ICR The Institute of Cancer Research

Learning & Development – Training Catalogue

The following is an overview of some of the training and development resources available to staff and students at the ICR. These are developed and delivered by a range of teams including Learning & Development, the Post Doc and Scientific Officers Associations, Registry and the Academic Dean's team, Health and Safety, members of faculty, internal experts and experienced freelance trainers. The Learning & Development website and training bulletins provide additional information and dates of courses. The website also details external training providers that may be of interest such as Imperial College, UCL and other London universities.

Visit the Learning & Development website http://training.icr.ac.uk.

Please contact the Learning & Development team (see page 36 for details) if you require any additional information on the contents of this brochure or other training and development issues.

Introduction

Part 1 — Technical Courses

Part 2 — Career Development

Part 3 — Professional Development

Technical Courses

Learning & Development (L&D) work with the Post Doc Association and the Scientific Officers Association to develop a series of introductory technical seminars to support students and staff in the use of core scientific techniques. These are delivered by ICR scientists who are experts in the field, normally once every two years.

GENERAL RESEARCHER DEVELOPMENT

Chemical Structure and Reactivity

This course will build an understanding of how structure relates to drug properties.

The course will last about 45 minutes including 3 questions for the audience to work on and so participation is required.

The session will cover reactive functional groups (the basis for chemical reactions, irreversible enzyme inhibition) and groups susceptible to metabolism – a different reactivity (why molecules get metabolised, major metabolic pathways, CYP450).

Audience: Anyone who has ever wondered why some chemicals are reactive and some are not, why some get metabolised in the body and others do not, why some are toxic and others are not.

Prof Julian Blagg, Head of Medicinal Chemistry, Cancer Therapeutics

Real-Time PCR – Introduction

An overview of quantitative real-time PCR, considerations for designing and analysing experiments, and applications of the technique in research and diagnostics.

Audience: Researchers new to or planning to use qRT PCR in their research.

Tissue Culture – Introduction

The course will begin with a description of the main equipment used and the practice of working under sterile conditions and avoiding contamination problems. It also covers the general handling of primary cells and cell lines, and ends by describing some assays used commonly in the field of cancer studies to measure proliferation and cell death.

Audience: New PhD Students or staff who require a beginner's guide to tissue culture.

Current Postdoctoral Researcher

"Julian was very clear and made the chemistry easy to understand for those without a strong chemistry background. Group questions were also useful as they made you think about what you'd been told."
—
PhD student, Structural Biology

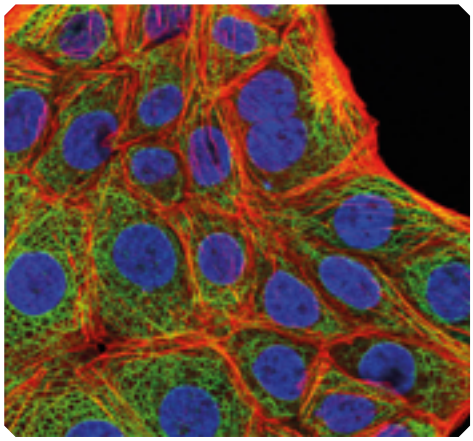
Practical Flow Cytometry

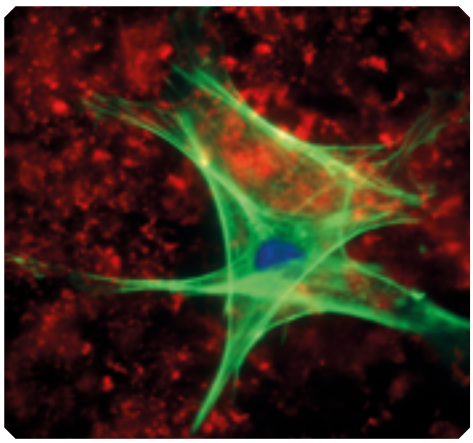
Part 1: Introduction
Part 2: Lab-based tutorial

Practical demonstration of cell cycle analysis, fluorescence, compensation software and immunophenotyping. This course is designed for scientists with some experience in Flow Cytometry, who are either using the technique or planning to use it in the near future. For general background into the technique and its application, please register for the Part 1: Introduction seminar in Sutton or Chelsea.

Audience: Researchers with some experience in Flow Cytometry to refresh and expand practical application of the technique.

Dr Ian Titley, Senior Scientific Officer





BioAssays in Drug Development

This course illustrates the role of biochemical and cellular assays commonly used e.g. in the drug development programmes at the ICR.

Audience: Particularly useful to students or research staff new to biochemical analysis.

Dr Martin Rowlands, Cancer Therapeutics

Pharmacokinetics Seminar

This course will provide an introduction to pharmacokinetics covering the main in vitro assays used in drug discovery: microsomal metabolism, PAMPA and CaCo-2 permeability, plasma protein binding, CYP450 inhibition and induction as well as in vivo pharmacokinetics. There will be opportunity for questions and discussion afterwards.

Audience: Aimed at PhD students and Post Docs within biology and chemistry who are involved in drug discovery and anyone who is interested is also welcome.

The 1 hour seminar will be given by **Dr Florence Raynaud** who is the responsible for the DMPK team at the ICR.

Microscopy and Image Acquisition

This course, requested by the Scientific Officers Association Committee, looks at best practice for microscopy and image acquisition. It will highlight some considerations researchers should make when looking to obtain high quality data using phase contrast microscopy, fluorescence (including confocal), or transition microscopy, for example for H&E or HRP.

Audience: Any scientists who are new to microscopy or wish to brush up on their technique and produce higher quality images.

David Robertson, Division of Breast Cancer Research

Structural Biology Seminar

This seminar will focus on protein crystallography as a method of protein structure determination. It will address protein crystallisation, methods of structure determination, a brief introduction into symmetry in protein crystals, concepts such as resolution and completeness and how information from crystal structures can be combined with other techniques such as molecular modelling and NMR spectroscopy in the process of drug development.

Audience: Anyone interested in the application theory and application of crystallography in drug development.

Dr Rob Van Montfort,
Structural Biology

High Throughput Screening Methods

Delivered by ICR experts, this series examines theory and application of high throughput technologies, identifies facilities and expertise available and describes current and future projects at the ICR. There is also an opportunity for attendees to talk with the trainers about specific issues they would like advice on.

Audience: Research staff and students who want to know more about high throughput technology theory and application, as well as meet Institute experts to discuss any issues or collaborative projects.

Course series

1) Next Generation Sequencing

Technologies and Applications Dr Iwanka Kozarewa, Senior Scientific Officer-NGS, Breakthrough Computational Framework Dr Konstantinos Mitsopoulos, Staff Scientist, Cancer Informatics Team. This talk is now available as a podcast on iSpace: /Learning / Podcasts / NextGenSequencing

2) Mass Spectrometry and Proteomics

- Fundamental principles of mass spectrometry-based proteomics.
- Biological application of mass spectrometry: inventories and insights.

Dr Andy Thompson, Proteomics Core Facility Manager

3) RNA Interference Screens - Introduction

High-throughput RNAi screens using siRNA and shRNA libraries.

This seminar gives a broad overview of RNA interference (RNAi) technology and applications. It will:

- Illustrate RNAi potential using examples of real screens.
- Explore the broad range of scientific questions that RNAi can address.
- Emphasise strengths and weaknesses of RNAi, including dealing with the caveats.

Dr Chris Bakal, Dynamical Cell Systems Team Leader

Patents and Intellectual Property – Introduction

This seminar covers the main aspects of the patenting process, and is delivered by Dr Simon Kiddle, a European patent attorney and partner in Mewburn Ellis (http://www.mewburn.com). It covers issues such as the requirements for patentability, how to generate a patent, and the process involved in gaining patent protection of your intellectual property.

