



Workshops 2024-25

Our workshops are all suitable for online delivery. In-person delivery is also available upon request. Travel and accommodation costs for in-person delivery are not included in the stated workshop cost (and would usually be booked directly by the commissioning organisation):

- 2-hour workshop = £500 + VAT
- 3-hour workshop = £750 + VAT
- One-Day Writing Retreat = £1,400 + 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 enquiries@researchcoach.co.uk.

Focus on Research

- Introduction to the UK Research Funding Environment (2hr)
- Developing Excellent Research Proposals (3hr)
- Project Management Essentials for Researchers (3hr)
- Writing a Narrative CV (3hr)
- Reducing the Carbon Footprint of Your Research – **NEW**

Research Culture and Environment

- Integrating EDI into Research Development (3hr)
- Awareness and Action Against Sexism in Academia (2hr) – **NEW**
- Removing Invisible Barriers in HE (2hr) – **NEW**
- Building Positive Research Environments (2hr) – **NEW**

Technology in Research

- Building Your Academic Web Presence (2hr)
- Creating a Strong LinkedIn Profile (2hr) - **NEW**
- A Gentle Introduction to Generative AI (2hr) - **NEW**
- Turbocharge Your Writing with AI Tools (2hr)
- Accelerate Your Research with AI Tools (2hr)
- Getting Started with Zotero (2hr)
- Getting Started with Scrivener (2hr) - **NEW**
- Managing Your Research Notes with Obsidian (2hr) - **NEW**

Personal and Professional Development

- Managing Competing Priorities in Academia (2hr) – **NEW**
- Onwards and Upwards: Reframing 'Failure' in Research (2hr) – **NEW**
- Making Progress Amid Change and Uncertainty (2hr) - **NEW**
- Strategic Career Planning (3hr)
- Understanding and Managing Imposter Syndrome (2hr)
- Embracing Challenge (2hr)
- Thinking Creatively About Your Career (2hr)
- Saying No: Establishing Healthy Boundaries in Academia (2hr)
- Designing and Delivering an Effective Presentation (3hr) - **NEW**
- Communicating Your Research with Confidence (3hr)

Leading and Supporting Others

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

- Emotionally Intelligent Leadership (3hr)
- Introduction to Coaching and Mentoring Skills (2hr)
- Intermediate Coaching Skills for PIs and Research Leaders (3hr)
- Building Your First Research Group (3hr) - **NEW**
- Working Well with the Academic Community (3hr, with optional 2hr group coaching follow up) - **NEW**
- Supporting PhD Researchers (3hr)
- Supporting the Writing Process (2hr)
- Supporting Neurodivergence in the Supervisory Relationship (3hr)

Focus on Writing

- Getting Writing Done: How to Lower Your Standards and Finish that Draft (3hr)
- Boosting Your Writing Productivity (2hr)
- The Procrastinator's Guide to Writing a Journal Article (3hr) - **NEW**
- Editing Your Own Academic Writing (2hr)
- Turning Your Thesis into a Monograph (3hr)
- One-Day Writing Retreat

Navigating the PhD

- Developing Effective Note-Taking Strategies (2hr)
- Making Progress in Your PhD (2hr)
- Planning the Final Year of Your PhD (2hr)
- Preparing for Your Viva (2hr)
- Working with Your Supervisor (2hr)

TERMS

Research Coach Limited holds professional indemnity and public liability insurance.

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

Accessibility

At Research Coach, we are committed to providing an inclusive and accessible environment for all attendees. We have implemented the following measures:

- Live captioning is activated in our Zoom sessions. Participants can enable this feature on their device, if needed.
- Slides are circulated for all our workshops. Where necessary, these can be provided 48 hours before the session.
- Full workshop schedules and details of activities are available on request (although the facilitator may adjust the content on the day, depending on the needs of attendees).

If you have specific accessibility requirements, please contact us **at least 7 days before the workshop**. Without sufficient notice, we cannot guarantee our ability to accommodate requests.

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.

Contact

To discuss the workshops and/or to make a booking, please contact: enquiries@researchcoach.co.uk.

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 you join the session more than 15 minutes late, we reserve the right not to admit you. Otherwise, it's disruptive for both the facilitator and participants.
- **Ensure you are in a quiet space.** Background noise and activities are distracting for everyone and prevent you from focusing.
- **Participate 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 you'll only benefit from the training by attending the full session.