Imperial College London

GRADUATE SCHOOL

Professional Skills Development for master’s Students 2019-20
Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students’ Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access from wherever you are in the world. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact and will help you to become a productive and successful researcher.

The Graduate School also runs a number of exciting social events and competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Check out the Graduate School’s website, blog, social media and e-Newsletters to keep up to date with all the latest activities available to you!
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.

There is also a newly appointed Student Programme Leader, Katia Hougaard who will help to shape the development of the programme.

“Very engaging...the challenges were fun and strongly supported the discussions.”

2018-19 MSc Student, Interpersonal Skills MasterClass

“This course is good... Gave opportunity for discussion. Explained clearly with worksheet to practise.”

2018-19 MSc Student, Dissertation & Thesis MasterClass

“Really liked the audience participation - pace of course good and the tutor kept everyone engaged. Very useful course”

2018-19 MSc Student, Presentation Skills MasterClass

Dr Helal Ahmed
Teaching Fellow

Dr Elena Forasacco
Teaching Fellow

Katia Hougaard
Student Programme Leader
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.

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

MASTERING DISSERTATIONS

These courses will help you to improve your writing skills, be it for writing your dissertation or a research proposal

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<th>Preparing your Literature Review</th>
<th>The literature review is a key section of your thesis, and it is important to understand how to start, what to include and how to structure it. This workshop offers you the tools in order to do so.</th>
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<td>Preparing a PhD Proposal</td>
<td>In this workshop you will learn about the contents and the structure of a research proposal. Participants will also analyse a PhD research proposal and start writing a draft version. (Recommended for MRes Students)</td>
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### Presentation Skills
The key to a successful presentation is determined by the clarity of how you communicate, relevant content and how you structure your presentation. This workshop offers ideas on targeting content for a specific audience, slide design and delivery and includes an opportunity to present in small groups.

### Informational Posters - Layout & Design
Academic posters are a great way to convey your research to an audience. In this workshop you will learn how to structure your poster and identify relevant content, colours and fonts.

### Public Speaking
Public speaking should not only be to inform or express your thoughts, but also to change emotions, actions, and attitudes of your audience. This workshop will provide you with tips on how to become a successful public speaker.

### Presentation Skills: An Audience-Centred Approach (Webinar)
This webinar has been designed to highlight the importance of knowing who your audience are before designing your presentation. Then you learn how to structure a 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.

### Presenting your Research by Poster (Webinar)
In this webinar you will learn how to structure and design your poster by identifying relevant content, fonts, colours and background. You will also learn tips on how to present the information on your poster.
# RESEARCH EFFECTIVENESS

Welcome to the first section of the "Research Effectiveness" module. In this section, we focus on developing essential skills that will enable you to become more efficient and effective in completing tasks and reducing stress and anxiety.

## Time Management
Managing time successfully will enable you to become more efficient and effective in completing tasks and reducing stress and anxiety. As part of this workshop, you will learn how to use various tools and techniques to successfully accomplish tasks from your to-do list.

## Boosting your Productivity (Webinar)
Managing time successfully will enable you to become more efficient and effective in completing tasks and reducing stress and anxiety. As part of this webinar, you will learn how to schedule and prioritise tasks as well as manage procrastination and distractions.

## Managing your Research Project using the Agile Approach
Research project planning requires a flexible approach to adapt to early research outcomes. This workshop allows students to apply the agile project management approach to break down their project into manageable tasks, analyse and prioritise deliverables, and successfully complete their project on time.

## Research Skills & Reference Management
Research skills are a key skill to develop throughout your studies. 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.

## Creative Thinking
Creative thinking is something which everyone possesses. However, it is sometimes difficult to think creatively when you are so focused in trying to complete a task. In this workshop, you will learn how you can use different tools and techniques to solve problems and generate ideas.