Audience: Open to all research staff and students.

Dr Simon Kiddle, European patent attorney

Interested in running a technical seminar and gaining some teaching experience?

—

The technical seminars are run by ICR scientists to give a basic introduction to key techniques. They also provide an opportunity to practice your teaching skills to a broad scientific audience. If you are interested in running your own seminar on a topic of your choice, contact hrtraining@icr.ac.uk. Full support will be provided by the L&D team.

Chemistry for Non Chemists

Chemistry plays an important part of designing drugs in terms of how the molecule interacts with its target protein, but also that it has the properties that make it drug-like. Understanding the basics of chemistry helps with the interpretation of the biological effects a molecule has.

This course is aimed at everyone who works with chemists, but is not a chemist by training and would like to have a better understanding of chemistry. The topics that will be covered include; basic types of interactions, tautomers, stereochemistry, properties of molecules and naming of functional groups.

The course will focus on the chemistry that is relevant for interpretation of biological results in drug discovery project, but will not focus on the synthesis.

The course will be presented by Dr. John Caldwell and Dr. Carl Rye, experienced chemists who have worked on several multidisciplinary drug discovery projects.

"The open discussion format of the afternoon was really good, it encouraged debate and was really interesting. Particularly with the panel of experienced scientists."
—
3rd year PhD student,
Research Integrity course

Drug Development

This is an ideal introduction to the drug discovery programmes at the ICR and the process generally in academia and industry. Topics include biotechnology vs the pharmaceutical industry, the R&D process (from target identification to clinical application), commercial matters e.g. Intellectual property and patenting, companies involved, marketing and sales and funding.

Audience: Aimed at post graduates and early researchers interested in drug development at the ICR as well as in a broader global scale. Also useful for those considering future careers in the drug development sector.

Alan Williams from One Nucleus and **Prof Julian Blagg,** Head of Medicinal Chemistry, Cancer Therapeutics

Managing Research Collaborations; Academia and Industry

Exploring practicalities, advantages and potential hurdles, how the Enterprise Unit can support you, case studies and commercial issues.

Audience: Anyone who may encounter industrial collaborations during their time at the ICR.

Contribution from ICR Faculty, Enterprise Unit and Biotech and Pharmaceutical industry.

Research Integrity

Looking at the issues and practicalities involved in ensuring that your research meets the highest ethical standards. This session is highly interactive and includes discussion of ethical situations that could come up in the course of a research career, with advice from a panel of scientists.

This course is mandatory for research degrees students and is recommended to other research staff.

Audience: Researchers, particularly Post Docs and PhD students.

Prof Keith Jones, Dr Amy Moore, other research staff

Introductory podcast on Scientific Fraud and Whistleblowing can be found on iSpace: http://ispace.icr.ac.uk/Learning/podcasts/Pages/RonLaskey-ScientificFraudandWhistleblowing.aspx

Commercialising Research

This interactive course is aimed at researchers interested in opportunities to commercialise their research and develop collaborations with industry, particularly Post Docs and PhD students.

Audience: Researchers, particularly Post Docs and PhD students.

Talks from Enterprise Unit, Cancer Therapeutics Team leaders and current bio-tech and pharma professionals.

Good Laboratory Practice (GLP)

Exploring the importance of GLP compliance, its relevance to clinical research, and how to apply the requirements of GLP into everyday work in clinical or other laboratories.

Audience: Priority given to researchers whose current role requires knowledge of adherence to GLP guidelines.

Tower Mains/Dr Andrew Waddell

Good Clinical Practice (GCP) Full Day Introduction

The full day is for all new staff without formal GCP training and includes, Doctors, Research Nurses, Health Professionals, Scientists, Trial Co-ordinators and Data Managers who have day-to-day involvement in clinical trials.

A half day refresher course is also available for those who've previously attended GCP training.

- Participants will be introduced to GCP including key principles of GCP and the fundamentals of the EU Clinical trials Directive and the implementing Regulations.
- Formulate strategies for incorporating the principles of GCP at the trial site.
- Understand the definitions and responsibilities of the Sponsor and Investigator.
- Understand the requirements for informed consent and safety reporting.
- Understand the requirements for clinical trials documentation and data quality at the trial site.
- Understand what an auditor / MHRA inspector will look for when visiting a site.

This is run by The Royal Marsden, email AskHR@rmh.nhs.uk or call 020 8915 6600 to book a place

"Very helpful in developing a set of standards that we can adopt and work to such that the quality of our research can be guaranteed."

—

Senior Scientific Officer,
Good Laboratory Practice course

Effective Research Degree Supervision

The objectives of the one-day introductory workshop are to:

- Review the world of doctoral supervision.
- Examine the roles and responsibilities of supervisors.
- Raise awareness of what students expect of their supervisors.
- Share ideas and practices on the management of research degree projects and students.
- Refresh understanding of the skills needed for effective supervision.
- Exchange ideas and practices on dealing with common problems in supervision.

The workshop will be interactive, looking at both national and ICR policies and their practical application. There will be the opportunity to share best practice and discuss common challenges, with additional input from ICR staff.

Audience: This is a mandatory one-day workshop for all ICR registered supervisors i.e.all primary and back-up supervisors at the ICR. It may also be useful career development for associate supervisors subject to available spaces. If you have received equivalent training elsewhere you should ensure Registry are informed of this and you should attend the Effective Research Degrees Supervision Refresher training every 5 years.

Effective Research Degree Supervision - Refresher Workshop

This includes an update on policy, additional topics identified in advance by supervisors, and the identification and sharing of best practice.

Audience: All PhD supervisors must attend at least one refresher session every 5 years.

Registry, The Academic Dean's Team, Supervisors, Learning & Development

Mentoring Skills for Researchers

This short workshop gives an introduction to mentoring techniques and how to be an effective mentor for more junior scientists in or outside your research team. It also looks at the benefits of finding a mentor, whatever stage of your career you are at.

Audience: Staff interested in developing mentoring skills/involved in mentoring.

Neil Walford and Amy Moore, Learning & Development, ICR

Accessing Library Resources

1 **Prepare to search**
A refresher in the techniques of planning a search.

2 **Available tools for searching**
A tour of what resources are available to students at the ICR and what they can provide and why you might use them.

3 **How to find full text material**
How to navigate the ICRs electronic collection - when on site and off site. How to request articles/books that are not part of the ICRs collection.

4 **How to manage the references and materials you have collected**
A simple overview of Endnote.

STATISTICS SUPPORT

Statistics for Researchers

This course consists of 6 modules which all have a distinct focus covering many of the major statistical techniques. **Register for modules as required.**

Modules covered:

1) Descriptive Statistics

- Identifying different types of data.
- Arithmetical summaries of data.
- Measures of central tendency: mean, median.
- Measures of dispersion: range, quartiles, standard deviation, variance.
- Graphical summaries of data including barcharts, histograms, boxplots.
- Normal and skewed distributions.
- Principles of populations and samples.
- Estimating the mean of a population
- Standard Error and Confidence Intervals.

2) Hypothesis Testing & Comparison of Means

- When to use "t" rather than "z".
- The principles of hypothesis testing.
- What is p?
- Use and abuse of t-tests (one sample, paired, independent samples).
- 1-Way and 2-Way ANOVA.

3) Non-parametric tests & Analysis of Categorical Data

- Data transformation.
- Non-parametric comparisons (including Wilcoxon, Mann-Whitney)
- Comparison of proportions. (Chi-square Test, Fisher's Exact Test).
- Odds ratios and relative risks including Simpson.

4) Correlation & Regression

- Correlation.

