



## Workshops 2025-26

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 = £525 +VAT
- 3-hour workshop = £775 + VAT
- Full day workshop = £1350 + VAT

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

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](mailto:enquiries@researchcoach.co.uk) to discuss your requirements, to request workshop outlines and/or to make a booking

### Focus on Research

- Developing Excellent Research Proposals (3hr) – *(a full day version is also available for in-person delivery)*
- Introduction to the UK Research Funding Environment (2hr)
- Project Management Essentials for Researchers (3hr)
- Advancing your Project Management Skills (3hr) – **NEW**
- Developing a Narrative CV (3hr)
- Integrating EDI into Research Development (3hr)
- Reducing the Carbon Footprint of Your Research (2 hr)
- Promoting your Research online (3hr) – **NEW**
- Accelerating Your Research with AI Tools (2hr)

### Focus on Writing

- Boosting Your Writing Productivity (2hr)
- Planning your Journal article (2hr or 3hr) - **NEW**
- Writing your Journal Article (2hr or 3hr)
- Editing Your Own Academic Writing (2hr)
- Turning Your Thesis into a Monograph (3hr)
- Streamlining Your Writing with AI Tools (2hr)

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## Personal and Professional Development

- Strategic Career Planning (3hr)
- Saying No: Establishing Healthy Boundaries in Academia (2hr)
- Embracing Challenge (2hr)
- Exploring Careers Beyond Academia (3hr) - **NEW**
- Onwards and Upwards: Reframing 'Failure' in Research (2hr)

## Leading and Supporting Others

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

- Coaching and Mentoring Skills for Research Leaders (3hr)
- Introduction to Mentoring Skills (2hr)
- Building Positive Research Cultures (2hr)
- Starting out in Leadership (3 hr) - **NEW**
- Strategies for Effective PhD Supervision (3hr) – **NEW** (*also options for 2hr or extended versions*)
- Working Well with the Academic Community (3hr)

## Navigating the PhD

- Setting up for success for first year PhDs (3hr) - **NEW**
- Conducting Your Literature Review (3hr)- **NEW**
- Making Progress in Your PhD (2hr or 3hr)
- Planning the Final Year of Your PhD (2hr or 3hr)
- Working with Your Supervisor (2hr)

## WORKSHOP 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.

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- 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 the team at [enquiries@researchcoach.co.uk](mailto: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.