## Thinking Outside of the Box (Webinar)
Creative thinking is something which everyone possesses. However, sometimes it is difficult to think creatively when you are so focused in trying to complete a task. In this webinar, you will learn how you can use different tools and techniques to solve problems and generate ideas.

## Research Ethics
Explore the history of research ethics, why ethical thinking is central to a good research theory and the practicalities of application.

## Critical Thinking
Critical thinking involves a wide range of skills and attitudes including being analytical and evaluative. In this workshop, you will discuss, identify and share techniques which will enable to critically evaluate when reading and writing.

## How to Survive and Enjoy the Master’s Lab Experience
This workshop will empower you with key advice and strategies on how to make the most of your time in a lab, and how to orient between lab-notebooks, experiments, lab-meetings, group dynamics, and research papers.

## How to Prepare for a Master’s Viva
The viva is an important oral examination that the majority of Master’s students will sit at the end of their study. This workshop will empower you with key information and useful strategies on how to prepare for your viva and make the most out of the experience.
**UNDERSTANDING YOURSELF & OTHERS**

Gain greater self-awareness and understanding of others in order to maximise effectiveness.

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<td>Interpersonal Skills</td>
<td>When working with other people you need to be able to communicate your ideas clearly, take responsibility, assert needs and support one another. In this workshop you will learn how to communicate clearly with others, employ confirming behaviour and analyse difficult student-tutor scenarios.</td>
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<td>Myers Briggs</td>
<td>This workshop introduces participants to the Myers Briggs personality model, a popular framework to understand behavioural difference. It will help you to gain greater self-awareness and improve your understanding of others.</td>
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<td>Enhancing Wellbeing for Master's</td>
<td>This workshop will examine responses to stressful events, consider personality type and look at the benefits of stress management. A variety of stress management techniques will be considered and additional support and information sources identified.</td>
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<td>Negotiation Skills</td>
<td>This workshop 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.</td>
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<td>Leadership Skills</td>
<td>In order to be successful in inspiring and directing others you need to have good leadership skills. In this workshop you will learn about how leaders are expected to adapt to their situation by monitoring their team and supporting them in the ideal manner through the use of good interpersonal skills.</td>
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<td><strong>MOVING FORWARD</strong></td>
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<td><strong>Practical advice and information ranging from job searches and preparing for interviews to progressing to a PhD</strong></td>
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| **CV’s, Cover Letters & Application 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. |
| **Developing Your Career Through Networking** | Being able to network is one of the skills you will need to get ahead in your career, whichever pathway you choose to follow. Explore how using different networking techniques and strategies can maximise your chances of finding all potential career opportunities. |
| **Interview Skills** | Getting invited to an interview is an achievement in itself given the competitive nature of today’s recruitment processes, be that within industry or for a PhD. But how do you prepare to give yourself the best chance of success? This workshop will help you to think like the interviewer and use this knowledge to give your best performance on the day. |
| **Stepping Up: Master’s to PhD** | Sometimes it is difficult to decide whether or not to do a PhD, or whether it will be suitable for you. This course is composed of a series of lectures delivered by different speakers (Careers Consultants, Graduate School Tutors and PhD students) exploring whether or not one should begin a PhD, life as a PhD student, and the options after obtaining a PhD. |
Mandatory 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 E-newsletters.

4C’s SciComm Competition
Wednesday 20 May 2020

Open to all postgraduates, this competition allows for Creativity, Content, Clarity and Charisma (the 4C’s’), in communicating science and research. With a top prize of £400 up for grabs, this is a great opportunity to develop your writing, as well as presentation and communication skills in new and creative ways!

PhD Summer Showcase
Friday 10 July 2020

Join us at our annual PhD Showcase, which features a Poster Competition & Research as Art Exhibition. This is a great opportunity to find out more about the research taking place right across the College. You can also cast your vote for the all-important ‘People’s Choice’ prize by choosing your favourite poster and art exhibit.

Find out more at: www.imperial.ac.uk/study/pg/graduate-school/events/