- Introduction to linear regression, logistic regression and survival analysis.
- Calculating sample size for basic studies.

5a) Principal components Analysis

- Orthogonal regression, Matrix algebra, Eigen vectors and eigenvalues.
- Scree plots, Description and interpretation of SPSS PCA output.

5b) Survival Analysis

- Hazard ratio, Kaplan-Meier, Logrank test, Cox regression.

6) SPSS

Audience: Research staff and students.

Derek Cooper, a former member of staff of King's College London (now a freelance statistician)

Statistics in Oncology – Using Key Statistical Techniques in Cancer Research

Objectives: Provided by ICR Clinical Trials & Statistics Unit (ICR-CTSU), this course aims to present an overview of how statistics are used within cancer research, and illustrate different statistical methods using examples of studies related to the work of the ICR.

Audience: Participants must have recently attended a basic statistics course, such as the 'Statistics for Students and Researchers' modules at the ICR, and currently analyse or need to analyse their own data statistically. This is an overview session designed to follow on from a basic statistics course, which assumes some knowledge of statistical techniques. You should therefore be already familiar with the basics of common statistical techniques.

R – An Introduction

R is a popular language and environment that allows powerful and fast manipulation of data, offering many statistical and graphical options. This course, provided by Babraham Bioinformatics dept, aims to introduce R as a tool for statistics and graphics, with the main aim being to become comfortable with the R environment. It will focus on entering and manipulating data in R and producing simple graphs. A few functions for basic statistics will be briefly introduced, but statistical functions will not be covered in detail.

Course Content:

- What is R?
- Getting familiar with the R console.
- Entering Data.
- Manipulating data.
- Importing data files.
- Creating Graphs (boxplots, barplots, scatterplots, line graphs).

Provided by the Babraham Bioinformatics Training Department

Further R Support

We are developing further modules on R such as:

- Analysing microarray data.
- Analysing siRNA/drug screen data.

GraphPad Prism

This half-day training is provided by Dr Anne Segonds-Pichon from the Babraham Bioinformatics Department.

Graphical representation of data is pivotal when one wants to present scientific results, in particular in publications. GraphPad allows you to build top quality graphs in a much more intuitive way.

This course is an introduction to statistics with GraphPad Prism. It provides a refresher of statistical techniques and how they can be applied using Prism software. It includes:

- Basic structure of a GraphPad.
- Prism project.
- Qualitative data.
- Quantitative Data.

SCIENTIFIC IT SKILLS

Please refer to page 23 for general IT courses.

Linux and Introduction to High Performance Computing

A programme of sessions introducing you to the Linux environment and high performance computing at the ICR. This will be hands-on and include exercises and examples to give you confidence using the systems.

Audience: Any researchers involved in scientific computing at the ICR.

Provider: Igor Kozin, Scientific Computing Team

MS Word for Thesis Writing

To enhance your skills in MS Word to make you more efficient and accurate when using Word to write your reports during your PhD and your thesis at the end. Covering topics such as creating sections, applying styles, outlines, headers and footers, document maps, table of content, inserting graphics, captions, lists of figures and tables.

Audience: Students looking to enhance their word skills for writing reports and their thesis.

Marion Moore, Freelance IT Trainer

MATLAB - introduction

A course for ICR scientists with little or no previous experience of MATLAB. Subsequent more advance training can be arranged subject to demand.

Note: Please register for the second part of this course separately.

Audience: Researchers looking for a basic grounding in the use of MATLAB.

Delivered by a current ICR researcher.

LaTeX - Introduction

The course will include:

- An outline of the advantages and disadvantages of LaTeX over other word-processing tools.
- A description of the software needed to use LaTeX.
- An overview of the document preparation process.
- How to set up a document; document types and packages.
- How to format titles, sections, author names, etc.
- Basic text formatting.
- Mathematical typesetting.
- Including figures and tables.
- Working with long documents.
- Bibliographies.

Audience: Researchers looking to prepare scientific documents in LaTeX, including publications and the thesis.

Adobe Illustrator - Introduction

This course covers the basics of using Illustrator, and touches on all aspects of the Illustrator tool palette, including:

- Illustrator characteristics: Vector & bitmap differences.
- Illustrator objects & methods: selecting, reshaping, and creating objects, geomoetics, transformation etc.
- Viewing & marking up artboard colour fills, strokes, gradients & effects.
- Working with layers.
- Working with typography.
- Working with colour (fills, swatches, etc).
- Print process & output: Understanding the Illustrator print process.

Mark Gatter, Adobe Certified Expert

Adobe Photoshop: Processing Scientific Images with Integrity

This course provides an introduction to Adobe Photoshop software and explores how you can use it appropriately to prepare high quality scientific figures for publications or for your thesis.

The course includes:

- Image size and resolution.
- Image adjustments.
- Adding text to images.
- Saving images in the appropriate format.

Bioinformatics Support

The ICR is expanding support provided around scientific computing and bioinformatics. A good place to find out about what is available and to talk to others working in this field is through the Scientific Computing User Forum (see page 30) which meets regularly and welcomes anyone involved in this area. The Scientific Computing team also attend and give updates and answer questions. Learning & Development are working with ICR faculty and staff to put together an Introduction to Bioinformatics course. Imperial College have run a week-long Bioinformatics in Cancer Research course. For more information contact elise.glen@icr.ac.uk.

SCIENCE COMMUNICATION SKILLS

Presenting at a Research Conference

Develop your presentations skills and enhance your ability to communicate your research to internal and external audiences. Explore the basic components of communication including the effective use of your voice and the power of body language. Also covers planning for your meeting, structuring the content and preparing to deal with questions.

Audience: PhD students or early career researchers who want to enhance the effectiveness of their presentation skills, specifically focused on presenting at conferences.

Dr Margaret Collins, Research Consultant/Trainer

Science Communication

A highly popular two-day programme led by two of the UK's leading science communicators, with an emphasis on skills practice and feedback to develop your skills in presenting your science to a wider audience.

Audience: All researchers but PhD students are given priority.

Preparing Abstracts for Conferences

Facilitated by David Winter, Careers Advisor from C2 Careers and an experienced ICR Team Leader. Audience: This session is for ICR students who want advice on how to improve their skills in preparing abstracts for conferences. It may provide useful preparation for the Annual Student Conference and for other events such as the Annual ICR Conference in June and external conferences.

Creating prize-winning scientific posters

Advice and discussion on how to create eye-catching, informative, effective posters for conferences.

"Great course for getting feedback from people of all scientific backgrounds and experiences. I have more confidence now giving a good talk to people who are not working in my discipline."
—
Postdoctoral Training Fellow, Science Communication Course

Writing for Publication: Introduction to Publishing Research

This course is aimed at researchers at the early stages of the publication process. For those very new to academic writing (e.g. new PhD students), we recommend attending the "Effective Science Writing" introductory course.

By the end of the session, you will:

- Have discussed your own approach to writing and considered ways to become a productive academic writer.
- Know how to identify suitable journals in which to publish your work.
- Understand the different approaches to structure and argument in research papers and in review articles.
- Have considered the ways in which findings and results may be presented and discussed.
- Be able to draft an outline of a research paper quickly using a planning template.
- Be able to prepare a suitable abstract or summary.
- Be able to analyse and respond to critical review of your manuscripts
- Have an action plan for developing your writing.

Effective Science Writing

Writing is an essential and integral part of the research process, and this one-day workshop is designed for early stage doctoral research students (1st or 2nd year) who have little or no experience of writing about research. The major objective of this course is to help embed writing into research so that transfer reports and the thesis are produced efficiently and in a timely way. The day will revolve around presentations, discussion, small group work with some active writing and critical reading. We will consider the style and attributes of 'academic writing', look at the small and large structure of writing, consider ways to make writing productive, and some different approaches to describing research in writing. The focus will be on conceiving, planning and drafting the thesis, and how to read it critically. Delegates will be encouraged to develop their own plan to write about research in real time.

