



Workshops 2023-24

Our workshops are all suitable for online delivery. In-person delivery is also available upon request. Travel and accommodation costs for in-person delivery will be charged in addition to the stated workshop cost:

- 2-hour workshop = £450 +VAT
- 3-hour workshop = £700 + VAT
- Working Towards the Upgrade (3 x 2hr workshop programme) = £3,200 +VAT
- One-Day Writing Retreat = £1,300 + VAT

A 10% booking discount will be applied for organisations block-booking 3 or more workshops.

If your organisation has specific training needs not covered by the workshops listed here, we are able to discuss bespoke/tailored workshop design. Please contact Catherine.Pope@researchcoach.co.uk.

In the event of a Covid outbreak, all in-person workshops will be delivered online. This ensures we can continue our training commitments while minimising the risk of transmission. We will notify you in advance of any changes. Thank you for your understanding.

Focus on Writing

Suitable for researchers at all stages.

- Getting Writing Done: How to Lower Your Standards and Finish that Draft (3hr) - **NEW**
- Boosting Your Writing Productivity (2hr)
- Editing Your Own Academic Writing (2hr)
- Turning Your Thesis into a Monograph (3hr) - **NEW**
- Turbocharge Your Writing with AI Tools (2hr) - **NEW**
- One-Day Writing Retreat – **NEW**

Focus on Research

Suitable for researchers at all stages.

- Introduction to the UK Research Funding Environment (2hr)
- Developing Excellent Research Proposals (3hr)
- Putting the 'Buzz' in Your Research Bids (2hr)
- Mapping Your Research Landscape (2hr)
- Integrating EDI into Research Development (3hr) - **NEW**
- Getting Started with Zotero (2hr) - **NEW**
- Accelerate Your Research with AI Tools (2hr) - **NEW**
- Project Management Essentials for Researchers (3hr)
- Writing a Narrative CV (3hr) - **NEW**

Personal and Professional Development

Suitable for researchers at all stages.

- Strategic Career Planning (3hr)
- Aiming for Academic Promotion (2hr)
- Thinking Creatively About Your Career (3hr) - **NEW**
- Understanding and Managing Imposter Syndrome (2hr)
- Embracing Challenge (2hr)
- Working Well in Academia (2hr)
- Saying No: Establishing Healthy Boundaries in Academia (2hr)
- Building Your Academic Web Presence (2hr) - **NEW**
- Communicating Your Research with Confidence (3hr) – **NEW**

Leading and Supporting Others

Suitable for researchers with leadership, management, or supervisory responsibilities.

- Using Your Emotional Intelligence to Support and Manage Others (3hr)
- Introduction to Mentoring Skills (2hr)
- Coaching Skills for PIs and Research Leaders (3hr)
- Supporting Others Well: Active Listening and Constructive Feedback (2hr)
- Understanding and Managing Change (2hr)
- Supporting PhD Researchers (3hr)
- Supporting the Writing Process (2hr)
- Supporting Neurodivergence in the Supervisory Relationship (3hr) – **NEW**
- Fostering Equality, Diversity, and Inclusion in Leadership (3hr) – **NEW**
- Promoting Gender-Sensitive Leadership in Higher Education (3hr) – **NEW**
- Developing Care Responsibility-Sensitive Leadership Skills (3hr) – **NEW**
- Cultivating Empathic Leadership in Higher Education (3hr) – **NEW**
- Managing Team Dynamics: Organisational Systemic Constellations for Higher Education (3hr) – **NEW**
- Embracing Neurodivergence in Higher Education (3hr) – **NEW**

Navigating the PhD

- Becoming an Effective Doctoral Researcher (2hr)
- Developing Effective Note-Taking Strategies (2hr) - **NEW**
- Developing Critical Reading Techniques (2hr)
- Making Progress in Your PhD (2hr)
- Planning the Final Year of Your PhD (2hr)
- Preparing for Your Viva (2hr)
- Writing a Successful Thesis (2hr)
- Getting Ready for Submission (2hr)
- Undertaking Your Literature Review (2hr) - **NEW**
- Working with Your Supervisor (2hr)
- Working Towards the Upgrade (3 x 2hr) - **NEW**

TERMS

Research Coach Limited holds professional indemnity and public liability insurance.

Promotion, bookings and event related logistics are the responsibility of the commissioning organisation.

Cancellation policy

- Workshops cancelled within 28 days of the booked date will incur a charge of 50% of the session price
- Workshops cancelled within 14 days of the booked date will incur a charge of 75% of the session price
- Workshops cancelled within 7 days of the booked date will incur a charge of 100% of the session price

Invoicing

Workshop invoices will be issued at the end of the month in which the workshop is delivered. Payment is via BACS transfer or debit/credit card. All invoices must be paid within 30 days of the invoice date.

Workshop Etiquette

At Research Coach, we want to ensure that everyone gets the most out of our workshops. All our sessions are interactive and participatory. We ask attendees to:

- **Join the workshop at the advertised start time.** If they join the session more than 15 minutes late, we reserve the right not to admit them. Otherwise, it's disruptive for both the facilitator and other participants.
- **Ensure they are in a quiet space.** Background noise and activities are distracting for everyone and prevent them from focusing.
- **Participate fully in the discussions and activities.** Ideally, everyone should keep their camera on, but we appreciate that equipment and internet connections don't always make this possible.

Our sessions are never recorded, so participants only benefit from the training by attending the full session.

Contact

To discuss the workshops and/or to make a booking, please contact Dr Catherine Pope, Training Lead, Research Coach.

Email: Catherine.Pope@researchcoach.co.uk.