The PDC Directory

Development opportunities for postdocs and fellows
# Contents

| 5   | Introduction                       |
| 6   | PDC support and development opportunities |
| 7   | How to use the PDC throughout your time at Imperial |
| 7   |  Postdoc                           |
| 7   |  Fellowship                        |
| 8   | Individual support                 |
| 8   | One-to-one meetings                |
| 8   | Mock interviews                    |
| 9   | Pop-up workshops                   |
| 10  | Resources specifically for fellows |
| 10  | Online resources                   |
| 10  | Fellows Forum                      |
| 11  | Fellows Committee                  |
| 12  | Support and development for fellowship applicants |
| 12  | Funders Showcases                  |
| 12  | Mock interview panels              |
| 13  | Fellow profile                     |
| 14  | Working with departments           |
| 14  | Postdoc Reps Network               |
| 14  | PDC Advisory Group                 |
| 14  | Departmental/divisional events     |
| 15  | Postdoc champions                  |
| 16  | Residential courses                |
| 17  | Online resources                   |
| 17  |  Case studies                      |
| 17  |  Tip sheets                        |
| 17  |  Useful links                      |
| 17  |  Publications from the PDC         |
| 19  | Support and development opportunities available at Imperial |
| 20  | Courses at Imperial                |
| 20  | Centre for Academic English        |
| 20  | Educational Development Unit (EDU) |
| 20  | Learning and Development Centre (LDC) |
| 20  | Library                            |
| 20  | Statistical Advisory Service       |
| 21  | Resources at Imperial              |
| 21  | Imperial Business Partners (IBP)   |
| 21  | Imperial Consultants (ICON)        |
| 21  | Imperial Horizons                  |
| 21  | Imperial Innovations               |
| 21  | Research Office                    |
| 22  | Support at Imperial                |
| 22  | Careers Service                    |
| 22  | Confidential Care                  |
| 22  | Equality and diversity             |
| 22  | Family friendly policies           |
| 22  | Health and well-being              |
| 23  | Mentoring                          |
| 23  | Occupational Health Service        |
| 23  | Personal Review and Development Plan |
23 Study loan scheme
23 Tuition fee remission scheme

25 PDC courses

26 Courses by theme
28 Consultancy: How it Can Enhance Your Academic Career
29 Designing and Delivering Research Projects in Academia
29 Discovering Your Teamwork Strengths
30 Getting Your Next Job (Postdocs in Life Sciences and Medicine)
30 Getting Your Next Job (Postdocs in Physical Sciences and Engineering)
31 Great Presentations for Great Results
31 How Intellectual Property Rights (IPR) Can Impact Your Research
32 How to Peer Review Research Papers
32 Innovation and Industry: Effective Project Implementation
33 Interviewing for a Position outside Academia
33 Interviewing for an Academic Position
34 Leadership in Research Part I: Managing Your First Research Group
34 Leadership in Research Part II: Vision, Strategy and Team Culture
35 Lectureship Applications: What You Need to Know to be Successful
35 Making the Most of Your Postdoc
36 One-to-One Voice Coaching Sessions
36 Personal Pitching: Selling Your Research and Expertise
37 Planning for Success Beyond Your Postdoc
37 Preparing Successful Fellowship Applications
38 Pronunciation for Non-English Speakers
38 Science Communication: Reaching a Wider Audience
39 So You’ve Got Your Fellowship, Now What?
39 Springboard Women’s Development Programme
40 Stand and Deliver: Presenting with Confidence and Flair
40 The Postdoc Entrepreneur: Business Plan Basics
41 Time Management for Postdocs
41 Translating Your Research Skills for the Private Sector
42 Voice Projection for Effective Lecturing
42 Writing Tools for Research Publication Success

44 Course booking conditions
44 Enrolling onto a course
44 Course attendance
44 Confirmation and joining instructions
44 Payment
44 Cancellations
44 Data protection
44 Enquiries

47 Tutor profiles
Trainers from Imperial
External trainers

44 A-Z course list
Introduction

This directory is designed to help you make the most of your time as a postdoc or fellow by providing you with information about the support and development opportunities available to you from the Postdoc Development Centre (PDC) at Imperial College London.

The PDC co-ordinates training and support for all aspects of fellows’ and postdocs’ careers. However, ultimately your career development is your responsibility and is something that you should be planning and actively pursuing throughout your time at Imperial.

You are entitled to up to ten days per year for your professional development. This is written into your contract. It is up to you how many of these days you choose to use, and they do not all have to be used for attending courses; this time may also include being a member of a committee or network (such as the Postdoc Reps Network), teaching, outreach projects or any activities that will enhance your CV or transferable skills.

All PDC courses are free of charge for Imperial postdocs and fellows. We welcome any feedback you have about our courses and the range of support we offer.

We look forward to working with you.

The PDC
The PDC offers bespoke development opportunities to maximise the potential of Imperial postdocs and fellows.

**The PDC provides support through:**
- Courses, workshops and events
- Individual support
- Working with departments
- Online resources
- Support and development for fellowship applicants
- Resources specifically for fellows

Each of these areas are highlighted in this Directory and on our website, which also provides information on career development opportunities for fellows and postdocs both within Imperial and externally, including support for leading a research group or finding employment outside of academia.

**www.imperial.ac.uk/pdc**

**Key areas of focus include:**
- CVs, applications and interviews
- Enterprise and entrepreneurship
- Influence and impact
- Professional development
- Personal development and well-being
- Writing for publication

The monthly PDC Newsletter is the most up-to-date source of information on upcoming workshops, courses, internal and external events. Subscribe online:

- [www.imperial.ac.uk/postdoc-development-centre/newsletter/subscribe](http://www.imperial.ac.uk/postdoc-development-centre/newsletter/subscribe)

or by emailing:

- [pdc-support@imperial.ac.uk](mailto:pdc-support@imperial.ac.uk)
How to use the PDC throughout your time at Imperial

Postdoc

When you first start a postdoc at Imperial:

• learn what the PDC has to offer by visiting our website: www.imperial.ac.uk/pdc
• read our online publication entitled A successful career begins at Imperial College London;
• make sure you’re signed up for our newsletter—monthly workshops are advertised exclusively there;
• meet your departmental rep to find out what is happening for postdocs in your department;
• if this is your first postdoc, consider attending Making the Most of Your Postdoc (residential course).

Once you’ve settled in:

• attend workshops and courses to develop your personal and professional skills;
• request individual support through a one-to-one appointment with a PDC advisor;
• attend Planning for Success Beyond Your Postdoc (two-day course).

Towards the end of your postdoc:

• sign up for CV clinics and courses to prepare for your next application;
• book a mock interview with the PDC once you have an interview;
• if you will soon be starting your own group, attend Leadership in Research: Managing Your First Research Group.

Fellowship

At the beginning of your fellowship:

• learn what the PDC has to offer by visiting our website: www.imperial.ac.uk/pdc
• sign up for the fellows’ mailing list by emailing: pdc-support@imperial.ac.uk
• attend a welcome lunch hosted by the PDC;
• attend So You’ve Got Your Fellowship, Now What?;
• meet other fellows through the Fellows Forum.

At any point, read through the resources available online that are designed to help you:

• Understand your context to be more strategic
• Bring in funding
• Develop your visibility, reputation and networks
• Know and use the advice and support available to you
• Reflect on and develop your skills
• Get a mentor

Once you’ve settled in:

• request individual support through a one-to-one appointment with a PDC advisor;
• if you’re just starting your first research group, attend Leadership in Research: Managing Your First Research Group (residential course);
• if you have already started to establish your own research group, sign up for Leadership in Research Part II: Vision, Strategy and Team Culture (residential course);
• request a mock interview when you are preparing to interview for your next position.