Topics:

- Defining "academic writing".
- Small structure of writing.
- Making writing productive.
- Describing your research.
- Large structure of writing: planning, drafting and editing.
- The abstract – a document in miniature.
- Argument.
- Planning and writing a research paper.
- How we write, read and understand Analytic reading.
- Hooking your reader.
- Looking at the fine detail and use of words.
- Personal action plan.

English Language Training

Refer to page 31 for details on English Language Training.

Presentation Skills

This one-day course covers many aspects of presenting both in business and scientific forums, as such it may be useful both to staff in Corporate Services and Research Sections. It does not cover the specific requirements of presenting at scientific conferences as this is covered in the 'Presenting at a Research Conference' course. Content will include preparation, structure, 'selling' ideas, delivery styles, materials, visual aids and presenting with confidence.

Participants will be required to present a short 5 minute presentation and receive feedback from each other and the tutor. There is also the opportunity to be filmed so that participants can review their presentation at a later date.

Audience: Staff from research or corporate services sections.

Dr Elise Glen and Dr Amy Moore,
Learning & Development, ICR

Train the Technical Trainer

This course, provided by Learning & Development and experienced senior ICR technical researchers, will help you train other members of your laboratory in scientific techniques. It will help you feel more confident in effectively communicating and demonstrating complex technical protocols, and help you manage your own work load whilst taking on responsibility for teaching others.

Audience: Researchers who are involved in training other ICR researchers in scientific techniques, including SOs, HSOs, SSOs and Post Docs.

Dr Elise Glen and senior technical grade researchers.

"A very good course that has taught me some practical tips on presenting and boosted my confidence a lot."
—
Statistician, Clinical Studies
Presentation Skills

Career Development

As a college of the University of London, impartial careers support is provided to ICR staff and students through C2 Careers, the consultancy arm of UoL Careers Group.

The Learning & Development Team are also trained in careers guidance and can offer one-to-one support, mock interviews and CV advice. Contact hrtraining@icr.ac.uk

"It raised my awareness of my attributes and gave me more confidence about moving my career forward."
—
Postdoctoral Training Fellow, Career Health Check for Researchers

CAREER DEVELOPMENT FOR RESEARCHERS

One-to-ones

The one-to-one sessions offer the chance to talk and be listened to by a skilled and impartial listener. As everyone we see is different we don't have a generic solution; every session is bespoke. The sessions can be used for discussing career options or applications. If you would like to discuss applications then please bring a printout of your CV or application form, preferably with details of the job you are applying for.

C2 Careers consultants attend both ICR sites on a regular basis to provide workshops and one-to-ones, check the training website for details.

The L&D team are also trained in giving careers one-to-ones and can provide ongoing support and coaching for staff and students. To enquire about this, contact hrtraining@icr.ac.uk

C2 Careers advisors including David Winter, Tracy Bussoli and Kathy Barrett

Career Health Check for Researchers

The workshop will help you review where you are in your current career and where you want to go in the future. It will include tips on finding career opportunities inside and outside academia, creating effective CVs and job applications, performing well in interviews and networking skills.

Note: There is an opportunity to attend a one-to-one session if required. Please check the website for dates.

The one-day programme will be delivered by staff from C2 group of the Careers Service who provide similar services to UCL, Imperial, Cancer Research UK etc.

Making the most of careers conferences and fairs

This lunchtime session looks at how to make the most of careers conferences and fairs. It covers how to prepare before the conference, strategies to gather information whilst at the event, promoting yourself to recruiters, answering difficult questions, your elevator pitch, understanding what speakers and exhibitors are looking for, effective networking and making the most of your time there, following up after the conference.

There will be the opportunity to give your CV to Learning & Development for subsequent feedback - bring a printed copy if you require this.

Audience: Researchers looking to make the most of attendance at careers events.

Learning & Development, former attendee at the Naturejobs Career Expo careers fair.

Maintaining momentum during a PhD

The workshop will be interactive and will include the following elements:

1. The difficulties of a PhD:
What are the typical factors that can make completing a PhD challenging?
What can you control?
What can you influence?
What can you accommodate?
Dealing with your own expectations:
What images and perceptions did you have of a PhD before you started?
What are the realities of doing academic research?
How can you best deal with failure?
What are the characteristics of the perfect PhD researcher?
Who are you comparing yourself with?
How can you set realistic goals?

2. Dealing with other people's expectations:
What is expected of you?
How can you get useful feedback?
How can you deal with unrealistic demands?
How can you influence people?

3. Rebuilding your motivation:
What are your core values and how can they help you to motivate yourself?
What motivational orientation do you have?
What have you learnt already?
Are your attitudes and beliefs getting in your way?
How can I deal with deadlines and procrastination?

There will also be a talk from a researcher who recently completed their PhD, reflecting on the experience and sharing "What I wish I'd known".

Audience: This course is aimed at students during the middle stage of their PhD.

Student-specific resources

Online resources available on iSpace specifically aimed at helping doctoral and masters students with various aspects of the PhD or MSc process:

The good viva video
A half hour programme to help doctoral and masters students approach their viva with confidence.

The good supervision video
A half hour programme to help doctoral students make the most of their meetings with their supervisors.

The good presentation video
A half hour programme to help doctoral students give effective presentations throughout their PhD.

History, philosophy and politics of science

A series of seminars and workshops initiated by the Research Degrees Committee, examining the fundamental questions regarding the pursuit of scientific knowledge, and the role of science in today's society.

Previous talks can be found on iSpace: http://ispace.icr.ac.uk/Learning/podcasts/Pages/HistoryandPhilosophyofScienceSeries.aspx

Hasok Chang - What does it mean to be 'Scientific'?

Mike Partridge - Robert Hooke - the First Professional Scientist?

Mike Partridge - Ada Lovelace, The Enchantress Of Numbers

Imran Khan and Jenny Rohn - The Politics of Science and What it Means to You

Career skills workshops

These can cover a wide range of topics such as:

- Networking.
- Time and project management.
- Academic or non-academic CVs.
- Interview preparation.
- Communicating your research.
- Negotiation skills.
- Influencing.
- Assertiveness.

The topics covered in careers workshops are entirely flexible and dependent on the needs of students. If you are interested in exploring a topic, or any other related topics, please request this through the student committee reps or contact Learning & Development directly.

From Post Doc to PI

This afternoon session is aimed at Post Docs who want to find out about making the transition from Post Doc to independent team leader (PI). The event is hosted by the ICR Post Doc Association in collaboration with Imperial College Post Doc Development Centre. The programme includes a mixture of speakers including a number of junior team leaders who recently started their teams either at the ICR or at Imperial College.

Topics include:

- Developing your Research Strategy.
- Finding your scientific niche.
- Obtaining and negotiating a PI position in a research institute versus a university.
- Setting up a team in a university.
- Setting up a team in a research institute.
- A panel Q&A for current PIs and funders.

Post Doc careers – what next?

This session will explore career options for Post Docs, particularly focusing on careers outside of academia. It is recommended that Post Docs attend mid-way through their contract to help plan for their next career move and find out about paths available to them. We will explore the different pathways that Post Docs have taken outside of academia through case studies, examine how to work out what kind of job you'd suit, how to know what employers are looking for and how to tailor your applications so that your skills and experience are recognised.

