

PROGRAMME OVERVIEW: Generic Training Courses

Course Title	Page	Group	Compulsory or Optional	Course Length	Joint Skills Statement Competencies							Course Completed
					Research Skills and Techniques	Research Environment	Research Management	Personal Effectiveness	Communication Skills	Networking and Teamworking	Career Management	
Beginning To Teach In Higher Education	20		Compulsory*	2 days					✓			
Building An In Depth Career Profile	21		Optional	½ day							✓	
Create and Manage Large Documents Using Word 2007	11	B	Compulsory*	1 day			✓					
Effective Presentation Using Powerpoint 2007	16	C	Compulsory	1 day					✓			
English Language Course For Academic Research Purposes	9	A	Compulsory*	Varies					✓			
Identifying Opportunities and Building Your Evidence	21		Optional	½ day							✓	
Intellectual Property Rights and Ethics	9	A	Compulsory	½ day		✓						
Interdisciplinary Research	21		Optional	1 day			✓		✓			
Library Refresher – Keeping Up To Date	23		Optional	½ day			✓					
Literature Searching and Reference Management including Endnote	9	A	Compulsory	1 day			✓					
Managing Data Using Excel 2007	23		Optional	1 day			✓					
Media Training	23		Optional	½ day					✓			
NVivo For Qualitative Data Analysis (Advanced)	21		Optional	½ day	✓							

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NVivo for Qualitative Data Analysis (Introduction)	22		Optional	½ day	✓							
Planning and Managing Research	10	A	Compulsory	1 day			✓					
Poster Presentations: Effective Designs	23		Optional	½ day					✓			
Preparing For Your Viva	18	D	Compulsory	½ day					✓			
Presenting Your Research To An Audience	11	B	Compulsory	½ day					✓			
Presenting Your Research To An Audience (Advanced)	21		Optional	½ day		✓						
Qualitative Methods in Health & Social Sciences	23		Optional	½ day	✓							
Quantitative Data Analysis Using SPSS (Intermediate)	22		Optional	1 day	✓		✓					
Quantitative Data Analysis Using SPSS (Introduction)	22		Optional	1 day	✓		✓					
Research Ethics: Online	11		Compulsory	Varies		✓						
Research Student Induction Event	10	A	Compulsory	1 day		✓		✓		✓		
Strategic Career Planning	24		Optional	½ day							✓	
Structuring and Completing Your Thesis	16	C	Compulsory	½ day			✓		✓			
Success At Assessment Centres and Psychometric Assessment	24		Optional	½ day							✓	

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Typesetting Documents With Latex	24		Optional	Varies	✓		✓					
Using Endnote (Advanced)	21		Optional	½ day			✓					
Winning Grant Funding	24		Optional	½ day		✓						
Writing For Publication	16	C	Compulsory	½ day					✓			
Writing Skills	12	B	Compulsory	½ day					✓			
Written Application Skills and Job Interview Skills	18	D	Compulsory	1 day							✓	

* Not compulsory for all students – refer to course description