

# Faculty of Humanities Research Skills Training Bulletin

## November 09

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:

**Microsoft Word queries** – Monday 2nd November

**Endnote queries** – Monday 9th November

**PowerPoint queries** – Monday 16th November

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](mailto:humanities-training@manchester.ac.uk) with details of the course you wish to cancel.

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

- **Core Academic Competencies**

[Academic Writing 2: Academic Style](#) – 10<sup>th</sup> November 2009 from 10.00-12.00. This is the second workshop in the 'Academic Writing' series.

[Academic Writing 3: Literature Reviews, Paraphrasing and Referencing](#) – 24<sup>th</sup> November 2009 from 10.00-12.00. This is the third workshop in the 'Academic Writing' series.

- **Organisational Competencies**

[Introduction to Time Management](#) – 23rd November 2009 from 13.30-15.30.

- **PGR Transitions Programme**

[Wired for Work](#) – 5<sup>th</sup> November 2009 from 10.00-12.00. This workshop looks at all the ways in which you can use the internet to your advantage when looking for jobs.

[Applying for Postdoctoral Funding](#) – 9<sup>th</sup> November 2009 from 10.00-12.00. The last few places are available on this workshop which guides participants through the application process for the major Postdoctoral scholarships. This is an ideal opportunity to look at the various modes of funding available and how to make the most of the application process.

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**[Editing and Proofreading Your Thesis](#)** – 10<sup>th</sup> November 2009 from 14.00-17.00. This workshop gives an insight into the final editing and proofreading stage of the thesis.

**[Entrepreneurship](#)** – 12<sup>th</sup> November 2009 from 10.00-12.00. If you are looking to develop your entrepreneurial skills then this workshop will show you how.

**[Interview Skills](#)** – 12<sup>th</sup> November 2009 from 13.00-15.00. This is an excellent opportunity to practice your interview skills and get some information on how to prepare for interviews.

**[Thesis Submission Briefing](#)** – 17<sup>th</sup> November 2009 from 13.30-15.30. This session provides an essential guide to the University of Manchester's Thesis Submission guidelines. This workshop will benefit all of those who are soon to be completing their thesis.

**[Negotiation](#)** – 19<sup>th</sup> November 2009 from 10.00-12.00. You only get from life what you negotiate. This is a practical session on the concepts involved in negotiation which is an excellent skill to have and will help you to advance your career both inside and outside of academia.

**[Assessment Centres](#)** – 19<sup>th</sup> November 2009 from 13.00-16.00. This is an excellent course for those PGRs who are looking to apply for graduate entry positions outside of academia.

- **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:

05/11/2009 13.00 – 16.30 Humanities Bridgeford/Tuer Street, room 2.2

13/11/2009 09.30 – 13.00 Humanities Bridgeford/Tuer Street, room 2.2

**[Managing Long Documents in Word \(Level 1\) supported training](#)** - For full-time students in year 1 of their PhD and part-time students in years 1-2 of their PhD. Session times are listed below:

19/11/2009 09.30 – 12.30 Humanities Bridgeford/Tuer Street, room 2.2

**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](mailto:claire.stocks@manchester.ac.uk).

### University-Wide Training

The John Rylands University Library [training programme for researchers](#) is now open for bookings.

**[Manchester Beacon Public Engagement Summit](#)** - a week long celebration of people and projects that bring universities and communities together.

*Faculty of Humanities*  
**Research Skills Training Bulletin****November 09****[Exploring Approaches to Public Engagement](#)**

Launch of Beacon Summit by Professor Dame Nancy Rothwell and presentation by the University's pilot awards and the Beacon's community science awards. Lunch is included.  
9 November 2009 10am – 1pm at the Manchester Museum.

**[Community and Third Sector Sharing Event](#)**

This event is an opportunity to meet leaders from third sector and community organisations. It's a chance to network and to find out more about the Manchester Beacon's brand new culturally sensitive leadership programme which is launching as part of the Beacon Summit.  
11 November 2009 2.30-4.30pm at Zion Arts Centre, Hulme

**[methods@manchester](#)**

Triangulation of methods and reflexivity in the research process by Professor Udo Kelle from the University of Marburg.  
11 November 2009 1.00 - 3.00pm Hanson Room, Ground Floor, Humanities Bridgeford Street

**[Manchester Enterprise Centre - "Research to Enterprise" Workshop](#)**

1<sup>st</sup> December 2009. Details will soon be available on the RTE Website.

**Dates for your Diary****[Census data workshop: postgraduate training day](#)**

Wednesday 18 November 2009 10.00 – 16.00 B3.3, Ellen Wilkinson Building, University of Manchester.

**[GIS in the Humanities](#)**

A free workshop on Spatial Literacy in Research and Teaching at the University of Leicester  
Wednesday 16<sup>th</sup> December 10.00 – 16.30

**[Computerised Qualitative Analysis with NVivo](#)**

This online course provides an introduction to using the NVivo software package in qualitative data analysis. This course is coming soon - please keep checking the [training calendar](#) for further details.

**Other Information**

We would like to apologize to those of you that have had I.T. training sessions cancelled over the last couple of weeks. This is due to major technical problems that have occurred University-wide and we are working closely with IT services to resolve the problem.

The library now runs Endnote sessions which cover the same materials as our courses. We have spoken to the organisers and they have agreed to put on extra sessions to cover the ones we have cancelled.

These courses can be booked through the training calendar on the [library training pages](#).