

Faculty of Humanities Research Skills Training Bulletin

March 2010

Inside this bulletin you will find information and events of interest to postgraduate researchers and research staff within the Faculty of Humanities. This bulletin and previous issues can also be downloaded from the [bulletins](#) page of the Research Skills Training website.

For all regular skills training updates please follow our [Twitter page](#).



I.T. drop-in sessions

This month's I.T. drop-in sessions are as follows:

Word queries – Monday 1st March

Endnote queries – Monday 8th March

PowerPoint queries – Monday 22nd March

All drop-in sessions take place from 1pm – 2pm in Ellen Wilkinson building - room C1.44 (Learn Higher cluster).

Useful links

[Research Skills Training site](#)

[PGR Training Calendar](#)

[PGR Resources in Blackboard](#)

[Research Staff Programme Calendar](#)

[Vitae](#)

Postgraduate Training

Please only attend sessions when you have booked a place*. If you need to cancel your place you can do so via the [training calendar](#) in 'Check bookings'. If you cannot cancel your booking from here because it is too close to the course date, you must email humanities-training@manchester.ac.uk with details of the course you wish to cancel.

* Before booking onto a course please make sure that you can abide by our code of [professional etiquette](#).

March Faculty Training Sessions with places still available to book (at the time of writing this bulletin).

- **Core Academic Competencies**
 - [Applying for Post-Doctoral Funding](#) 05/03/2010
 - [Writing Proposals for Grants and Funding](#) 09/03/2010
 - [Preparing for your review panel](#) 15/03/2010
 - [Coping with Academic Pressure](#) 15/03/2010
 - [Academic Writing 4 - Introductions and Discussing Results](#) 16/03/2010
- **Organisational Competencies**
 - [Mind Maps, Concept Maps and Other Graphical Organisers](#) 17/03/2010
 - [Managing Your Time](#) 22/03/2010
- **Communication Competencies**
 - [Networking](#) 08/03/2010
 - [Psychometric Questionnaires: How to know yourself, understand others and get your ideas heard](#) 11/03/2010
 - [Networking Lunch](#) 24/03/2010
- **Transitions Programme**
 - [Editing and Proofreading Your Thesis](#) 23/03/2010
 - [Non-academic CV clinic](#) 24/03/2010

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• I.T. Training Sessions

PowerPoint Level 1 training - a structured training course for PGRs, designed to develop the skills needed to create a clear, professional presentation. Session times are listed below:

11/03/2010 09.30 – 13.00 Humanities Bridgeford/Tuer Street, room 2.2

PowerPoint Level 2 supported workshop - A face-to-face workshop which aims to build on our Introduction to PowerPoint training. This course focuses on supporting you creating a professional PowerPoint presentation employing animation and interactivity to present concepts using text and diagrams. The course helps you in applying the PowerPoint Level 1 skills in more complex ways.

18/03/2010 13.00 – 16.00 Humanities Bridgeford/Tuer Street, room 2.1

As numbers are limited on training opportunities and events, please ensure you register for sessions you wish to attend. Check the [training calendar](#) for location and sign-up details.

Research Staff

Information about research staff events is sent out in a weekly bulletin. If you would like to be added to the list of recipients please contact claire.stocks@manchester.ac.uk.

University-Wide Training

[Insight into Broadcasting and Journalism course](#) – 30/03/10 to 31/03/2010

The University of Manchester Careers Service is offering you the chance to spend 2 days working with media professionals and celebrities to learn all you need to know about careers in TV, Radio, Magazines and Newspapers. For more information access the [website](#) or email Miriam.O'Neill@manchester.ac.uk to ask for an application form.

[Postgraduate Online Writing Clinic](#) - every Wed until 17/03/2010

Need help with your writing? The live writing clinic is an online cross-faculty resource for postgraduate students at the University of Manchester. It allows you to 'drop in' and ask any questions you might have regarding academic writing. The clinics take place 12.30 - 1.30pm on Wednesdays until 17/03/10. Access the on-line clinic [here](#) as 'guest' or for further information email howard.goodison@manchester.ac.uk.

[GTA Training at CEEBL](#)

“Help! I’ve got a tutorial!” – 10/03/2010.

“Designing Tutorial Exercises: Triggers” – 28/04/2010

“Group Dynamics” – 21/04/2010

[Methods@Manchester - What is...?](#)

A regular series of lunch-time talks which provide short, accessible introductory guides to key research methods. These talks are ideal for research students — or their supervisors — who want to find out what the method does and whether it might be useful in their research. They will also be of interest to any member of staff who is curious to find out about a new method. The talks take place from 1-2pm in room 1.69/1.70 on the first floor in Humanities Bridgeford Street, unless otherwise stated.

Skills Awareness for Graduate Education (SAGE): Postgraduate Training**Oral Histories and Interviews workshop** – 15/03/2010

This course provides **basic** training in carrying out interviews and taking oral histories. You will look at different types of interviews, the advantages and disadvantages of using interviews, how to structure interviews and also have an opportunity to look at some of the technology used in taking interviews, and learning how to use it. There will be lunch at the end of the session. This session is designed for those using oral histories or interviews as part of their methodology, but will NOT cover qualitative analysis techniques such as discourse analysis, coding, or questionnaire design. If you are unsure whether this course will be suitable for you, please contact the course facilitator josephine.metcalfe@manchester.ac.uk.

Developing Confident Presentations – 25/03/2010

This course will look at confidence building techniques, running through relaxation techniques, visualisation, body language and discussing the obstacles that can prevent you from achieving your best in giving a presentation or in a group situation. The aim is for you to develop your own confident presentation style to enable you to enjoy giving a presentation. The course will finish with the opportunity to do a short presentation to a small group, and gain feedback on how you appeared.

Other Information**Faculty Researcher Conference**

Up to £5,000 available to support the organisation of an inter-school postgraduate research conference. For more information e-mail humanities-training@manchester.ac.uk. Applications to be returned to humanities-training@manchester.ac.uk by 4.00pm on Monday 15th March.

PGR Doc Blog

The blog is a resource for PGRs across the Humanities, providing up-to-date information about training courses, links to other websites opportunities and a regular commentary on skills training and development issues for doctoral researchers. New posts are added approximately three times a week (sometimes more!) and are advertised on our Twitter Page. Please check the blog regularly for more information and updates!