness of some of the key forms of contemporary science communication
- Discussion of the opportunities and difficulties that arise when scientists engage with the media
- Help finding your 'voice' when discussing your work
- Learning some tricks and 'insider secrets' about how to capture your audience's attention whether speaking or writing or broadcasting

PERSONAL PITCHING: SELLING YOUR RESEARCH AND EXPERTISE

Duration: 0.5 days
Tutor: Dr Emma Williams – Independent Consultant

Overview

It's not good enough to be good – people need to know about it!

Using your research as a starting point, we will hone a series of short pitches (oral, written, virtual communication methods) with the aim of getting people to the stage of wanting to know more about you. This half day course will also look at networking tips to allow for pitches to happen. There will be practice and peer feedback. Participants will set up a communication (personal marketing) plan and actions to be undertaken whilst thinking of the "brand" they want to portray. Challenges will be personal but may include creating/updating academic social media, websites, blogs or outreach activities.

Key areas

- To understand that getting your message out there is essential to career progression
- To recognise that every time you communicate is an opportunity
- To craft short pitches
- To develop a personal communication plan

"GREAT OVERVIEW AND WE WERE POINTED TO USEFUL RESOURCES. THE TRAINER WAS CLEARLY KNOWLEDGEABLE AND A GOOD COMMUNICATOR."

INTRODUCTION TO GREAT DESIGN

INTRODUCTION TO GREAT DESIGN WITH A SUPERVISED WORKSHOP

Duration: 1 day
Tutor: Infohackit – External provider

Overview

Introduction to Great Design (3 hours): Great design enhances written and visual communication, making it more coherent, effective and accessible. The foundations of great design are balanced composition, consistent and meaningful typography, appropriate and engaging colour and imagery - and good planning. You don't need to be 'artistic' or an expert to utilise these concepts; we believe that with a little knowledge and practice, everyone has the potential to improve their design skill.

Supervised workshop (3 hours): Attendees work in preferred software to create a design (eg poster), using the top tips and planning skills from 'Introduction to great design' (note that this is NOT software training, attendees will need to be familiar with chosen software, trainer will provide advice and guidance relating to design). If attendees wish to continue working on the design after the workshop, support and feedback can be given via Slack for up to 3 weeks after the workshop.

Key areas

- Key principles of design – we look at core concepts of composition, typography, colour and images, and how these apply to print and digital formats; understanding these fundamentals is valuable to all visual communication projects, from PowerPoint presentations to diagrams to infographics
- Infohackit hacks for creating a poster – we share our top tips and simple steps you can follow when developing a new design or improving an existing one
- Planning exercise – preparation is essential for great design; we undertake an exercise to learn how by developing a plan for a visual abstract; you will need a research paper to use as source material (it doesn't have to be your own as this is an exercise only, but you do need to be familiar with the content)

"THE MOST USEFUL ASPECT OF THIS COURSE WAS THE OPPORTUNITY TO MEET PEOPLE AT A SIMILAR CAREER STAGE AND DISCUSS IDEAS AND ISSUES"

MANAGING YOUR FIRST RESEARCH GROUP

MANAGING YOUR FIRST RESEARCH GROUP

Duration: 2 days (residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Making the move from working with others on research projects to managing and directing your own independently funded programme requires more than just an excellent research record. Our research has shown that new principal investigators are concerned with management issues: time, staff and funding being the major hurdles.

This two day residential course for new and aspiring principal investigators will enable you to explore these issues by working through a series of real life examples to develop a personal plan for managing your first research group.

Key areas

- To identify personal strengths, weaknesses, values and motivations
- Examine a variety of management styles
- To envision and realise a direction and profile for your laboratory
- Learn practical techniques to prioritise and manage your time successfully

Accommodation expenses, including meals during the course, will be met by the Postdoc and Fellows Development Centre.

LEADERSHIP IN RESEARCH: VISION, STRATEGY AND TEAM CULTURE

Duration: 2 days (residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Working with early career research leaders from across Imperial we will explore leadership and management using a mixture of case studies, advice from senior academics and theory. We will cover topics such as leadership styles, creating a group culture, raising the visibility of yourself and your group, conflict resolution and strategic thinking. An overarching theme will be your own personal career development. The course will be highly participative with group work and the opportunity to benefit from one-to-one coaching. Participants will have the opportunity to generate their personal Belbin Team Roles report. There will be a small amount (<1hr) of preparatory work before the course.