You can also sign up to be a panellist for a mock interview, providing you with insight into the interviewing process.
Individual support

One-to-one meetings

The PDC offers one-to-one support and advice to any fellow or postdoc at Imperial. These sessions are structured conversations which can be used to discuss a CV, job searching, fellowship applications, lectureship positions, moving out of academia, issues related to working within a lab/team, development opportunities, or any other topic of relevance.

To book an appointment please visit:
www.imperial.ac.uk/postdoc-development-centre/individual-support/one-to-one

Mock interviews

Preparing for an interview is vital if you want to succeed in securing a new position, and having a mock interview can be an important component of your preparation. The PDC will arrange mock interviews for postdocs and fellows who have been shortlisted for fellowships, academic jobs and jobs outside of higher education. We organise rooms, co-ordinate panel members, choose appropriate questions and provide feedback to the interviewee. Past panellists have found the experience very valuable.

To book a mock interview please visit:
www.imperial.ac.uk/postdoc-development-centre/individual-support/mock-interviews

“

The PDC was extremely helpful in helping me compile my fellowship application, both in terms of specific details and overall strategy. The advice I received during my one-to-one gave me a new perspective on my own text and really allowed me fine tune the narrative of my application. The consultants that I met from the PDC were extremely helpful and professional, and I’ve no doubt that their help had a positive impact on my application.”

“

The mock interview prepared me for many of the questions asked in the actual interview. During the mock, I received vital feedback on how to answer team and management based questions. I was shocked at how many of the questions asked by the panel actually turned up in the actual interview! Based on my preparation I was able to answer these questions well, and with a lot of confidence. The mock interview was absolutely invaluable!”
Pop-up workshops

Pop-up workshops are brief, interactive sessions designed to deliver bite-size, timely, targeted information on a range of themes that will be helpful for your career.

Workshops last approximately one hour and are open to all postdocs and fellows from across Imperial.

Details on upcoming pop-ups will be advertised in the PDC Newsletter, on the pop-ups webpage, and via the Postdoc Reps Network.

Previous pop-up workshops include:

- Academic CVs
- Assertiveness
- Career Decision Toolkit
- Cover Letters
- Fellowship Briefings
- Interviews
- Job Search Toolkit
- Non-Academic CVs
- Pathways to Impact
- Writing Lay Summaries

We continue to expand our portfolio, and welcome suggestions for new pop-up topics.

As well as having pop-ups that are open to all, we can tailor and deliver sessions specifically for departments as needed.

For more information please visit:  
[www.imperial.ac.uk/postdoc-development-centre/courses/pop-up-workshops](http://www.imperial.ac.uk/postdoc-development-centre/courses/pop-up-workshops)
Resources specifically for fellows

Online resources
The online resources available through the PDC will help you:

Understand your context to be more strategic
• Research in the UK: funding and policy landscape
• Research at Imperial
• Having a strategy for both your research and your career

Bring in funding
• Tips for finding funding
• Internal and external funding opportunities

Develop your visibility, reputation and networks
• Building your profile
• Connecting with collaborators
• Promoting your work

Know and use the advice and support available to you
• Professional and research related services for fellows
• Moving to the UK or London for the first time

Reflect on and develop your skills
• Skills development opportunities
• Researcher career development at Imperial
• External sources of careers support and advice for researchers

Get a mentor
• What is mentoring?
• Finding and approaching a mentor
• Becoming a mentor yourself
• Mentoring resources

www.imperial.ac.uk/postdoc-development-centre/fellows

Fellows Forum
The Fellows Forum is a termly event for fellows. The main purpose of the forum is:
• to provide activities for fellows, as a means of increasing the visibility and integration of fellows within the College;
• to allow scientific and social networking and potentially mentoring amongst fellows.

Meetings have included presentations from the President, Provost, Heads of Departments and a chair of a REF panel. Future events will include external speakers, funders and scientific advisors.

If you would like further information about these events please email: pdc-support@imperial.ac.uk
Fellows Committee

The Fellows Committee meets termly. The main purpose of the committee is:

• to provide advice to the PDC on activities and events specifically aimed at fellows;
• to review the Fellows Forum events and suggest future speakers.

Members of the committee represent all faculties.

For further information about the committee email:

Dr Liz Elvidge

e.elvidge@imperial.ac.uk
Support and development for fellowship applicants

The PDC provides comprehensive support for researchers aiming to secure fellowship funding. We can help with every step of the fellowship application process, from finding out what a fellowship involves and researching relevant opportunities to crafting fellowship applications. Resources and opportunities include:

- a fellowship webpage containing information on fellowship schemes, listed by discipline with deadlines and eligibility criteria;
- a series of funders showcases to highlight the different fellowships available from funding bodies;
- a course entitled *Preparing Successful Fellowship Applications* focusing on where and how to apply, and factors that contribute to successful applications;
- a range of pop-up workshops to walk you through the application process step by step;
- an individual consultation with a PDC Advisor to support and guide you as you write your application;
- the opportunity to participate as a panel member for a mock interview in order to gain insight into the interviewing process.

For more information please visit:
- [www.imperial.ac.uk/postdoc-development-centre/fellowships](http://www.imperial.ac.uk/postdoc-development-centre/fellowships)

---

**Funders Showcases**

The PDC organises a series of funders showcases to highlight fellowship schemes available from specific funding bodies. Showcases include:

- a representative from a funding body who will give details about the fellowships they offer and the application process;
- a current fellow or previous fellowship holder from Imperial who will give a personal perspective of the application process;
- a funders panel which includes an academic involved in the fellowship selection panel who will answer questions and provide tips on successful applications.

For more information please visit:
- [www.imperial.ac.uk/postdoc-development-centre/fellowships/funders-showcases](http://www.imperial.ac.uk/postdoc-development-centre/fellowships/funders-showcases)

or email:
- [pdc-support@imperial.ac.uk](mailto:pdc-support@imperial.ac.uk)

---

**Mock interview panels**

We invite postdocs and fellows to be panellists on our mock interviews. Being a panel member gives insight into the interview and selection process. Panel members see high quality applications from their peers, and have a unique opportunity to put themselves ‘on the other side of the table’. Many panellists describe the experience as enlightening and beneficial.

To volunteer to be a panel member on our mock interviews email:
- [pdc-support@imperial.ac.uk](mailto:pdc-support@imperial.ac.uk)
Seek and establish your own collaborations so that you start to be recognized as an independent researcher.”

Dr Na Ni

I obtained my PhD in Materials Science from University of Oxford and joined the Department of Materials at Imperial as a postdoc in 2011. I then worked as a Research Fellow firstly with the EPSRC doctoral prize fellowship between 2012 and 2013 and then with the Imperial College Research Fellowship since 2014. My current research focuses on understanding the role of nanoscale structure and chemistry in controlling material properties for a wide range of energy applications.

How have you found working as an Imperial College Research Fellow at Imperial?

It has been a fantastic experience. The most valuable part has been to carry out truly independent research with strong support from my department, which allows me to apply successfully for further funding and collaborate extensively with internal and external collaborators. As a result, I have established my own research group with PhD and masters students working on several exciting material challenges including nuclear energy materials and electrochemical energy conversion devices.

How has the PDC helped you?