Taking the fear out of vivas

This is an interactive session exploring the viva process aimed at students at all stages of their PhD. Crucial for those preparing their final PhD submission as well as those facing their first year transfer viva, the session will cover a number of topics including:

- Exploring what examiners are looking for.
- Preparing for the viva - including questions to be asking yourself about your research and some practical tips and advice to help you prepare.
- Doing the viva - dealing with nerves and how to handle difficult questions.

The session will be led by a careers advisor from C2 careers with input from ICR team leaders on their insights and experience.

Getting a Post Doc position

Getting a Post Doc position in the lab you want to work in isn't always easy. Demand for jobs is high - over the course of a year, the ICR received 1846 applications for only 46 Post Doc positions advertised. This interactive, case-study session will help you prepare to obtain the Post Doc position you want, taking you through the various stages of finding and securing the job. We will discuss ways of dealing with the challenges associated with obtaining a Post Doc position, such as researching opportunities, making speculative approaches, preparing for informal meetings, making strong first impressions.

Networking for scientists

This interactive workshop will address the following issues:

- What makes networking awkward and intimidating?
- Do you have unhelpful ideas about what networking is?
- What are the potential benefits of networking?
- Who could you be networking with?
- How to avoid having to talk to complete strangers.
- How to build your confidence if you do have to talk to complete strangers.
- Do you have to be a pushy extrovert to be able to network?
- How to find people to talk to.
- How to approach people and how to get them to talk to you.
- How to build mutually beneficial relationships.
- Tips and tricks to take more pain and effort out of networking.

Fellowship applications – introduction

This session will consist of a series of short talks followed by Q&A session.

Talks will consist of:

1. Writing a proposal – the applicant's perspective (current Post Doc on fellowship funding).
2. Hints and tips from a Grant reviewer.
3. Essentials when making an application - Research Support Office, ICR.

Audience: Researchers including PhD students and Post Docs who are interested in finding out how to successfully apply for research funding.

CAREERS CAFÉS

In addition to workshops and one-to-one consultations, Learning & Development and C2 Careers run "Careers Cafés". These take place on a monthly basis on alternate sites, with an external speaker from a specific career invited to talk informally about their career path to students over coffee. Speakers will be selected based on requests from students via the student committee and from data gathered from student surveys.

Topics include:

Academia / Patent law /
Science Communication
Civil Service/Science Policy /
Scientific Publishing
Scientific Events Management /
Research in Industry / Consultancy

Book a place on training.icr.ac.uk

If you have a certain profession that you are interested in, please email hrtraining@icr.ac.uk with your suggestion.

"The careers cafes are a great way to get an insider's perspective on careers I knew nothing about beforehand"
—
4th year PhD student

CAREER DEVELOPMENT FOR NON-RESEARCHERS

Career development day for non-scientific staff

Provided by a trained careers advisor from C2, this day is specifically held for non-scientific staff (Corporate Services and administrators) and championed by SASIG. It will cover:

What are my talents or skills at the moment, how do I find evidence of them?
Where is my career going at the moment?
I have a few options for my next career move, how do I decide which is the right move?
What will my next step be and how will I get there?
How can I use networking to further my career and make useful contacts?
How to tailor CVs and applications to different types of jobs?
How do I market myself effectively so that potential employers take notice?

It is recommended you bring a copy of your current CV with you. A one-to-one session will be made available after the day for you to discuss any specific questions further.

Creating killer CVs

This short interactive session provides hints and tips on creating effective CVs that will help you stand out from the crowd. Provided by C2 Careers, the session will explore:

- How to identify and articulate your skills.
- How to categorise and write about your skills using the language of both academic and non-academic employers.
- How to present evidence (examples) of your skills.
- Different styles of CVs and tailoring them to different types of jobs.

The session will also provide the opportunity to discuss your own CV in small groups and gain feedback. It is recommended you bring a copy of your current CV with you.

Professional Development

Professional development at the ICR encompasses a wide range of training resources and opportunities that may be of interest to scientific and non-scientific staff alike.

IT SKILLS

MS Access - Creating a Basic Database

This course will introduce the delegates to database concepts and terminology, how to create a database; how to store, find, retrieve, and edit using tables and queries.

MS Access - Forms and Reports

This course will help delegates develop an understanding of Access's forms and report functions.

MS Access - Queries

Choosing fields for your query, selecting records by criteria, creating more complex queries, editing table data in query view, using parameter queries, creating a delte query, creating make table queries, using crosstab queries, creating queries with calculations.

MS Word

Word training is provided through short sessions that cover specific topics. These include:

1. Formatting
2. Organising documents
3. Further formatting
4. Longer documents

A specific course for students "Word for Thesis Writing" also runs regularly on both sites. See page 12 for course details.

The trainer is Marion Moore.

Endnote - Introduction

- Introduction to bibliographic software Library and record structure.
- Manually adding references.
- Editing and deleting references.
- Printing and saving results.
- Searching a database of references and using the software to search through internet resources.
- Importing references from online databases.
- Citing while you write.
- Working with Word to produce bibliographies.
- Creating a bibliography, using footnotes and formatting citations in-text.
- Searching from within Endnote.
- General hints, tips and shortcuts.

"The IT trainer was great, very patient and went through things at just the right pace, answering questions as we went"
—
Previous delegate,
MS Word course

Endnote Refresher Training

You should be familiar with the basics of Endnote e.g. have already created a library, be familiar with searching and importing references. It may be useful to update your version before the course. To upgrade your Endnote contact the IT help desk.

This course is aimed at 3rd and 4th year PhD students and anyone with some experience in using Endnote. It does not cover the basics of creating a library, searching or importing references. Beginners should attend the Endnote Introductory training. This session will focus on using your Endnote library for referencing in documents, creating and formatting bibliographies. There will be a brief opportunity to discuss any other issues, so please submit any specific queries beforehand to hrtraining@icr.ac.uk.

MS Excel

Courses at beginner, intermediate and advance level available, check the website for details.

Making the most of Agresso

A short workshop for regular users of Agresso designed to highlight some of the new features available in the latest version and how these can be used to more effectively track and report on expenditure. Delivered by members of the Management Information System (MIS) and purchasing teams it will include:

- Key improvements of the new version.
- How to make effective use of the key features in performing regular tasks.
- Reporting.
- How to make effective use of existing and planned future reports.
- Question and Answer session.

Introduction to MS Outlook

Covering mail boxes, sharing permissions, calendar functions, automatic replies, searching, creating distribution lists.

PERSONAL AND TEAM EFFECTIVENESS

People Management in Research Organisations

Aimed at anyone involved in managing research staff or students. This course will provide useful tools and strategies for individual or team management in order to help you get the most from your research team.

Topics covered in this two day course include:

- Effective delegation - ensure your team works efficiently to help you reach your research goals.
- Motivating staff - encourage staff to take ownership of their work so you can step back.
- Communicating assertively, including setting expectations.
- Giving feedback – positive and constructive.
- Managing under performance, dealing with conflict between team members.

Delivered by Frances Scott who has a background in training staff at leading research organisations such as Sanger and EMBL.

Recruitment Interviewing: Finding the best scientists for your team

Hiring the wrong person to join your team can have many detrimental effects on your research outputs, morale of team members, staff turnover and use of funding.

This practical course enables you to develop skills and techniques to help you conduct successful selection interviews in order to help you to choose the right candidate for the job. It is delivered by Frances Scott, a former researcher with a background in training staff at leading research institutions including Sanger and EMBL.

Audience: Team leaders, lab members or researchers planning to lead their own research team who want to learn methods to interview in order to ensure they recruit the best people.

"This course was excellent - I should have done it years ago"
—
Senior Scientific Officer, People Management in Research Organisations

"It was good to have formal training on recruiting candidates. The trainer was very good and drew on her experiences".
—
Previous delegate

Dealing with Conflict in a Research Team

Conflict can exist in all organisations and the way it is dealt with (or not dealt with) in a research organisation can be damaging to individuals, the research team and the ICR as a whole.