This two day residential course for fellows and senior postdocs will build on the materials covered in "Managing your first research group." Attendance on the previous course is not a prerequisite, but participants must have experience of research management, preferably with their own research groups.

Key areas

- To explore personal ideas of leadership
- To learn techniques for building a great team
- To explore management structures to lead successfully
- To focus on career development

Accommodation expenses, including meals during the course, will be met by the Postdoc and Fellows Development Centre.

PROJECT MANAGEMENT: CORE SKILLS

Duration: 2 half days running concurrently
Tutor: Caroline Broad – Independent Consultant

Overview
Effective project management (PM) is about creating a balance between task, team and individual. In this one day course, we will complete a project initiation document, which will introduce you to the PM language and concepts. We will practice core project management tools, including SWOT analysis and work breakdown schedules and discuss stakeholder communication and people management skills.

It is a practical rather than theoretical course and you will be encouraged to apply the skills and knowledge developed.

The course is delivered by a professional skills trainer and project manager who continues to deliver projects in both a commercial and academic setting.

Key areas
- Develop your organisational skills
- Gain an insight into commercial project management techniques and applications

INNOVATION AND INDUSTRY: EFFECTIVE PROJECT IMPLEMENTATION

Duration: 2 half days running concurrently
Tutor: Caroline Broad – Independent Consultant

Overview
Are you working on projects in collaboration with industry? Would you like to improve your creative thinking skills and the tools to manage the projects they create?

This course is for you if you are looking to develop your understanding of the priorities of industry when working in collaboration with academia, if you are looking for a move into industry (including not for profit) or you want to improve your basic project management skills. The aim is to develop project management skills in the context of industry academia collaborations (IAC).

In this course we explore a formal project development process from idea inception through to project implementation. You will practice project management tools and techniques and discuss cognitive and behavioural skills needed to implement them. We will discuss current UK industry, government (BIS) and research council expectations of IAC and the existing funding opportunities. The skills learned will support your effective interactions and well-managed projects with industry.

Key areas
- Industry expectations of academia in collaborations
- An introduction to creative thinking and problem solving
- Effective project planning and implementation – team, task, individual
- Core project management tools

MEETING MANAGEMENT

Duration: 0.5 days
Tutor: Caroline Broad – Independent Consultant

Overview
Meetings are so often unproductive, with unclear objectives. In this interactive course, you will develop a more effective approach to meetings.

Key areas
We will explore best practice on how to:
- Not have meetings!
- Develop buy-in of key meeting stakeholders
- Create positive communication pre and post meeting
- Facilitate the engagement of all attendees

We will develop your key skills in:
- Meeting facilitation
- Decision making
- Listening
- Questioning

Career Trajectory

MAKING THE MOST OF YOUR POSTDOC

Duration: 3 days (residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Making the most of your postdoc is designed to equip you with the skills and resources you need to achieve success as a postdoc and launch your career as a researcher.

It is a three day residential course for postdocs in their first two years. In a structured and supportive environment facilitated by experienced trainers, you will gain a thorough understanding of your career options and develop tools and techniques to help you set and reach a series of short, medium and long term goals to maximise your success as a postdoc and plan for your next step.

Key areas

- Examine what makes a successful postdoc
- Develop strategies to move toward research independence
- Learn techniques for working successfully with your PI
- Research your career options
- Build a toolkit to plan your career
- Set clear and robust goals to ensure success for you and your work

Accommodation expenses, including meals during the course, will be met by the Postdoc and Fellows Development Centre.

SO YOU'VE GOT YOUR FELLOWSHIP, NOW WHAT?

Duration: 0.5 days
Tutor: Dr Emma Williams – Independent Consultant

Overview

Fellowship holders need to take stock of their career at this pivotal stage. This course borrows successful visual planning tools from the start-up culture to do just that. Combining the Kanban and business model canvas methodologies, this course is an insightful and interactive half day event. Participants will explore the fellowship field of endeavour (the wealth of things they need to do) and look at where they can maximise value for themselves with a view to their future careers.

The use of business tools will bring a fresh way of thinking about not only research projects but the wider setting in which these sit. Including stakeholders, networking and communication into a professional career plan will necessarily raise awareness of the value and impact of you and your research.

Key areas

- To have a fuller understanding of what the fellowship role encompasses
- To meet other fellows
- To use visual planning tools to explore career direction/plans
- To aid thinking about value (and impact) both personally and with research projects

Further information: Priority for this course will be given to fellows.