The PDC has been extremely helpful during my postdoc and research fellow career. I have used it frequently for grant applications and mock interviews, and also participated as a mock interview panel member, which has helped me tremendously in preparing for competitive applications. I attended many of the workshops and seminars organised by the PDC that cover a wide range of topics on both career and personal development. I have learnt a lot of useful principles and skills that I apply in leading my research group, especially through the residential course on Managing Your First Research Group.

What advice would you give to new postdocs?

I think that the most important thing is to carry out excellent research, since with less teaching and administration, the postdoc period offers a great opportunity to focus on research. I would also suggest that new postdocs seek and establish their own collaborations as much as possible so that you start to be recognized as an independent researcher.

If you could go back and give yourself one piece of advice when you started being a postdoc what would it be?

Be more confident about your research vision, and be more courageous to convey your idea to, and ask for support from, senior academic staff, as you will often find out that they are extremely tolerant and willing to help.
Working with departments

Postdoc Reps Network

The Postdoc Reps Network meets once per term with the PDC team to discuss issues related to postdoc life. These meetings are a forum for reps from around the College to pass on ideas, concerns and feedback about the development opportunities and provision for postdocs at Imperial. It is also an opportunity for the PDC team to pass on information, feedback and updates to the reps who then disseminate this information within their departments.

For more information please visit:
www.imperial.ac.uk/postdoc-development-centre/departments/postdoc-reps-network

PDC Advisory Group

The PDC Advisory Group, made up of representatives from the Postdoc Reps Network, acts in an advisory role to the PDC and provides a sounding board for new initiatives. Thematic meetings are held termly to discuss particular topics related to postdoc life at Imperial.

Departmental/divisional events

The PDC provides tailored development events for postdocs and fellows within departments and divisions across the College.

By working closely with the Postdoc Reps Network and individual departments, we have delivered or facilitated a range of bespoke training that meets the specific needs of fellows and postdocs including:

- CV and cover letter clinics
- Postdoc symposiums
- Fellowship briefings
- Networking for postdocs
- Professional skills training
Postdoc champions

The PDC works closely with departments to ensure that the voices of postdocs and fellows are well-represented at the departmental level. Postdoc champions are integral to this effort, as they:

- receive feedback and relay views at department and faculty level to help ensure postdocs’ needs are appropriately met;
- keep in regular contact with the postdoc reps within their department, with meetings taking place at least once per term;
- organise and attend meetings between postdocs and Heads of Departments;
- take an active role, together with postdoc reps and department staff, in organising events relevant to postdocs;
- provide advice to postdocs on available development training and support;
- encourage and facilitate networking between postdocs from different research groups and other staff within the department;
- ensure a department distribution list for postdocs is maintained;
- regularly attend the Postdocs champions lunch hosted by the PDC every term.
Residential courses

The PDC offers a suite of training courses designed to support your professional development from the day you start your postdoc until the day you move on. Whether you are just embarking on your first postdoc or you are an experienced postdoc thinking about your next step, we have a course that meets your specific needs, helping you to make the most of your current post and successfully plan your next step.

Residential programmes are a great opportunity for you to have time away from your desk and the lab, to examine your career options, what motivates you and how to move on to the next step. You will have the opportunity to do in-depth career planning, to explore a range of developmental models and to put together detailed future action plans.

For all residential courses, accommodation expenses, including meals during the course, will be met by the PDC.

Making the Most of Your Postdoc is a three-day residential course for postdocs in their first two years

Planning for Success Beyond Your Postdoc is a two-day programme for postdocs with two to four years of experience

Leadership in Research Part I: Managing Your First Research Group is a two-day residential course for new and aspiring principal investigators

Leadership in Research Part II: Vision, Strategy and Team Culture is a two-day course for fellows and senior postdocs that builds on materials covered in Managing Your First Research Group.

“...It continuously reminded me that doing a postdoc is not a career, but [the course] supplies you with opportunities and confidence.”

“I found considering future options, setting goals, thinking about how to achieve goals, different ways of portraying my skills, meeting and learning from postdocs in different fields very useful.”

“I really appreciated having two days outside of London to disconnect and fully think through management issues.”
Online resources

The PDC offers a wide range of online resources which are regularly added to and updated according to the needs of the early career researcher at the College. The resources that are currently available include:

**Case studies**
- Careers outside of academia
- Postdoc profiles

**Tip sheets**
- Academic CVs
- Chronological CVs
- Cover letters
- International job search
- Skill based CVs

**Useful links**
- Careers websites
- Funding search
- Interactive tools
- Job search
- Resources at Imperial
- UK support for researchers

**Publications from the PDC**
- *A successful career begins at Imperial College London*
- *How to be successful at fellowship interviews*

**STOP PRESS**

**A new book from the PDC**

*What every postdoc needs to know (2017)*
Dr Liz Elvidge, Dr Carol Spencely and Dr Emma Williams.
World Scientific.
Support and development opportunities available at Imperial
Courses at Imperial

Early career researchers are entitled to book a place on many courses offered to Imperial staff through other centres. More information is available at the websites below.

For a more detailed list of opportunities available internally and externally to fellows and postdocs, visit:

- www.imperial.ac.uk/postdoc-development-centre/development

Centre for Academic English

International staff can access English language support for academic, social and professional purposes. The Centre offers general English courses, writing mechanics workshops, listening and speaking courses, and one-to-one consultations.

For more information visit:
- www.imperial.ac.uk/academicenglish

Educational Development Unit (EDU)

The EDU provides educational development for all who teach Imperial students. Courses of interest to early career researchers include:

- Assisting with PhD Supervision
- Interactive Teaching
- Teaching for Learning

For more information visit:
- www.imperial.ac.uk/staff/educational-development

Learning and Development Centre (LDC)

The LDC offers professional development courses and programmes for all staff at Imperial. Postdocs may be interested in:

- Building a Powerful Presence
- Managing Difficult Situations
- Project Management (PRINCE, AGILE)
- InfoEd Proposal Development – Full Economic Costing

For more information visit:
- www.imperial.ac.uk/staff-development/learning-and-development-centre

Library

The Library offers a wide range of services to postdocs and fellows, such as access to online resources including journals, books and databases; advanced information skills teaching and advice; courses on open access publishing; and advice on research data management (Endnote/RefWorks).

For more information visit:
- www.imperial.ac.uk/library

Statistical Advisory Service

For advice and courses on research design and methodology, including clinical trials and training on SPSS, STATA, Matlab, and R, please visit:

- www.imperial.ac.uk/stathelp
Resources at Imperial

Imperial Business Partners (IBP)
IBP combines world-class research minds with business strategists and policy makers at the top of their game.
For more information visit:

- www.imperial.ac.uk/research-and-innovation/support-for-partners/imperial-business-partners

Imperial Consultants (ICON)
ICON is a university-owned consultancy company that provides practical and innovative solutions for external organisations by facilitating access to the expertise, facilities and equipment based at Imperial. They also have a series of case studies to demonstrate how ICON helps researchers to create direct impact from their research while providing effective and innovative solutions for their clients.
For more information visit:

- www.imperial-consultants.co.uk

Imperial Horizons
Postdocs interested in gaining tutoring experience can apply to become a Global Challenges tutor for Imperial Horizons, an undergraduate co-curricular programme. Every autumn and spring term the Global Challenges programme recruits postdocs to assist with small group facilitation and project mentoring. No specific subject expertise or teaching experience is required and full training is given regarding the responsibilities of a Global Challenges tutor.
For more information please visit:

- www.imperial.ac.uk/horizons/course-options/fields-of-study/global-challenges

To apply, please email:

Dr Elizabeth Hauke
e.hauke@imperial.ac.uk

Imperial Innovations
Innovations supports scientists and entrepreneurs in the commercialisation of their ideas, through the licensing of intellectual property, by leading the formation of new companies, by recruiting high-calibre management teams and by providing investment and encouraging co-investment.
For more information visit:

- www.imperialinnovations.co.uk

Research Office
The Research Office provides expert guidance on preparing a proposal, costing and pricing, managing projects, and more. Their funder specific ‘golden rules’ for applying for grants, as well as post-award ‘golden rules’ are a must read before applying for grants.
For more information visit:

- www.imperial.ac.uk/research-and-innovation/research-office/preparing-a-proposal
Support at Imperial

Careers Service
Postdocs and fellows are entitled to use the Imperial Careers Service and to visit the Careers Information Room which is situated on level 5 of the Sherfield Building.

