

**Imperial College
London**

Graduate School

**Professional skills
development for
Master's students
2018–19**

Welcome from the Director



Professor Sue Gibson
Director of the
Graduate School

“Welcome to Imperial College London. In a highly competitive job market, it is important that graduates demonstrate a broad range of skills for a variety of careers. With that in mind, the Graduate School at Imperial has developed an industry and Faculty informed comprehensive and tailored professional skills development programme for all Master’s students at the College. All courses are free and you are encouraged to take as many courses as you can.”



An interesting course...useful to understand the importance of interpersonal skills in different situations



**MSc Physics student,
Interpersonal Skills
MasterClass**



92% of students would strongly recommend the workshops to peers.



Very useful and informative, made me feel very confident about writing my dissertation



**MSc Environmental
Technology student,
Academic Writing
MasterClass**

The MasterClass Programme

The MasterClass programme provides opportunity to develop a range of personal and professional skills which add value to academic programmes and assist with developing skills for future employability. The programme has been structured to fit optimally into Master's programme timetables.

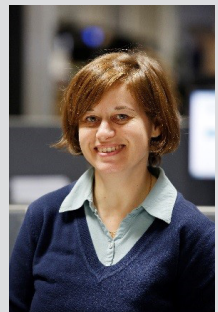
A full list of courses available can be found overleaf and on our website:

www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development

Most MasterClasses are delivered by **Dr Helal Ahmed**, Teaching Fellow and public engagement champion for the Graduate School and **Dr Elena Forasacco**, also Teaching Fellow within the Graduate School.



Dr Helal Ahmed



Dr Elena Forasacco

MasterClasses

We recommend that you read the full course description and discuss which courses to take with your Programme Organiser before booking a place through our website.

**Writing for Masters:
Note Taking &
Examination Skills**

This course will give you advice on how to prepare for exams by making revision notes and using different techniques to learn them.

**Writing for Masters:
Literature Review**

Understand about what should and what shouldn't be included in the literature review and how to prepare and structure it.

**Writing for Masters:
Dissertation
& Thesis**

This workshop aims to highlight some of the planning and preparation strategies before attempting to produce high-quality academic writing for your dissertation and/or thesis.

**Writing for Masters:
PhD Proposal**
*(Recommended for
MRes Students)*

This course will help you to learn how to write and structure a good PhD research proposal.

**Mastering
Presentations:
Presentation Skills**

As a student you may have to present your research to your group. This course offers ideas and tips on targeting content for the audience, slide design and delivery to meet the needs of your peers and academics.

**Mastering
Presentations:
Informational Posters
- Layout & Design**

The course gives a brief introduction to academic posters, before quickly turning to practical aspects of layout and design.

**Mastering
Presentations:
Public Speaking**

Public speaking is not simply telling an anecdote/joke at a party, introducing yourself or delivering a paper at a conference. The goal should not only be informing/expressing your thoughts but changing emotions, actions and attitudes.

**Presentation Skills:
An Audience-Centred
Approach (Webinar)**

This course has been designed to highlight the importance of knowing who your audience is before designing a presentation. Then we look at how to structure the presentation and communicate your message clearly using various tools and techniques. You will also watch a video of a bad presentation and provide constructive feedback.

Research Effectiveness: Time Management

Explore how managing time successfully, will enable you to become more effective in completing tasks and reduce stress and anxiety. It will also allow you to have greater control over life, both at home and at work.

Research Effectiveness: Research Skills & Reference Management

Becoming an effective researcher takes practice, and this session will introduce key research tools, reference management software and look at the importance of building up an effective search strategy.

Research Effectiveness: Creative Thinking

In this course you will complete activities with different examples of ways to think creatively outside the box

Research Effectiveness: Research Ethics

This workshop will explore the wider issues of research ethics.

Research Effectiveness: Critical Thinking
(Recommended for MRes Students)

When reading research articles it is important to be able to critique the work. This requires critical thinking which involves a wide range of skills and attitudes including being analytical and evaluative. In this course you will learn how to read articles in a more effective way.

Understanding Yourself & Others: Interpersonal Skills

In this course you will be able to identify good and bad interpersonal skills and the strategies and skills that are used when working with others.

Understanding Yourself & Others: Myers Briggs

Introduction to the Myers Briggs personality model. Knowledge of this versatile development tool offers greater self-awareness and a useful framework with which to improve our understanding of others.

Understanding Yourself & Others: Stress Management

This workshop will examine responses to stressful events, consider personality type, self-esteem and their relation to stress, and look at coping mechanisms.

Understanding Yourself & Others: Negotiation Skills

This course introduces you to a range of approaches when negotiating or influencing others. The focus will be on using a balanced negotiation strategy with a look at the stages of the negotiation process and the use of different influencing styles and principles.

Understanding Yourself & Others: Leadership Skills

In this course you will learn about the different leadership styles that leaders implement and their advantages and disadvantages.

**Moving Forward:
CV's, Cover Letters
and Applications
Forms**

Applying for a job or further study opportunity is a highly competitive process. In this session you will learn what a recruiter is looking for and how to create excellent CVs and cover letters and construct great answers for application forms.

**Moving Forward:
Developing Your
Career Through
Networking**

Explore how using different networking techniques and strategies can maximise your chances of finding all potential career opportunities.

**Moving Forward:
Interview Skills**

A highly interactive session aiming to provide greater understanding about job interviews for postgraduate students and how to deal with challenging questions often encountered with employers.

**Moving Forward:
Stepping Up:
Masters to PhD**

Sometimes it is difficult to decide whether or not to do a PhD, or whether it will be suitable for you. In this session you will explore all the options and then decide whether or not a PhD will be suitable.

For further details of each MasterClass course, including how to book, please visit our website: www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development

Online Plagiarism Awareness Course

As part of your programme, the College requires you to undertake a compulsory online plagiarism awareness course, available via Blackboard. Details of how to enrol onto the course are provided on our website:

www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/

Online Support

Our website contains information about the courses available as well as links to e-learning tools. New content is being developed all the time so please visit the website regularly.

Contact us

If you have ideas for new courses, please get in touch at:
graduate.school@imperial.ac.uk

Graduate School Events

The Graduate School runs a number of events each year to provide you with an opportunity to meet other students and make interdisciplinary connections. Details of upcoming events will be publicised in our regular newsletters.

DATES FOR YOUR DIARY:

Falling Walls Competition – NEW EVENT for 2018/19*

Look out for more information from the Graduate School about how to get involved!



PhD Summer Showcase – July 2019*




Master's students are invited to view the art exhibits and help with the judging of posters!


**Final dates to be confirmed*

Full details of each event are available on our website:

www.imperial.ac.uk/study/pg/graduate-school/events/

Stay in touch

 [www.imperial.ac.uk/
graduateschool](http://www.imperial.ac.uk/graduateschool)

 [graduate.school
@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)

 [@ImperialGradSch](https://twitter.com/ImperialGradSch)

 [Imperial College
Graduate School](https://www.facebook.com/ImperialCollegeGraduateSchool)

 [imperialcollegegradschool](https://www.instagram.com/imperialcollegegradschool)