MANAGING YOUR FIRST RESEARCH GROUP

Duration: 2 days (residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Making the move from working with others on research projects to managing and directing your own independently funded programme requires more than just an excellent research record. Our research has shown that new principal investigators are concerned with management issues: time, staff and funding being the major hurdles.

This two day residential course for new and aspiring Principal Investigators will enable you to explore these issues by working through a series of real life examples to develop a personal plan for managing your first research group.

Key areas

- To identify personal strengths, weaknesses, values and motivations
- Examine a variety of leadership styles
- To envision and realise a direction and profile for their laboratory
- Learn practical techniques to prioritise and manage your time successfully

Accommodation expenses, including meals during the course, will be met by the Postdoc and Fellows Development Centre.

"FANTASTIC PRACTICAL ADVICE BUT ALSO ENCOURAGEMENT AND SUPPORT"

PLANNING FOR SUCCESS BEYOND YOUR POSTDOC

PLANNING FOR SUCCESS BEYOND YOUR POSTDOC

Duration: 2 days (non-residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Planning for success beyond your postdoc is designed to help experienced postdocs (usually with two to four years of postdoc experience) to take their next career step, academic or otherwise.

During the course you will be encouraged to explore your career options and develop an action plan to achieve the next step whilst enhancing your job application and interview skills.

Key areas

- Reflect on the career choices you have made to date
- Review the skills and expertise you have acquired as a postdoc and identify gaps
- Develop strategies to move towards research independence
- Set clear and robust goals to achieve career progression
- Build a toolkit to search for jobs
- Prepare your CV for academic and non-academic jobs
- Construct an effective job application
- Refine your interview skills

LEADERSHIP IN RESEARCH: VISION, STRATEGY AND TEAM CULTURE

Duration: 2 days (residential)
Tutor: Dr Liz Elvidge, Imperial College London and Dr Emma Williams – Independent Consultant

Overview

Working with early career research leaders from across Imperial we will explore leadership and management using a mixture of case studies, advice from senior academics and theory. We will cover topics such as leadership styles, creating a group culture, raising the visibility of yourself and your group, conflict resolution and strategic thinking. An overarching theme will be your own personal career development. The course will be highly participative with group work and the opportunity to benefit from one-to-one coaching. Participants will have the opportunity to generate their personal Belbin Team Roles report. There will be a small amount (<1hr) of preparatory work before the course.

This two day residential course for fellows and senior postdocs will build on the materials covered in "Managing your first research group." Attendance on the previous course is not a prerequisite, but delegates must have experience of research management, preferably with their own research groups.

Key areas

- To explore personal ideas of leadership
- To learn techniques for building a great team
- To explore management structures to lead successfully
- To focus on career development

Accommodation expenses, including meals during the course, will be met by the Postdoc and Fellows Development Centre.

SPRINGBOARD WOMEN'S DEVELOPMENT PROGRAMME

Duration: 4 days
Tutor: PFDC Consultant

Overview

The Springboard Women's Development Programme is an award winning international programme which allows women to identify the clear, practical and realistic steps they want to take, and allows them to develop the skills and self-confidence to take those steps.

During the programme participants will review topics such as qualities, strengths, networking, goals, assertiveness, dealing with pressure and managing image and visibility. As well as the opportunity to network with other colleagues you will have the chance to hear women from across the College speak of the challenges they have faced during their personal and professional life.

The programme is open to all female members of staff and consists of four development days set over four months. **Please note you are required to attend all four days to complete this programme.**

Key areas

- Take a holistic approach to make changes in your life
- These changes can be personal or professional, or a combination of the two. It could be that you want to further develop your career, improve your life skills or set practical, yet stretching goals
- The Springboard programme will provide you with the tools to inspire and empower you to do this

"THE COURSE PROVIDED ME WITH A SUPPORT NETWORK OF WONDERFUL AND INSPIRING WOMEN. I AM SO THANKFUL FOR THE OPPORTUNITY IT GAVE ME TO GROW AS AN INDIVIDUAL, BOTH IN MY PERSONAL AND PROFESSIONAL LIFE"

SPRINGBOARD WOMEN'S DEVELOPMENT PROGRAMME

PREPARING SUCCESSFUL FELLOWSHIP APPLICATIONS

Duration: 1 day
Tutor: PFDC Consultant

Overview

This course introduces postdocs to fellowship funding and the process of making a fellowship application.

During the course you will learn where to look for appropriate fellowship funding, how to apply and how to prepare a written application. Additionally you will take part in a practice exercise providing insight into the writing and peer review processes.