To arrange an appointment with a Consultant please call:
- 020 7594 8024

or email:
- careers@imperial.ac.uk

For further information please visit:
- www.imperial.ac.uk/careers

Confidential Care
Postdocs and members of their family who live with them can obtain free confidential advice and counselling from Confidential Care.

For further information please visit:
- www.imperial.ac.uk/health-and-wellbeing/advice-and-support

Equality and diversity
The College has a dedicated Equality, Diversity and Inclusion Centre (EDIC), previously called the Equality and Diversity Unit.

The EDIC is mandated to promote and embed all aspects of equality throughout the College’s communities. The Centre is just one part of a range of HR services at Imperial that offers individual support, guidance and advice on all equality strands, including age, disability, gender, gender identity, race, religious belief, sexual orientation, as well as harassment, bullying, victimisation and personal concerns.

For further information please visit:
- www.imperial.ac.uk/equality

Family friendly policies
Imperial's family friendly policies include:
- College facilities (e.g. nursing rooms)
- Flexible working
- Parental leave
- Support networks

For more information visit:
- www.imperial.ac.uk/human-resources/procedures/family-friendly-policies

Health and well-being
This website includes information, advice, support and self-help guides on numerous topics such as:
- Meditation, including classes available at South Kensington
- Mental health, including a list of Mental Health First Aiders at the College
- Resilience and stress, including a stress awareness tool

For more information visit:
- www.imperial.ac.uk/health-and-wellbeing
Mentoring

Mentoring and coaching are available to all staff, and numerous mentoring schemes exist at the departmental level.

For more information please visit:
www.imperial.ac.uk/staff-development/development-options/talent-development/mentoring-at-imperial

Occupational Health Service

Postdocs have access to specialist advisory and clinical services provided by the Occupational Health Service.

To arrange an appointment with an occupational health advisor please call:
020 7594 9401

For further information please visit:
www.imperial.ac.uk/occhealth

Personal Review and Development Plan

All postdocs should have an annual PRDP meeting with their Principal Investigator. PRDPs are designed to:
- Recognise and praise achievements
- Review performance
- Plan and agree a future program of work
- Assist postdocs to develop their career
- Identify development needs and create an individual Personal Development Plan
- Identify any actions that could be taken to make a research group/section/department/division/faculty more effective

Forms and further details can be found at:
www.imperial.ac.uk/staff/prdp

Study loan scheme

All postdocs can benefit from an interest free loan to help with the costs of part time study while employed by Imperial.

For more information please visit:
www.imperial.ac.uk/staff-development/development-options/planning-your-development/sls

Tuition fee remission scheme

Staff members who register for a part time postgraduate degree at Imperial may be eligible for a reduction in their tuition fee through the tuition fee remission scheme.

For further information please visit:
www.imperial.ac.uk/study/pg-fees-and-funding/tuition-fees/discounts-for-college-staff
Courses by theme

CVs, applications and interviews

- Getting Your Next Job (Postdocs in Life Sciences and Medicine)
- Getting Your Next Job (Postdocs in Physical Sciences and Engineering)
- Interviewing for a Position Outside Academia
- Interviewing for an Academic Position
- Lectureship Applications: What You Need to Know to be Successful
- Preparing Successful Fellowship Applications

Enterprise and entrepreneurship

- How Intellectual Property Rights (IPR) Can Impact Your Research
- Innovation and Industry: Effective Project Implementation
- Personal Pitching: Selling Your Research and Expertise
- The Postdoc Entrepreneur: Business Plan Basics
- Translating Your Research Skills for the Private Sector

Influence and impact

- Designing and Delivering Research Projects in Academia
- Great Presentations for Great Results
- Innovation and Industry: Effective Project Implementation
- Leadership in Research Part II: Vision, Strategy and Team Culture
- One-to-One Voice Coaching Sessions
- Personal Pitching: Selling Your Research and Expertise
- Pronunciation for Non-English Speakers
- Science Communication: Reaching a Wider Audience
- Stand and Deliver: Presenting with Confidence and Flair
- Translating Your Research Skills for the Private Sector
- Voice Projection for Effective Lecturing

The most up-to-date list of courses is available on our website. New course dates are published each September, with course provision varying from year to year.

For additional internal and external courses, workshops, and resources listed under these key themes, please visit: www.imperial.ac.uk/postdoc-development-centre/development
Personal development and well-being

- Discovering Your Teamwork Strengths
- Leadership in Research Part II: Vision, Strategy and Team Culture
- One-to-One Voice Coaching Sessions
- Pronunciation for Non-English Speakers
- Springboard Women’s Development Programme
- Stand and Deliver: Presenting with Confidence and Flair
- Time Management for Postdocs
- Voice Projection for Effective Lecturing

Professional development

- Designing and Delivering Research Projects in Academia
- Discovering Your Teamwork Strengths
- Great Presentations for Great Results
- How to Peer Review Research Papers
- Innovation and Industry: Effective Project Implementation
- So You’ve Got Your Fellowship, Now What?
- Time Management for Postdocs

Writing

- Lectureship Applications: What You Need to Know to be Successful
- Preparing Successful Fellowship Applications
- Writing Tools for Research Publication Success
Consultancy: How it Can Enhance Your Academic Career

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

**TUTOR:** Dr Rebecca Andrew ► Imperial Consultants

**DURATION:** 2 hours

For all new course dates please visit:

www.imperial.ac.uk/postdoc-development-centre/courses/consultancy
Designing and Delivering Research Projects in Academia

Financial, Administrative and Communication Advice for Early Career Researchers

This course is designed to introduce fellows and postdocs to the scientific, financial, administrative and managerial aspects of planning and completing a research project within the academic environment. We showcase tools and techniques to help you prepare and carry through projects whether working on independent research programmes or working in collaborative projects funded by industry/biotechs. The importance of developing and maintaining good relationships within teams and with funding bodies is highlighted.

**KEY AREAS**

- Planning tools and tips (budgeting, resource management, team building)
- Financial systems and the influence and demands of funders
- Communication and collaboration, both within teams, and with external stakeholders
- Keeping track of research progress (milestones and deliverables)
- Risk registers and contingency plans

**TUTORS:** Professor Elaine Holmes, Dr Elizabeth Want and Dr Anisha Wijeyesekera ➤ Imperial College London

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/delivering-research-projects

---

Discovering Your Teamwork Strengths*

Are you playing to your strengths in your current team? How do others perceive your contribution? Want to find out?

Science and technology are usually team efforts. Postdocs work with students, peers and academics. Moving into fellowships our team roles become those of manager and leader. Understanding how you can best play to your innate preferences in a team can help boost your productivity and improve team relationships. We will use the tried and tested Belbin system to identify your personal team preferences and explore how different types of team members interact. We will look at how to build, motivate and keep the peace in teams. Each participant will receive their own personalised Belbin report after a short electronic questionnaire and this will encompass feedback from six observers who you select.