This course is designed to give you a positive approach and a range of techniques to manage, resolve and prevent conflict.

You will acquire the skills and confidence to deal with conflict in a variety of situations, to ensure that you minimise any negative impact on the research output of the team.

The course includes discussion of common issues of conflict in a research team, and there will be the opportunity to discuss issues you've come across.

The course is suitable for both team leaders and members of the research team.

Provided by Frances Scott (background in training at EMBL and Sanger)

"The trainer was very friendly yet professional, she clearly knows what she is talking about! I would thoroughly recommend the course to others"
—
Clinical Data Manager,
Dealing with Conflict in a Research Team

Handling Difficult Contacts

This course is for anyone who has to deal with difficult situations involving colleagues in the workplace. This includes bullying and harassment advisors, and managers.

The course covers topics including:
A question of interpretation – what do we hear?
Barriers to listening – what stops us from listening?
The Emotional Health Scale.
The Listening Wheel.
Difficult circumstances – what causes difficult feelings and emotions?
Anger and aggression – defusing difficult situations.
Giving bad news.
Appropriate responses to distress and despair.
Skills practice – using ICR case studies.
Ending contacts sensitively.

Mentoring – An Introduction

- What is mentoring?
- Roles of mentor, person being mentored, and line manager.
- The potential advantages and pitfalls.
- Some useful tools and techniques.
- Getting started.
- Support available at the ICR.

Mentoring Skills for Researchers

Refer to page 10 for details on Mentoring Skills for Researchers.

Employment Law update

Led by Philip Lott - a Solicitor with Higher Education, management and union experience and full-time practitioner in employment law - this is a lively and highly participative workshop-based event.

Via real-life case studies, participants will gain a practical understanding of the legal principles which govern everyday work issues such as: management of staff, equal opportunities, adjusting contracts, dealing with ill-health, requests for part-time working etc, and will be able to identify when they need to take further advice.

Aimed at team leaders and managers, and also team administrators who are heavily involved in staffing issues.

Effective Appraisals

This is a workshop focussing on the appraisal system carried out here at the ICR.

It is suitable for both managers writing appraisals and staff receiving them, and should help both groups to get the most out of the ICR's appraisal system.

Managing New Staff: Induction & Probation Course

The course looks at why we have a probation period, how to manage someone through this and tackle problems which may arise (with input from HR advisor).

It also looks at the broader induction period and ways of helping the individual learn about their role and the ICR as quickly as possible (with input from Internal Communications Manager).

Finally it looks at steps you can take to help the new starter become effective as quickly as possible (with input from the Learning & Development Manager).

Managing Performance; Capability, Discipline and Grievance

- Provide managers with the purpose of the capability procedure.
- Provide examples of how to identify potential capability issues.
- Cover an overview of the formal and informal route of the process.
- Consider (and avoid) the pitfalls of not managing a capability issue.
- Provide managers with more confidence when dealing with performance issues.

Having difficult conversations

No manager enjoys having difficult conversations with their staff. A common way out is to avoid the conversations altogether and hope the matter will go away.

But issues about irregular attendance, discipline, bullying, or even attitude don't just go away, they continue to cause problems and often result in a loss of productivity. Managers who do not confront issues early on often face larger problems in the future. They may also face a lack of staff engagement and confidence and ultimately staff could come to question the manager's ability to lead.

This one-day workshop will be delivered by experienced practitioners in conflict resolution from ACAS (Arbitration, Conciliation Advisory Service) and includes topics such as identifying the key issues at the root of a problem, introducing a non confrontational approach, taking personal issues out of the problem, identifying and exploring potential solutions and providing on-going support.

ADMINISTRATIVE AND SUPPORT STAFF

Chairing Meetings

In the full day course, participants discuss the agenda and preparation for a specific meeting, before seeing that meeting on video.

This allows for discussion of how the chair has performed, how specific difficulties have been dealt with in the meeting, and whether certain issues could have been handled more effectively.

Audience: Anyone who currently or will be responsible for chairing meetings

Delivered by a freelance committee meetings expert, Jean Grier

Committee Servicing and Minute Writing

This participative workshop is designed for staff who have some or no experience of servicing committees. Based round participants' concerns about their role, the course looks at the 'theory' of committee work, different types of committee, membership, relationship of chair and secretary, the purpose of the minutes, and the importance of preparation for a meeting.

Much of the day is structured round practical exercises in preparation for a meeting of a fictitious committee, bringing out points about structuring of the agenda, preparation of papers, and briefing the chair. Participants then 'attend' the meeting by seeing it on video. Participants are given a 'golden copy' of the minutes at the same time as watching the video, enabling us to look at how certain items have been minuted, and how common problems have been solved.

Learning outcomes

- To understand the role of the committee secretary.
- To gain an appreciation of the function and dynamics of different committees.
- To practise setting an agenda.
- To develop an understanding of minuting styles and techniques.
- To improve confidence.

Audience: Anyone who currently or will be responsible for servicing our committees and writing minutes.

Delivered by Jean Grier

Committee Meetings - Effective Participation

Effective participation at meetings is a key skill relevant to most career paths, including research.

Demonstrating good communication and negotiation skills in formal and informal meetings can help raise your profile within an institution and ensure that your voice is heard.

This course will provide guidelines in how to effectively prepare for meetings, gather information and draft papers, give you confidence in contributing to discussions and address some of the issues you might face as a committee member.

It will also explore how committees are structured and run, provide real examples of experiences from current committee members and give you an overview of some of the governance and formal committee that exist at the ICR.

Delivered by Jean Grier

Facilities training – the facilities perspective and a focus on customer service

This course is being delivered by members of Facilities, Purchasing and Learning & Development.

1) The Facilities Perspective (am)
The morning session will set the scene for the whole training programme. We will be focussing on the wider context that facilities operate in and will provide information on the competition, outsourcing and key information on our competitiveness.

We will then turn to our professional image, how important this is and the impact it has.

2) A Focus on Excellence in Customer Service (pm)

This programme is focussed on the principles of Customer Service and why the role that each person plays is so important. We emphasise the need for team work and look at how to keep the focus on both internal and external customer requirements.

There is also the opportunity to look at challenges in new ways, to stimulate fresh thinking and develop ideas that we can put into practice straight away.

Train the Trainer

Day 1: Content Design

- What is training and what does the trainer do?
- Training needs assessment.
- Your personal training needs assessment.
- Writing good learning objectives.
- Design and Adult Learning Principles.
- High impact openings.
- Alternatives to lectures.
- Using knowledge, skills and abilities in instructional design.
- Developing training support. materials and visual aids.

Day 2 Presenting Training

- Working with learning styles.
- Creating a positive learning environment.
- Developing presentation skills.
- The advantages and disadvantages. of lectures and other delivery styles.
- Overcoming nerves.
- Tackling common training challenges.
- Developing stand up delivery skills.
- Managing questions.

Quality Management Systems Workshop

Delivered by HSEQ, this new half day interactive workshop is aimed at staff in Facilities and will cover:

- The background to the ISO standards - what are they and how can they assist organisations.
- ISO 9001 standard and the ICR - key terminology, how the standard impacts the ICR, why are we implementing it, your personal responsibilities.
- ISO audits - what are they and how to prepare for them.

Project Management

By the end of the course participants will have:

- Gained an appreciation of the principles, tools and techniques of project management.
- Established the importance of people in the delivery of projects.
- Realised the benefits of project management when introducing change.
- Practised the knowledge acquired.