Successful applicants and panel members from Imperial will share their experience of applying for fellowships in a question and answer session.

Key areas

- Where to find appropriate fellowship funding
- How to apply: A-Z of the application process
- Factors which contribute to successful applications
- Practice writing a fellowship proposal
- Gain experience in reviewing fellowship proposals

INTERVIEWS FOR ACADEMIC JOBS

Duration: 2 hours
Tutor: Careers Service

Overview

While interviews for PhDs and postdocs can be fairly informal, interviews for fellowships and lectureships are quite different.

Key areas

- Learn what to expect for the different types of academic interviews
- Learn what interview panels are typically looking for
- Find out what interview questions to expect and how to prepare to answer them with confidence

LECTURESHIP CVS: WHAT YOU NEED TO BE WORKING TOWARDS NOW TO SUCCEED IN 5 YEARS

Duration: 0.5 days
Tutor: PFDC Consultant

Overview

This course is designed to provide postdocs with useful information to help them prepare for the next stage of an academic career. Is a lectureship the right thing for you? Are there other options? Most importantly, can you make your academic career ambitions a reality? If you want to explore the answers to these questions, then this is the course for you.

Priority for this course will be given to fellows.

Key areas

- Identifying your strengths and weaknesses for career promotion
- The importance of networking and how to do it
- How to maximise the potential of your CV
- Obtaining fellowships and grants
- What to do once you actually have a lectureship

LECTURESHIP APPLICATIONS: WHAT YOU NEED TO KNOW TO BE SUCCESSFUL

Duration: 1 day
Tutor: PFDC Consultant

Overview

This course will introduce you to the lectureship application process. A recently successful lecturer will share their experiences of the application and interview process and a senior academic will talk about the process that is undertaken to recruit a new lecturer in a question and answer session.

You will gain an understanding of the different requirements for lectureship applications, including hints and tips as to what to include in both your research and teaching statements. The course will also cover how you can highlight your evidence of esteem and ideas on how to gain further teaching experience. In the afternoon you will have an opportunity to write an application and take part in a practical exercise providing insight into the review processes.

Priority for this course will be given to Fellows.

Key areas

- Factors that contribute to successful applications
- What to include in your research and teaching statement
- Drafting an application
- Gaining experience of reviewing lectureship applications

INTERVIEWING FOR LECTURESHIPS

Duration: 1 day
Tutor: Katie D'Arcy – Independent Consultant

Overview

One of the keys to success for securing a lectureship position is preparation for your interview in order to make the most of that opportunity and feel confident of success. You will discover how to be knowledgeable and confident in your interview without relying on tricks or manipulative techniques. This course aims to take candidates from average to outstanding by maximising your ability to answer lectureship interview questions. This session includes mock interviews and a Q&A.

Priority for this course will be given to fellows.

Key areas

- Discover what panels are looking for in lectureship interviews
- Learn how to answer lectureship questions confidently and successfully
- Understand the mindset both the interviewers and interviewees have and how this holds the key to unlocking interview success
- Practice predicting interview questions with accuracy

CONSULTANCY: HOW IT CAN ENHANCE YOUR ACADEMIC CAREER

Duration: 2 hours
Tutor: Imperial Consultants (ICON)

Overview

This course, run by staff from Imperial Consultants, is for any postdoc interested in applying their knowledge to problems in industry, commerce and government. The course will introduce you to the world of academic consultancy, from acting as an expert witness to providing specialist advice. It will also introduce you to the support Imperial Consultants, a College-owned company, can offer you when consulting.

Key areas

- What is consultancy? How can it can enhance an academic career?
- The consultancy project life cycle including case studies
- Introducing ICON and how can we help
- How to get started with consultancy
- How you can promote yourself and develop your skills

PLANNING A CAREER CHANGE

Duration: 2 hours
Tutor: Careers Service

Overview
Are you interested in moving out of academia and into a different career? In this course, you will learn how to approach a career change in a positive way. The course will cover some of the typical careers that postdocs move into and give information on how to work out what would suit you best.

Key areas
- Learn how to research your options, network, and approach making decisions

INTERVIEWS FOR JOBS OUTSIDE ACADEMIA

Duration: 2 hours
Tutor: Careers Service

Overview
Interviews outside academia are often quite different to academic job interviews. Whatever job you are applying for, this session will give you the tools to prepare well and go into the interview confidently to perform at your best.