**KEY AREAS**

- Your specific Belbin team role preference indicating how you work in teams
- Identifying those you need around you to build different types of ventures
- How to motivate and lead a team
- Thinking about dealing with conflict within a team

**TUTOR:** Dr Emma Williams ➤ Independent Consultant

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/postdoc-team-building

*Because of the additional preparation required for this course, there is a fee for cancellations made less than 15 working days prior to the course start date.
Getting Your Next Job (Postdocs in Life Sciences and Medicine)

Are you unsure where your career is heading? Perhaps you are trying to plan the next step in your career but don’t know where to start? If so, this is the course for you! The team from the Careers Service will assist you in preparing and planning your future career, with a focus on non-academic options. This course is tailored for postdocs in the first few years of their postdoc with research interests in life sciences and medicine.

**KEY AREAS**
- Understand what is involved in developing a career plan
- Identify the skills you have developed to date and the added value of your postdoc experience
- Understand UK employer requirements
- Gain knowledge on advertised and unadvertised opportunities open to you
- Market yourself more effectively on your CV and application forms
- Review your next steps

**TUTOR:** Careers Service ▶ Imperial College London

**DURATION:** Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/what-next-life-sciences

---

Getting Your Next Job (Postdocs in Physical Sciences and Engineering)

Are you unsure where your career is heading? Perhaps you are trying to plan the next step in your career but don’t know where to start? If so, this is the course for you! The team from the Careers Service will assist you in preparing and planning your future career, with a focus on non-academic options. This course is tailored for postdocs in the first few years of their postdoc with research interests in engineering and physical sciences.

**KEY AREAS**
- Understand what is involved in developing a career plan
- Identify the skills you have developed to date and the added value of your postdoc experience
- Understand UK employer requirements
- Gain knowledge on advertised and unadvertised opportunities open to you
- Market yourself more effectively on your CV and application forms
- Review your next steps

**TUTOR:** Careers Service ▶ Imperial College London

**DURATION:** Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/what-next-engineering
Great Presentations for Great Results

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.

**KEY AREAS**

- The good and the bad about presentations
- Making the most of your slides
- How to plan your presentation
- Preparing your own presentation and receiving feedback

**TUTOR:** Postdoc Development Centre ➤ Imperial College London

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/great-presentations

How Intellectual Property Rights (IPR) Can Impact Your Research

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

**TUTOR:** Dr Jeremy Holmes ➤ Imperial Innovations

**DURATION:** 2.5 hours

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/intellectual-property-rights
How to Peer Review Research Papers

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 and researchers 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

**TUTOR:** Dr David T Jones ► Independent Consultant

**DURATION:** 2.5 hours

For all new course dates please visit:

www.imperial.ac.uk/postdoc-development-centre/courses/how-to-peer-review-research-papers

Innovation and Industry: Effective Project Implementation

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 workshop is for you if you are looking for a move into industry (including not for profit) or if you want to develop your understanding of the priorities of industry when working in collaboration with academia.

In this workshop 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 and research council expectations of industry academia collaborations and the existing funding opportunities. The skills learned will support 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

**TUTOR:** Caroline Broad ► Independent Consultant

**DURATION:** 1 day

For all new course dates please visit:

www.imperial.ac.uk/postdoc-development-centre/courses/innovation-and-industry
Interviewing for a Position Outside Academia

Preparation is a key element of the job application process, especially for interviews. This course is designed for postdocs who are looking to move into a non-academic environment and will help you to understand and prepare specifically for the interview process.

Run by the Careers Service, there will be an opportunity to practise and develop your interviewing skills.

**KEY AREAS**

- Improve your understanding of what employers are looking for in the selection process
- Identify the evidence for your skills gained to date and your own unique selling points (USP)
- Gain an understanding of the interview process and how to prepare for an interview outside academia
- Clarify the difference between competency based and other types of interviews
- Look at the types of questions that may be asked during the interview and how to best answer them
- Improve interview performance through practice, video feedback and observation

**TUTOR:** Careers Service ★ Imperial College London

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/interview-outside-academia

Interviewing for an Academic Position

This course is designed for postdocs who are aiming to pursue an academic career. The Careers Service will help you to gain an insight into the academic application process and discuss how you can highlight relevant experience from your CV.

You will observe a mock academic interview, find out how to prepare for an academic interview and improve how you come across. The competition for academic positions is intense; get one step ahead by attending this course.

**KEY AREAS**

- Preparing for academic applications
- Expectations of the academic board
- Highlighting your experience in your CV and interview
- Preparing for academic interview
- Planning further development

**FURTHER INFORMATION**

Participants are advised to bring a copy of their CV to the session and note down how to develop it further.

**TUTOR:** Careers Service ★ Imperial College London

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/interview-within-academia
Leadership in Research
Part I: Managing Your First Research Group*
A two-day residential course for new and aspiring principal investigators

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
- To examine a variety of leadership styles
- To envision and realise a direction and profile for your laboratory
- To learn practical techniques to prioritise and manage your time successfully

**TUTORS:** Dr Liz Elvidge ▶ Imperial College London
Dr Emma Williams ▶ Independent Consultant

**DURATION:** 2 days ▶ residential course

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/first-research-group

Leadership in Research
Part II: Vision, Strategy and Team Culture*
A two-day residential for fellows and senior postdocs

What does leadership in research look like? How can you provide vision and strategy alongside the day to day management of an expanding research group?

This course explores 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. There will be a small amount (around one hour) of preparatory work before the course.

This 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.

**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

**TUTORS:** Dr Liz Elvidge ▶ Imperial College London
Dr Emma Williams ▶ Independent Consultant

**DURATION:** 2 days ▶ residential course

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/leadership-in-research-2
Lectureship Applications: What You Need to Know to be Successful

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 draft an application and take part in a practical exercise providing insight into the review process.

**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

**TUTOR:** Postdoc Development Centre ➤ Imperial College London

**DURATION:** 1 day

---

Making the Most of Your Postdoc*

A three-day residential course for postdocs in their first two years

This residential course 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.

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

**TUTORS:** Postdoc Development Centre ➤ Imperial College London
Dr Emma Williams ➤ Independent Consultant

**DURATION:** 3 days ➤ residential course

---

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/lectureship-applications

* Because of the additional preparation required for this course, there is a fee for cancellations made less than 15 working days prior to the course start date.
One-to-One Voice Coaching Sessions*

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.

FURTHER INFORMATION

Participants are asked to bring along a presentation to work with and have a clear idea of what you would like to achieve during the session.

TUTOR: Stewart Theobald ▶ Independent Consultant

DURATION: 1 session of 1 hour

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/one-to-one-voice-coaching

* Because trainers meet with participants one-to-one, a £100 pound fee will be levied for cancellation made less than five working days before the course.