These following areas are covered:

- Introductions and expectations.
- Overview of project management.
- Developing a project.
- Planning and organising.
- Identifying and managing risks.
- Managing the team.
- Implementation, monitoring and control.
- Change management.
- Project closure and review.

We do not regularly run training in project management software such as MS Project or PRINCE 2, although members of the IT department may be able to give you an ad hoc training session if you require one. Contact the L&D team to enquire.

STAFF ASSOCIATIONS AND INTEREST GROUPS

Scientific Computing User Forum

With recent advances in technology such as next generation sequencing, more and more researchers are facing the challenge of storing and manipulating large data files, often requiring knowledge of computer programming.

As this is a constantly evolving field, it can often be useful to share expertise and discuss issues with others involved in this kind of work (whether a biologist, chemist or physicist). The Post Doc Committee and Learning & Development have been looking at how to support researchers at the ICR involved in these projects.

The Scientific Computing User Forum (SCUF) has been developed to provide researchers the opportunity to meet others across the ICR in the scientific computing field, bring along any issues you have and to provide a forum for sharing expertise and knowledge. This is also a great opportunity to make links and initiate collaborative work with other labs.

Objectives:
To provide a forum for scientists to meet and share best practice in large data file manipulation, scientific computer programming and analysis.

Audience: Anyone involved in scientific computing who would like to share expertise and best practice, have the opportunity to present a part of their work to a mixed group of scientific computing users, or find out about other projects going on at the ICR in this area.

This initiative welcomes scientists of all abilities and levels. Example fields include bioinformatics, next generation sequencing, programming, database developers, wet lab scientists, chemists, protein modellers, physicists.

For more information visit the cSpace Scientific Computing User Forum web page or email elise.glen@icr.ac.uk

Post Doc Association

Meeting every month, the Post Doc Association provides a forum for Post Docs to be heard at the ICR and to improve networks across divisions.

The PDA also initiate technical seminars to aid the sharing of expertise across the ICR, take an active role in supporting women in science (Athena SWAN), help to design training courses, organize social events and act as Post Doc reps on various ICR committees.

Postdoc Association initiatives also include the Postdoc Careers Conference, the Postdoc Away Day, Expanding Networks and the postdoc travel/training bursary scheme.

To find out more visit the iSpace page or come along to the next meeting (dates on the web pages).

Scientific Officers Association

This staff association aims to support scientific officers at all grades in their career development at the ICR.

The committee meets on a monthly basis and is involved in developing new technical seminars, running the Scientific Discussion board on iSpace, improving the technical grade promotions procedure and running networking events and conferences for SOs.

Two major initiatives from the SO Association include the SO Lunch and Learn series and the SO Annual Technical Conference and Development Day.

SO Lunch and Learn
A seminar series designed by the SOA committee and Learning & Development specifically for scientific officer-grade staff and held over lunch time.

Topics include:
- Planning your career.
- CVs, applications and cover letters which stand out from the rest.
- Project management taster.
- Time management tips everyone should know.
- Effective participation in meetings.
- Confident presentations.
- Taking the pain out of scientific writing.

Lunch is provided. See the Learning & Development website for more details and to book a place.

SO Technical Conference and Development Day
An annual event where SOs are given the opportunity to present their research, network with other SOs and think about career development opportunities.

Stem Cells Journal Club

Meeting monthly, this group is open to anyone interested in stem cells in cancer research. Meetings consist of discussion around relevant journal articles, and occasional presentations from ICR experts. Visit the iSpace page for further details.

New Managers Network

This is an informal network which will meet bi-monthly, supported by the Learning & Development manager, with the aim of sharing experiences and skills and building networks. There will also be regular invited presentations on topics of interest to the group.

Career Development Faculty (CDF) Network

This group meets every 6 months to discuss science and career matters such as grant funding and securing tenure. New CDF are also funded to attend the EMBO Laboratory Management for new Team Leaders course. Contact hrtraining@icr.ac.uk to enquire.

If you are interested in setting up new special interests groups contact Learning & Development.

ENGLISH LANGUAGE TRAINING

This course covers the rules and practical application of English language to enhance your vocabulary, grammar and overall communication skills. Weekly courses will be delivered after the working day, on ICR premises, one evening per week. They will be led by an external language tutor and last 2 hours. There will be a pre-course assessment for potential participants to complete to ensure that the participants are at a similar level of competence, therefore we cannot guarantee places to everyone.

Audience: Students and staff with English as a second language.

Roger Townsend, a language teacher from UCL

Contact hrtraining@icr.ac.uk for information and to organise an assessment

"I felt that the whole day was great. The talks were targeted at precisely the right level with good technical information, explaining services or techniques that were previously a black box."
–
2013 SO Annual Technical Conference and Development Day

Mandatory Training

The training courses on this page are mandatory and must be completed in the first six months of your time at the ICR.

Health, Safety and Environment Induction

This is a mandatory course and must be completed by all members of staff in their first 6 months at the ICR. The course is split into two parts; general office safety and laboratory safety.

Topics covered in the course include: H&S software, ICR Safety Management Structure, General safety arrangements, Accident Reporting, Emergency Procedures and Laboratory Safety.

Please note: office based staff will only be required to stay for the first half of the session.

Bullying & Harassment Workshop

A 3 hour workshop, delivered in-house every 2-3 months - aimed primarily at new staff to the ICR to introduce the policies on Bullying and Harassment, the steps needed to enforce these, the support available to staff and managers to deal with bullying and the responsibilities of staff with regard to the policies.

Equality Excellence

Workshop for all staff to encourage an understanding of the equality obligations placed on the ICR, its staff and students, and how the ICR has responded.

The workshop clearly outlines the behavioural standards demanded by equality law and explores the influence of personal attitudes, values, beliefs and prejudices on people's behaviour.

Mandatory Online training modules

The following courses can be found on our website: http://training.icr.ac.uk/

Information Management
Data Protection Act 1998
Freedom of Information Act 2000
Human Tissue Act
(if relevant to your role)
Risk Management

"Thought-provoking and enjoyable"
—
Team Leader
Bullying and Harassment Workshop

HEALTH, SAFETY & THE ENVIRONMENT

Asphyxiant Gases Toolbox Talk

Participants will establish a knowledge of hazards and usage of asphyxiant gases, potential incidents and the control measures in place at the ICR.

COSHH Risk Assessment Workshop

This 3 hour workshop will help those working with hazardous substances or with responsibility of completing risk assessments for the use of hazardous chemicals and biological agents (excluding GMOs). The workshop will provide an overview of statutory requirements, and the ICR COSHH assessment process and techniques for environmental monitoring.

Cryogenic Gas Safety Training

This half-day course is aimed at those who transport, handle or use cryogenic gases. The course includes an overview of the legal background, production and supply of cryogenic gases, the design and construction of vessels, associated checks and maintenance, properties and hazards of cryogenic gases, safety in vessel handling, safe storage and response to oxygen deficient incident.

DSEAR Awareness Training

Emergency Preparedness & Research Continuity Awareness

A half-day workshop to raise the awareness of participants to the potential consequences to ICR activities following a major incident.

The workshop will aim to provide the fundamental principles and language of Business Continuity practice as a means of supporting them in developing and testing their own Business Unit plans.

Environmental Awareness

A half-day workshop to raise the awareness of participants to the potential impact of aspects of the ICR activities that may have consequences on the environment.

The workshop will aim to provide the fundamental principles of Environmental Management Systems and the terminology used therein as well as explaining how the ICR intends to use the related processes to reduce its impact on the environment.

Gas Cylinder Safety Training

This half-day course is aimed for those who transport, handle and/or are involved in the set up and operation of gas cylinders and gas regulators.