Key areas
- Learn what to expect in academic job interviews
- Learn how to prepare for these types of interview

MAKING JOB APPLICATIONS (CVS, COVER LETTERS AND APPLICATION FORMS)

Duration: 2 hours
Tutor: Careers Service

Overview
Learn how to make your application materials for jobs outside academia effective.

Key areas
- Find out how employers look at CVs and how to make your catch their attention
- Learn about the purpose of a cover letter and how to write one well
- Learn how to approach application forms

"THE TRAINER WAS GREAT AND GAVE A LOT OF TIPS DIRECTLY APPLICABLE TO JOBS APPLICATIONS I AM DOING NOW"

MAKING JOB APPLICATIONS

THE POSTDOC ENTREPRENEUR

Duration: 0.5 days
Tutor: Dr Emma Williams – Independent Consultant

Overview

Being a postdoc is not a career. But being enterprising and being able to put together a reasonable business case will be part of the next career step: whether academic (for grants), industrial (for internal projects) or the start-up arena. Having a good idea in research or business is only the first step – proving it's great to funders or investors is the next step!

This course provides a great starting point for those thinking of developing an idea into a business or those looking to work with academic, industrial or business partners. Working with your peers we will interactively explore the elements of a business plan. This event will give you the appropriate knowledge and language to be able to make informed interactions with other Imperial sources of support (e.g. Imperial Innovations, the College Research Office).

Key areas

- To have a fuller understanding of what the fellowship role encompasses
- To meet other fellows
- To use visual planning tools to explore career direction/plans
- To aid thinking about value (and impact) both personally and with research projects

INNOVATION AND INDUSTRY: EFFECTIVE PROJECT IMPLEMENTATION

Duration: 1 day
Tutor: Caroline Broad – Independent Consultant

Overview

Are you working on projects in collaboration with industry? Would you like to improve your creative thinking skills and the tools to manage the projects they create?

This course is for you if you are looking to develop your understanding of the priorities of industry when working in a collaboration with academia, if you are looking for a move into industry (including not for profit) or you want to improve your basic project management skills. The aim is to develop project management skills in the context of industry academia collaborations (IAC).

In this course we explore a formal project development process from idea inception through to project implementation. You will practice project management tools and techniques and discuss cognitive and behavioural skills needed to implement them. We will discuss current UK industry, government (BIS) and research council expectations of IAC and the existing funding opportunities. The skills learned will support your effective interactions and well-managed projects with industry.

Key areas

- Industry expectations of academia in collaborations
- An introduction to creative thinking and problem solving
- Effective project planning and implementation – team, task, individual
- Core project management tools

CANCELLATION POLICY

If you are no longer able to make a course you are enrolled on to please email the PFDC Team on **pfdc-support@imperial.ac.uk**. Please note that cancellation fees do not apply in cases of extenuating circumstances.

Courses without a fee

If a cancellation is made less than 5 working days before the course the following charges apply:

- Full Day(s) – £100 per day
- Half Day (3 hours or more) – £50
- Less than Half Day – £25

Courses with a fee

If a cancellation is made less than 5 working days before the course the full course fee will be charged.

Residential Courses

If a cancellation is made less than 15 working days before the residential course start date, a £100 charge will be levied from the participant's department. For cancellations received with less than 10 days' notice, the PFDC will charge the full amount for the course:

- Two-day residential course: £250
- Three-day residential courses: £350

Additional Courses

Because of the additional preparation required for the following courses, there is a fee for cancellations made less than 15 working days prior to the course start date for:

- Planning for Success Beyond Your Postdoc
- Writing Tools for Research Publication Success

Additionally, because trainers meet with participants one-to-one, a £100 fee will be levied for cancellations made less than 5 working days before One-to-One Voice Coaching Sessions.

Springboard Women's Development Programme

If a cancellation is made less than 10 working days before the course start date, a £100 charge will be levied from the delegate's department.

DATA PROTECTION

Please note, participants' names and departments/ divisions/faculties are made available to other attendees who are on the same course.

Course participants' data are stored in a database for the purpose of recording attendance at courses, providing statistical information and maintaining individuals and faculty/departmental/divisional training records. Individual's training records will be available to managers in the individual's faculty/department/division, staff with responsibility for staff development/HR (e.g. Departmental administrators, Heads of Department, Safety Officers) and appropriate administrative divisions.

Information on Imperial's privacy notice for staff can be found **here**.

pfdc-support@imperial.ac.uk
www.imperial.ac.uk/pfdc
@ImperialPFDC

POSTDOC AND FELLOWS DEVELOPMENT CENTRE

Tailored support and development for postdocs, fellows and clinicians