12th Postgraduate Skills Development

Summer School 2018

Session Descriptions

Day 1:

General Session:
'Making the most of your PG experience'
Dr. Mark Robinson, SCS

Wednesday, 13th June 2018
10:00 – 11:00, North Training Room, Berkeley Library

This practical session will explore particular beliefs and issues which arise for students as they adjust to and progress their postgraduate study. These issues may relate to performance, self-esteem, procrastination, coping with working alone and dealing with writer's block, or 'stuck points'. It will focus on proactive strategies aimed at managing stressors more productively, such as mindfulness, and tools to build resilience.

Parallel Sessions A. 11:30-13:00 (Please select 1 of 3):

Approaches to Literature Reviewing
Maeve O'Regan, SLD and David McNaughton, Library

Wednesday, 13th June 2018
11:30 – 13:00, North Training Room, Berkeley Library

Target audience: Early-stage researchers who are preparing their literature reviews.

Workshop Objectives:

- To explore purposes of literature reviews
- To explain elements of the systematic review process
- To explore how these might be used or adapted to support a thesis literature review
- To discuss ways different disciplines critically appraise research
- To consider ways of working with and categorising the literature

Learning Outcome: Students will be able to identify how they will use aspects of systematic literature reviews for their own application.

Planning, Time Management & Overcoming Procrastination
Tamara O'Connor, SLD

Wednesday, 13th June 2018

11:30 – 13:00, Room 4050A, Arts Building

Target audience: Early-stage researchers as well as students seeking to improve their self-management skills.

Workshop Objectives:

- To explore planning needs and tools
- To learn principles of goal setting and time management strategies
- To learn about ways to control concentration
- To explore reasons for procrastination
- To review strategies for overcoming procrastination

Learning Outcome: Students will be able to create a project plan and implement strategies to effectively manage their time and resources, and deal with procrastination.

Planning Thesis Production Using MS Word
David Hamill, IT Services

Wednesday, 13th June 2018
11:30 – 13:00, South Training Room, Berkeley Library.

Target audience: Early-stage researchers preparing thesis/dissertation.

In this session you will see how to effectively do the following:
- The construction of a template to control the layout of thesis files
- Incorporating the Graduate Studies Office Guidelines
- Editing of styles and creation of new styles to control formatting
- Sections to control page layout, page, and footnote numbering
- Creating of Table of Contents, Tables of Figures and Tables
- The importation of data and graphs from outside MS Word

Parallel Sessions B. 14:00-15:30 (Please select 1 of 3):

Delivering Effective Presentations
Maeve O'Regan, SLD

Wednesday, 13th June 2018
14:00 – 15:30, North Training Room, Berkeley Library

Target audience: Early-stage researchers or students with limited presentation experience.

Workshop Objectives:

- To learn about and practise presentation planning strategies
- To understand the keys to good preparation and practice

- To become familiar with effective delivery techniques

Learning Outcome: Students will be able to plan, prepare and deliver a high-quality presentation.

The Supervisory Relationship
Martin McAndrew, Postgraduate Advisory Service

Wednesday, 13th June 2018
14:00 – 15:30, Room 4050A, Arts Building

Target audience: This session is suitable for all research students working with a supervisor.

Your Supervisor is a key player in your journey towards achieving your Research Degree; in this workshop we will look at ways for you to:

- Get the most out of the Student-Supervisor relationship
- Engage successfully with your Supervisor
- Manage clear expectations and run efficient meetings
- Consider your options if things don't work out as planned

Join us for this interactive and informative workshop and empower yourself in your role as a TCD Research Student.

EndNote Desktop & EndNote Online - An Overview
David Mockler, Library

Wednesday, 13th June 2018
14:00 – 15:30, South Training Room, Berkeley Library

EndNote is a software tool for collecting and managing bibliographic references. It is freely available for all college-owned computers. By the end of this workshop you will be able to:

- Create an EndNote library
- Populate your EndNote library with manual references and imported references from library catalogues and databases
- Cite references and create bibliographies in a Word document using the references stored in an EndNote library.

This workshop is suitable for all postgraduates; it assumes no prior knowledge of EndNote but participants will need to have basic skills in using MS Word and searching online databases.

General Session:
'Data Protection, Online Security & More'

Wednesday, 13ᵗʰ June 2018
15:45 – 16:30, North Training Room, Berkeley Library

Day 2:

Parallel Sessions A. 9.30-11:00 (Please select 1 of 3):

Thesis Writing Process – Master/Diploma
Maeve O'Regan, SLD

Thursday, 14ᵗʰ June 2018
9:30 – 11:00, North Training Room, Berkeley Library

Target audience: Mid- to later-stage master's or PG diploma students completing a thesis or dissertation. It focuses on generic and not content-specific strategies for the writing of a thesis.

Workshop Objectives:

- To focus on writing practices and processes
- To explore strategies for starting and maintaining writing
- To identify self-management strategies that aid the writing process
- To consider structuring and outlining strategies for thesis production
- To share strategies and experiences

Learning Outcome: Students will be able to use a variety of strategies to develop good writing practices and routine.

Thesis Writing Process – PhD
Tamara O'Connor, SLD

Thursday, 14ᵗʰ June 2018
9:30 – 11:00, Room 4050A, Arts Building

Target audience: Mid- to later-stage PhD researchers. It focuses on generic and not content-specific strategies for the writing of a thesis.

Workshop objectives:

- To focus on writing practices and processes
- To explore strategies for starting and maintaining writing
- To identify self-management strategies that aid the writing process
- To consider structuring and outlining strategies for thesis production
- To share strategies and experiences

Learning outcome: Students will be able to use a variety of strategies to develop good writing practices and routine.

CV Preparation
Careers Advisory Service

Thursday, 14th June 2018
9:30 – 11:00, South Training Room, Berkeley Library or 5025 Arts

This workshop will focus on creating a high quality CV and cover letter. Academic and non-academic CVs will be covered. It is suitable for all students and is an opportunity to consider how to pitch the skills learned in doing your postgraduate degree to potential employers

Parallel Sessions B. 11.30-13:00 (Please select 1 of 3):

Approaches to Literature Reviewing (Repeat)
Maeve O'Regan, SLD and Isolde Harpur, Library

Thursday, 14th June 2018
11:30 – 13:00, North Training Room, Berkeley Library

Networking and Social Media
Careers Advisory Service

Thursday, 14th June 2018
11:30 – 13:00, Room 4050A, Arts Building

Networking is a key element in the current employment market as at least 70% of jobs are **not** advertised through job boards. Developing the skill will help you to maximise your chances of getting to know about hidden jobs, collaborating in projects of your interest and increase your professional list of contacts.
At the Networking and Social Media workshop we will discuss skills required for networking and what social media platforms can be used to facilitate the process.

Thesis Production Using MS Word (Repeat)
David Hammill, IT Services, South Training Room, Berkeley Library

Thursday, 14th June 2018
11:30 – 13:00, South Training Room, Berkeley Library or 5025 Arts