



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Planning and Managing your Research and your Career 2019-20 Generic Skills Module for PhD students (5 ECTS credits)

Module Co-ordinators: Dr. Tamara O' Connor, Student Learning Development & Fiona Hayes, Trinity Careers Service

Module Description

This module will provide you, the PhD student, with the opportunity to develop research, career management and employability skills and the chance to interact with other PhD students from across the College to share experiences and strategies.

The module is designed to maximise flexibility and enable you to tailor the learning to your own personal and professional development needs, by allowing you to choose from a variety of accredited workshops which are provided by Student Learning Development, Trinity Careers Service, Student Counselling Service and other associated services.

Module Learning Outcomes:

On successful completion of this module, students will be able to:

- Identify and apply strategies and tools to help them manage the research process and successfully complete their degree (e.g. creating thesis template, starting and maintaining thesis writing process).
- Plan and manage their time and resources including dealing with procrastination, balancing demands and managing stress.
- Effectively communicate their research knowledge and transferable skills through posters, oral presentations, their curriculum vitae, and at interview.
- Develop a career action plan which includes reflection on strengths and the skills they have to offer, in both academic and non-academic careers, sources of relevant opportunities and strategies for taking a creative approach to job-seeking including networking.
- Identify and understand factors that impact on teams; identify the strengths and weaknesses of their own personal team working style.

Attendance/Participation

Contact hours: Students are required to attend 11 x 2 hour workshops. The student can choose these workshops and courses offered by Student Learning Development, Trinity Careers Service, Student Counselling Service, IT Services or Library (see list below), depending on their individual needs and requirements. Please note that two of the workshops are compulsory, as they are linked to assessments.

Assessment and Role of Supervisor

The module is assessed through completion of 11 workshops. Additionally, the student will provide evidence of the practical application of the employability, self-management and research skills gained by completion of a:

- Personal plan for individual research and career building strategies submitted to, and discussed with research supervisor;
- Conference poster and/or delivery of a presentation in consultation with research supervisor;
- CV and cover letter tailored to a particular academic or non-academic position submitted to Trinity Careers Service for feedback. Please submit three documents - your CV, Cover letter and job advertisement - through MyCareer by 23.03.20 for feedback from 30.03.20 to 10.04.20. When submitting your three documents you will be asked to book onto a half hour feedback appointment with a CV Reviewer.

Students must have permission of their research supervisor to register.

Documentation and Credit

Currently, this module is standalone and not affiliated with any particular course; hence, it is not on the Student Information System and credits will not appear on the student's transcript at this point. Therefore, to monitor progress students will record their workshop attendance (contact hours) and assessments with the ECTS Monitoring Form which is kept on file. Once this form is received a certificate of module completion and a letter confirming the student has earned the credits will be issued to the appropriate Director of Teaching & Learning – Postgraduate to be kept on the student's file.

Module Schedule – Hilary Term 2020

Student Learning Development, Student Counselling Service and Trinity Careers Service Workshops

Venue: Room 3.18, 7-9 South Leinster St.

PMRC Workshop:	Date:	Day:	Time:
Planning & Time Management*	22 nd January	Wednesday	10:00 – 12:00
Effective Teamwork & Communication Skills	29 th January	Wednesday	10:00 – 12:00
Career Planning & Building on Strengths	5 th February	Wednesday	10:00 – 12:00
CV Preparation* 10-11am AHSS 11-12noon STEM	12 th February	Wednesday	10:00 – 11:00 11:00 – 12:00
Minding our Wellbeing & Mental Health	19 th February	Wednesday	10:00 – 12:00
Developing Critical Writing Skills	26 th February	Wednesday	10:00 – 12:00
Interview Skills	4 th March	Wednesday	10:00 – 12:00
Networking	11 th March	Wednesday	10:00 – 12:00
Thesis Writing Process	18 th March	Wednesday	10:00 – 12:00
Viva & Oral Defence Preparation	25 th March	Wednesday	10:00 – 12:00
Effective Presentation Skills	1 st April	Wednesday	10:00 – 12:00
Building Resilience & Managing Stress	8 th April	Wednesday	10:00 – 12:00

*

Compulsory attendance is required

Other Eligible Workshops

- IT Training Courses (e.g. Planning Thesis Production) - please see <http://www.tcd.ie/itservices/training/index.php> for details, dates and to sign-up.
- SLD Workshops (Approaches to Literature Reviewing) – please see <http://student-learning.tcd.ie/workshops/postgraduate/> for details and dates.
- Library Workshops (e.g. EndNote) – please see <https://www.tcd.ie/library/support/skills-training.php>

For further information please contact: Dr. Tamara O'Connor, Student Learning Development email: toconnor@tcd.ie

To register please [click here](#)