Personal Pitching: Selling Your Research and Expertise

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 interactive half day course will also look at networking tips to allow for pitches to happen. 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

TUTOR: Postdoc Development Centre ▶ Imperial College London

DURATION: Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/personal-pitching
Planning for Success Beyond Your Postdoc*

A two-day programme for postdocs who are thinking about their next career move

This two-day programme is designed to help experienced postdocs (usually with three or more years of postdoc experience) to take the 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

**TUTOR:** Postdoc Development Centre ➤ Imperial College London
Dr Emma Williams ➤ Independent Consultant

**DURATION:** 2 days

---

Preparing Successful Fellowship Applications

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 that contribute to successful applications
- Practice writing a fellowship proposal
- Gaining experience in reviewing fellowship proposals

**TUTOR:** Postdoc Development Centre ➤ Imperial College London

**DURATION:** 1 day

---

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/success-beyond-postdoc

---

* Because of the additional preparation required for this course, there is a fee for cancellations made less than 15 working days prior to the course start date.
Pronunciation for Non-English Speakers

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 ten 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 and symbols
• Pronunciation practice – individual assessment and guidance
• Stress, rhythm and inflection – to deepen understanding of standard English

TUTOR: Stewart Theobald ▶ Independent Consultant

DURATION: Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/pronunciation

Visit Imperial’s Centre for Academic English for additional support with pronunciation, speaking and writing:
www.imperial.ac.uk/academic-english/academic-staff

Science Communication: Reaching a Wider Audience

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 workshop, 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

• To give an awareness of some of the key forms of contemporary science communication
• To discuss the opportunities and difficulties that arise when scientists engage with the media
• To help you find your ‘voice’ when discussing your work
• To learn some tricks and ‘insider secrets’ about how to capture your audience’s attention whether speaking or writing or broadcasting

TUTOR: Gareth Mitchell ▶ Imperial College London

DURATION: 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/science-communication
So You’ve Got Your Fellowship, Now What?

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 research projects and 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

**TUTOR:** Dr Emma Williams ➤ Independent Consultant

**DURATION:** Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/fellowship-now-what

Springboard Women’s Development Programme*

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 personally and professionally, 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 your 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.

**TUTORS:** Dr Liz Elvidge and Dr Karen Hinxman ➤ Imperial College London

**DURATION:** 4 x 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/the-springboard-womens-development-programme-

* Because of the additional preparation required for this course, there is a fee for cancellations made less than ten working days prior to the course start date.
Stand and Deliver: Presenting with Confidence and Flair

The ability for postdocs to present confidently can be crucial to gaining support and recognition. Learn to communicate your research effectively - with clarity, confidence and flair. Working from the premise that ‘the best presenters speak honestly and as themselves’, we’ll look at structure, style and technique, dealing with nerves and tackling questions. Led by experienced trainers with backgrounds in theatre and TV, this course will help you communicate with confidence, impact and authenticity in professional contexts.

KEY AREAS

• Analyse and develop your own presentation style
• Engage and hold your audience
• Develop your vocal and physical presence

TUTORS: VOX Coaching ► Independent Consultants

DURATION: 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/stand-and-deliver

The Postdoc Entrepreneur: Business Plan Basics

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 for 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 session 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

• Knowledge of the different aspects of business cases
• Knowledge of the language used to describe business plans
• Understanding the importance of alternative routes and adaptability
• Knowledge of some of the ethical considerations when in business

TUTOR: Dr Emma Williams ► Independent Consultant

DURATION: Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/postdoc-business-plan
**Time Management for Postdocs**

“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.”

Being 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

**TUTOR:** Postdoc Development Centre ▶ Imperial College London

**DURATION:** Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/time-management

---

**Translating Your Research Skills for the Private Sector**

Considering a change in career? Not sure how your skills can be translated into a role outside of academia?

This motivational workshop is designed to help you plan career strategies that will allow you to take charge of your career. It will provide insight into how you can translate your existing skills to a non-academic position and identify any gaps in your skill set, which can help make a successful transition into a career in the private sector. If you are considering a career in the private sector but are unsure about how to proceed, then this workshop is for you!

**Key areas**

- Exploring what your ideal position is and the realities of working in the private sector
- Identifying the transferable skills you have and how the private sector can benefit from these skills
- Learning how to access your desired job market, using your experience as evidence

**TUTOR:** Dr Irene Garcia Losquino ▶ Independent Consultant

**DURATION:** 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/translating-research-skills
Voice Projection for Effective Lecturing

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 fellows and postdocs 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 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

TUTOR: Stewart Theobald ▶ Independent Consultant

DURATION: Half day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/effective-voice-projection

Writing Tools for Research Publication Success*

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, Methodology, Results, Discussion/Conclusion, Title and Abstract. Through sample texts and exercises participants will be shown how to develop a model for research writing in their own field; this will be followed by a grammar and writing skills section designed to respond to frequently asked questions and a vocabulary list will be generated.

Key areas

- Selecting ‘target’ articles in order to extract 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 (passives, articles, tenses, adverb location, modal verbs)
- Paragraphing and ordering information appropriately and conventionally
- Providing the vocabulary needed to operate the model effectively
- Practising the use of the model to generate conventional, clear writing

TUTORS: Dr Julie King and Robin Mowat ▶ Imperial College London

DURATION: 1 day

For all new course dates please visit:
www.imperial.ac.uk/postdoc-development-centre/courses/writing-for-publication-success
Course booking conditions

Enrolling onto a course

For most PDC courses, Imperial postdocs and fellows can enrol using the ‘My Training’ system. To access the ‘My Training’ application go to:

🔗 https://cisremote.ad.ic.ac.uk/hrselfservice

and use your ICIS log-on details. You can also view your learning history which lists all of the Imperial training courses you have previously attended.

For some courses, the only way to register is via the online booking button on the course’s webpage (e.g. residential courses).

If you require assistance with booking onto a course, please email:

✉️ pdc-support@imperial.ac.uk

Course attendance

Participants are asked to arrive promptly to all courses; it is at the trainer’s discretion to refuse entry to latecomers.

Participants must attend the full duration of the course in order for their training record to be updated as ‘attended’. If participants miss a part of the course then their record will show as ‘part-attended’ unless previously agreed with the PDC.

Confirmation and joining instructions

Postdocs should receive confirmation that they have been booked onto a course shortly after registering. Joining instructions will normally be issued two weeks prior to the course. Both of these emails will be sent from

✉️ imperialtraining@imperial.ac.uk

Please check your junk mail and clutter for these messages. Note that this address is not monitored and does not accept incoming emails. For queries about a course please email:

✉️ pdc-support@imperial.ac.uk

Payment

Most courses are available free of charge, but when a charge is applied postdocs will need to indicate their finance or project code during the enrolment process.
Cancellations

All course cancellations need to be emailed as soon as possible so that the place can be offered to those on the waiting list:

pdc-support@imperial.ac.uk

COURSES

For most courses, if a cancellation is made less than five working days before the course, a charge will be levied to the participant’s department.

For courses where trainers have to start preparing more than two weeks in advance (e.g. Writing Tools for Research Publication Success, Discovering your Teamwork Strengths), a charge will be levied if less than ten or 15 days’ notice is given. Courses for which this policy applies will state the fee and minimum days required to cancel on the course webpage.

Typical fees:

- Full day: £100
- Half day (3 hours or more): £50
- Less than half day: £25

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 ten days’ notice, the PDC will charge the full amount for the course.

Typical fees:

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

For a full list of our terms and conditions, please visit:

www.imperial.ac.uk/staff-development/development-options/od-courses/useful-information/terms-and-conditions

Data protection

Please note, participants’ names and departments/divisions/faculties are made available to the course trainer(s) and other attendees who are on the same course. If participants do not want their details to be made available please inform a member of the PDC.

Course participants’ data is stored in a database for the purpose of recording attendance, providing statistical information and maintaining individuals’ and faculty/departmental/divisional training records. Individuals’ training records will be available to managers in the individuals’ faculty/department/division, appropriate administrative divisions and Human Resources, if requested.

Enquiries

For all queries relating to a PDC course, please email the PDC support team:

pdc-support@imperial.ac.uk
Tutor profiles
**Bernie Babel**

Bernie joined the Postdoc Development Centre in 2011, and has played a key role in the administration of courses, including the Springboard Programme and residential programmes. An excellent communicator with years of administrative experience, Bernie’s expertise is in presentations and time management. Bernie is committed to delivering high quality training to postdocs. Bernie also works as a project worker helping young people acquire work related and independent living skills.

**Daniel Brooke**

Daniel is an Advisor within the Postdoc Development Centre at Imperial and has worked at the College since 2007, in both training and advisory roles. He has a wealth of experience in recruitment and selection best practice and his particular areas of interest are in personal coaching and interview technique. Daniel is committed to helping postdocs recognise and build upon their existing skills set through training and one-to-one support.

**Dr Liz Elvidge**

Liz is the Head of the Postdoc Development Centre. She has a PhD in Glacial Geomorphology and did postdoctoral work in Magnetostratigraphy. She provides expert advice and support to Imperial’s Research Fellowship scheme as well as directing the development and support activities which the PDC provides for the College’s researchers. Externally she is on the training advisory boards of the BBSRC and NERC. Liz is a Newton Fund assessor and a member of the Daphne Jackson awards panel. She is particularly committed to providing support for female researchers and fellows and was awarded the 2015 Julia Higgins Medal in recognition of her work with female postdocs and early career academics.
Dr Karen Hinxman

Karen is a Consultant within the Postdoc Development Centre at Imperial. She gained her PhD in Structural Biology from the University of York, before joining a research institute in Montreal, Canada. In 2011 she returned to the UK to take a postdoc position at the University of Warwick.

Whilst carrying out her research into antimicrobials, Karen set up her departmental reps community and was an active member of several committees; particularly during their successful Athena Swan application. In addition, she established a thriving Woman in Science series of events which highlighted the many different career options that are available to researchers. Karen is passionate about helping postdocs reach their full potential and to achieve this, she provides a range of training and support to postdocs across Imperial and is actively involved with the Postdoc Reps Network.

Mark Allen

Mark joined Imperial as a Careers Consultant in 2006 and works with the Departments of Civil and Mechanical Engineering. He has qualified in the Myers Briggs Type Indicator (MBTI) and has developed occupational information for the Association of Graduate Careers Advisory Services (AGCAS). Mark is also the AGCAS Liaison Officer with the Engineering and Technology Board.

Richard Carruthers

Rich joined Imperial in 2015 as a Consultant in the Careers Service where he works closely with the Departments of Chemistry, Computing, Earth Science and Engineering. Prior to this Rich worked at the University of Southampton where he took a leading role on the development and delivery of innovative interventions to assist in the employability and professional skills development of doctoral candidates and staff.
Shahida Osman

Shahida has worked at Imperial since 2004, where she delivers careers education and guidance to undergraduates, to postgraduates through the Graduate School, and to postdoctoral research staff. She graduated in Psychology and Life Sciences, holds the Postgraduate Certificate in Learning and Teaching in Higher Education which is supported by extensive experience in teaching career management skills and training both in the UK and the USA.

Shahida is fully qualified in psychometric testing at levels A and B (including Myers Brigg Type Indicator — MBTI), and is a member of the Postgraduate Student Task Group for the Association of Graduate Careers Advisory Services (AGCAS).

Jane Pooler

After graduating with a degree in Modern Languages from St Catherine’s College, Oxford, Jane taught English abroad and worked in PR in industry and as a linguist at the Royal Society. With 15 years experience in careers guidance with postgraduates and professionally qualified in Myers-Briggs Type Indicator (MBTI) and British Psychological Society’s (BPS) Level A, Jane has also written and edited numerous careers publications and represented Association of Graduate Careers Advisory Service (AGCAS) on a national Psychometrics Task Group and on the Research Staff Task Group. She has recently contributed to course design and delivery on a CDT career planning course and an Imperial Horizons course. Jane is also an Associate Fellow of the Higher Education Academy.

Rachel Power

Rachel joined Imperial in 2014 and provides careers support to research students and postdocs from Mathematics, Bioengineering and the Faculty of Medicine. Prior to joining Imperial, Rachel worked in a number of organisations including the Foreign and Commonwealth Office and London School of Economics. She also has experience working within the oil and gas sector for a large multinational company. Rachel has an MSc in Career Management Counselling from the Department of Organisational Psychology at Birkbeck, and is currently training part time at the Tavistock Institute to qualify as a clinical psychotherapist.
**Dr Rebecca Andrew**

Rebecca is the Director of Consultancy Engagement and Marketing at Imperial Consultants, a wholly owned company of Imperial College London which facilitates the engagement of academics as consultants to external organisations. She has over 15 years of experience of commercial roles within both the private sector and academia and has a Master’s in Chemistry with German from UMIST and a PhD in Chemistry from the University of Southampton. Rebecca and the Consultancy Engagement Team provide guidance on how to consult and how consultancy can support an academic career.

**Professor Elaine Holmes**

Elaine is the Head of Biomolecular Medicine within the Department of Surgery and Cancer at Imperial and (Founder) Director of Metabometrix, a spin-out company founded in 2000 on the skills and expertise of the world-leading metabonomics research team at Imperial. Originally trained as a biologist, Elaine undertook a PhD in Chemistry and now works in metabonomics, combining her knowledge of biochemistry with analytical spectroscopy and multivariate statistics.

Elaine joined Imperial in 1998 as a Lecturer in Biological Chemistry and progressed to Reader and then Professor in 2007. She is also a Visiting Professor with the Wuhan Institute of Physics and Mathematics, Chinese Academy of Science, People’s Republic of China, and is William Glasser Visiting Professor at the University of the Sciences, Philadelphia.

She has taught on a wide variety of courses at Imperial, and trained Research Group leaders within her department and group.
Dr Jeremy Holmes

Jeremy joined Imperial Innovations in January 2012 as Patent Attorney and Due Diligence Manager after 12 years working as an in-house patent attorney for ICI/Astra Zeneca and Reckitt Benckiser. Following an undergraduate degree and PhD in Chemistry at the University of Cambridge, he spent two years in Strasbourg working with Nobel Laureate Professor Jean-Marie Lehn. He then joined ICI as a research chemist, where he worked in their R&D function in a variety of roles, including a Royal Society Industrial Fellowship at Edinburgh University and three years in the Netherlands for an ICI subsidiary.

In 2000 Jeremy entered the IP profession, and is a fully qualified UK and European Patent and Design attorney. During his time at ICI/AstraZeneca and Reckitt Benckiser, he was responsible for the management of global patent and design portfolios for major business sectors. Jeremy’s role at Innovations is to manage IP and Patent Searching resources and to ensure that thorough and timely due diligence is carried out on investment opportunities, as well as act as an in-house consultant on IP issues.

Dr David T Jones

David is a Research Biologist specialising in the ecology of soil invertebrates. After several postdoc contracts overseas and as a Research Associate in the Centre for Environmental Policy at Imperial, David now works at the Natural History Museum.

Over the last 12 years David has also been teaching transferable skills to PhD students, postdocs and university staff on courses organised by Vitae (funded by Research Councils UK) and the British Council.

Dr Julie King

Julie joined Imperial in 2013 as the Director of the Centre for Academic English, which provides international students and staff of the College with courses, workshops, consultations and other resources to develop their academic language and literacy. Prior to this, Julie taught academic English at Durham University where she also studied for her MA and PhD in Linguistics.

Julie has worked at the University of Nottingham as the Director of the Centre for English Language Education and has developed an online Master’s degree in teaching English for Academic Purposes (EAP). Her most recent project was acting as lead advisor for Epigeum in the production of an online English for Academic Studies programme for international postgraduate students.
Gareth Mitchell

Gareth is a Lecturer in broadcast communication on Imperial’s Science Communication MSc. He teaches the theoretical and practical aspects of radio production but is also interested in how the emerging social media is shaping science communication.

Outside Imperial, Gareth presents the BBC World Service technology programme *Digital Planet* and is one of the presenting team on Radio 4’s *Frontiers* science programme. He also writes for *Focus* magazine and appears regularly on television and radio as a pundit and commentator on technology.

Robin Mowat

Robin has been the English for Academic Purposes Tutor at Imperial since 2006. Prior to this, he taught at the University of Bordeaux within the Science and Technologies Division.

Robin designs and teaches courses and workshops in science writing in addition to providing one-to-one support for international students and academic staff.

Dr Elizabeth Want

Elizabeth is the Waters Lecturer in Molecular Spectroscopy in the Department of Surgery and Cancer at Imperial. She is also the Director of the Imperial International Phenome Training Centre, which runs lecture-based and hands-on analytical courses for students and external scientists. Elizabeth gained her undergraduate degree in Biochemistry from the University of Bath and PhD from Kings College London.

In 2006 she joined Imperial after working as a postdoctoral researcher at the Scripps Research Institute in La Jolla, CA, and became a Lecturer in 2007. Elizabeth is also a STEM Ambassador and is involved in departmental outreach activities.

Dr Anisha Wijeyesekera

Anisha obtained her PhD from Imperial in 2009, and after several years of postdoctoral research moved into scientific management. She is currently Research Manager in the Division of Computational and Systems Medicine supporting researchers with grants and project management. She is a qualified PRINCE2 practitioner.
Caroline Broad

After completing her degree in Philosophy, Caroline started her career in human resources for a telecommunications engineering company. She has 10 years of experience training and facilitating experts in their field.

Over the last six years she has worked in Knowledge Management for R&D projects in the AZ owned biotechnology company, MedImmune. Prior to this Caroline delivered transferable skills courses for postgraduates, tutoring on the UK GRAD programme and Vitae’s Leadership in Action. Caroline now works for herself, in a business partnership Catalyst, and also trains in team effectiveness, communication, project management and innovation skills. Caroline builds on existing skills and experience to bring out the full potential of individuals and teams.

Dr Irene Garcia Losquino

Irene is both a postdoc researcher and a skills developer with a focus on researcher development and leadership. She led the Enterprising Researchers project for the University of Aberdeen, where she facilitated a transition for researchers from any field into the private sector. Irene provides effective, engaging training and coaching for researchers in the areas of leadership, communication skills and career development (within academia or into the private sector). She is very involved in women’s leadership and is also an entrepreneur.

Katie Hewitt

Katie read Anthropology at the University of Kent. She worked for the University of Cambridge Graduate Development Programme for six years and acted as Postgraduate Skills Training Officer during this time. In 2011 she worked for Teaching and Learning Services at McGill University in Montreal, primarily on a law teaching project.

On returning to the UK in 2012 Katie joined the University of Cambridge Careers Service as the Life Sciences Postdoc Careers Adviser. During her career Katie has developed and lead courses on communication, negotiation and assertiveness, creativity, writing, and speed reading.
**Stewart Theobald**
Stewart trained and worked as a professional actor before training as a voice coach. Stewart formed Talking Shop Training Ltd in 1992 and currently works with 15 universities and various businesses in the public and private sector. Over the past 17 years Stewart has coached actors, broadcasters, business executives, barristers, university lecturers and politicians.

**VOX Coaching**
VOX Coaching was co-founded in Bristol in 2005 by Pete Bailie. He has assembled a stellar cast of fellow coaches who deliver courses all over the UK. VOX’s strength lies in the spark between trainer and participants. Every one of their coaches is an expert at getting that chemistry right. Their backgrounds in theatre and TV and in lecturing and voice therapy, plus the breadth of their training experience, lend weight to their work.

**Dr Emma Williams**
Emma is an independent Consultant working with a variety of clients in both academic and non academic settings. She has worked as a medical researcher, a trainer, a programme coordinator and a manager. Her training style is informal and draws on her coaching experience.
### A-Z course list

Where course names have changed, former titles are listed in grey. *Aiming for a Lectureship, Personal Impact and Networking with Confidence* and the *Writing Skills Programme* will no longer be offered.

<table>
<thead>
<tr>
<th>28</th>
<th>Consultancy: How it Can Enhance Your Academic Career</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consultancy: Making Your knowledge Work for You</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>29</th>
<th>Designing and Delivering Research Projects in Academia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning and Managing Research Projects in Academia</td>
</tr>
</tbody>
</table>

| 29 | Discovering Your Teamwork Strengths                    |

<table>
<thead>
<tr>
<th>30</th>
<th>Getting Your Next Job (Postdocs in Life Sciences and Medicine)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning Your Career – What Next? (Postdocs in Life Sciences and Medicine)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30</th>
<th>Getting Your Next Job (Postdocs in Physical Sciences and Engineering)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning Your Career – What Next? (Postdocs in Physical Sciences and Engineering)</td>
</tr>
</tbody>
</table>

| 31 | Great Presentations for Great Results                           |

<table>
<thead>
<tr>
<th>31</th>
<th>How Intellectual Property Rights (IPR) Can Impact Your Research</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Making the Most of Your Research – Intellectual Property Rights (IPR)</td>
</tr>
</tbody>
</table>

| 32 | How to Peer Review Research Papers                             |

<table>
<thead>
<tr>
<th>32</th>
<th>Innovation and Industry: Effective Project Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Innovation and Project Management – A Commercial Perspective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>33</th>
<th>Interviewing for a Position Outside Academia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preparing for an Interview Outside Academia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>33</th>
<th>Interviewing for an Academic Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning for an Academic Career and Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34</th>
<th>Leadership in Research Part I: Managing Your First Research Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Taking Charge of Your Career: Managing Your First Research Group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34</th>
<th>Leadership in Research Part II: Vision, Strategy and Team Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leadership in Research</td>
</tr>
</tbody>
</table>

| 35 | Lectureship Applications: What You Need to Know to be Successful |

**NEW IN 2016/17**
35  Making the Most of Your Postdoc
Taking Charge of Your Career: Making the Most of Your Postdoc

36  One-to-One Voice Coaching Sessions

36  Personal Pitching: Selling Your Research and Expertise

37  Planning for Success Beyond Your Postdoc
Taking Charge of Your Career: Planning for Success Beyond Your Postdoc

37  Preparing Successful Fellowship Applications

Pronunciation for Non-English Speakers
38  Pronunciation (for Non-English speakers)

38  Science Communication: Reaching a Wider Audience
Science Communication

39  So You’ve Got Your Fellowship, Now What?

39  Springboard Women’s Development Programme

40  Stand and Deliver: Presenting with Confidence and Flair

40  The Postdoc Entrepreneur: Business Plan Basics

41  Time Management for Postdocs
Time Management and Personal Organisation for Postdocs

41  Translating Your Research Skills for the Private Sector

42  Voice Projection for Effective Lecturing
Effective Voice Projection

42  Writing Tools for Research Publication Success
Writing Skills Programme: Writing up Your Research for Publication

NEW IN 2016/17
The PDC Directory: Development opportunities for postdocs and fellows

Email: pdc-support@imperial.ac.uk

www.imperial.ac.uk/pdc