The course includes an overview of the legal background, classification and packaging, safety checks before use, gas control equipment (including gas pressure regulators), safety in storage and handling, properties and hazards of laboratory gases used at the ICR, Emergency Procedures.

Health, Safety & Environment Induction Training

This is a mandatory course and must be completed by all members of staff in their first 6 months at the ICR. The course is split into two parts; general office safety and laboratory safety.

Topics covered in the course include: H&S software, ICR Safety Management Structure, General safety arrangements, Accident Reporting, Emergency Procedures and Laboratory Safety. Please note: office based staff will only be required to stay for the first half of the session.

HS&E Training for Team Leaders

The ICR Health, Safety & Environment Committee is sponsoring the HSE training course for ICR Team Leaders.

The purpose of the training is to raise understanding of their role and responsibilities regarding HS&E matters and how they can influence and drive HSE success within their team(s).

The training will be run as a highly interactive 2 hour workshop tailored to ICR needs. Attendees will be able to discuss their HS&E responsibilities in practice, the impact on their team of their behaviour towards HS&E as well as the important contribution they play in ICR safety culture.

Introduction to Radiation Safety

This is a mandatory course for those working with sources of radiation.

The course topics include the statutory requirements, physics of radiation, units of measure, radiation safety, ordering of radioisotopes, working with radioisotopes, security and safe storage of radioisotopes, disposal of radioisotopes, monitoring and emergency procedures.

The attendee as part of this course will read and understand the ICR 'Guidance Working with Unsealed Sources'.

Radiation Protection Supervisor Training

Please note this is a two-day course. Please book yourself onto BOTH days. Radioisotope Counting using Liquid Scintillation Counters. The workshop will explain and discuss the principles of radioisotope counting including how to develop protocols to maximise efficiency of results. This will be followed by a practical demonstration of how to edit protocols to maximise efficiency of results. This will be followed by a practical demonstration of how to edit protocols on the CBL Scintillation Counters.

Manual Handling Risk Assessment Training

The training module will help attendees to:

- Conduct a manual handling risk assessment.
- Submit a manual handling risk assessment for review and approval by HS&E advisor.
- Manage the manual handling risks present in their working environments.

The following areas will be covered as part of the training module:

- Human capabilities.
- The Regulations.
- Nature of manual handling operations.
- Identification of risk and how to manage risk effectively.

Evaluation: Submission of 1 manual handling risk assessment for assessment of competence by HS&E department.

Manual Handling Training

This training enables staff who undertake significant manual handling activities to conduct them in a safe manner.

The following areas will be covered as part of the training module:

- Human capabilities and individual responsibility.
- Nature of Manual Handling operations they could encounter.
- How to handle correctly and effectively / conduct lifting operations in a safe controlled manner.

Face to face delivery with a practical assessment on competence.

Evaluation Methods: Lifting of loads on course in a safe manner.

Risk Assessment Training

The course will cover the legal requirements and theory of risk assessment. Key topics will include identification of workplace hazards and implementing control measures.

The session will include practical exercises to demonstrate the logical steps to take to complete a suitable and sufficient risk assessment.

The training is intended to be interactive and participants are encouraged to bring existing risk assessments to review or complete. The training will also cover risk assessment documentation (RIVO Safeguard).

Site Safety Committee Representative Training

This is a two-day course for members of the Site Safety Committee.

Topics covered in the course include:

H&S Law, Legislation and its practical impact, Safety Representatives and Safety Committee Regulations, Accident causation and hazard assessment, Risk management and control.

LEARNING & DEVELOPMENT TEAM AT THE INSTITUTE OF CANCER RESEARCH

The team provides one-to-one support for individuals and is trained in careers guidance and coaching techniques. We frequently provide CV and application checks, mock interviews and can help you explore career options.

We often work with managers to design and deliver bespoke training and team building activities. To discuss this further, contact hrtraining@icr.ac.uk.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2


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(1) Neil Walford
Head of Organisational Development

Neil established the ICR Learning & Development function. Previous roles include career development, talent management and recruitment at BT, Learning and Organisational Development at CDC Capital Partners, as well as developing the MBA Career Development programmes. He graduated from the University of London (Birkbeck College) with an MSc in Organisational Behaviour, and additional accreditations include psychometric testing (BPS), coaching (ILM) and mediation (ACAS). Neil is a member of the Chartered Institute of Personnel and Development (CIPD) Advisory Faculty, a Visiting Lecturer in Strategic Human Resources and partner in a HR consultancy organisation.

(2) Amy Moore
Researcher Development Advisor

Amy completed her PhD under the mentorship of Professor Chris Paraskeva at the University of Bristol in 2009. Whilst writing her thesis she spent six months teaching in the Physiology and Pharmacology department before joining the ICR's Section of Paediatric Oncology as a Post Doc. During this time Amy took an active role in the ICR's Post Doc Association, and discovered a real enthusiasm for the training and career development of scientists. Amy joined the Learning & Development team in 2010. She coordinates a programme of training and careers support for the ICR's scientists. She regularly delivers training and works with staff associations to create tailored development programmes for researchers. Amy also provides individual careers coaching, and is accredited in psychometric testing by the BPS. Amy led in the development of the Pathway to Independence programme in collaboration with colleagues at BBSRC and The Wellcome Trust Sanger Institute, and is now interested in support for clinical scientists at the ICR and The Royal Marsden. Amy regularly participates in the STEM Ambassador scheme giving talks to school pupils.

(3) Elise Glen
Researcher Development Coordinator

Elise joined the ICR in February 2013 having been a Post Doc at Newcastle University working on a number of exome sequencing projects. Before that she completed her PhD in pharmacogenetics in collaboration with AstraZeneca. During her time in Newcastle Elise was involved in leading seminars and lectures for undergraduate medical and pharmacology students and was involved in her institute's public engagement committee. In her role at the ICR Elise works predominantly with the students and scientific officers to coordinate and develop the training offered. She is also involved with the ICR's scientific computing users forum.

(4) Lois Hayhoe
Learning & Development Administrator

Lois joined the ICR in October 2010, providing administrative support for Learning & Development as well as being the PA to the HR Director. Prior to joining ICR, Lois worked at Sutton College Of Liberal Arts (SCOLA) for 10 years, as Examinations Manager and overseeing the delivery of a wide programme of training and education. She has a wide range of administrative experience in both the finance and education sectors. Lois is a member of the Secretarial and Administrative Staff Interest Group (SASIG) and has a particular interest in career development support for non-scientific staff.

THE UNIVERSITY OF LONDON CAREERS SERVICE – C2

As a college of the University of London, ICR staff and students are able to access careers support from C2. Students can also access the careers library in Russell Square, attend drop-in sessions, request practice interviews, and organise telephone consultations with careers advisors on an ad hoc basis.

Don't forget, if you are unable to arrange a convenient time to meet with a C2 careers advisor, the Learning & Development team have experience and are trained in providing careers consultations, CV and application feedback, conducting mock interviews.

(1) Tracy Bussoli

After school Tracy worked for National Westminster Bank for a short spell. She then went back to study and graduated in Biochemistry from the University of Kent at Canterbury, doing a year in Industry with Shell plc. Tracy went on to do a PhD in Genetics and was a Postdoctoral Scientist with The Medical Research Council, Institute of Hearing Research. Following this period she did an MSc in Genetic Counselling and went on to work as a Genetic Counsellor in the Clinical Genetics Department at Guy's Hospital for eight years. She is a member of the Association for Coaching and has a diploma in corporate and executive coaching. Tracy is currently a Senior Careers Consultant working with Early Career Researchers across the University of London.

(2) David Winter

David gained a degree in Physics from Oxford University and worked in scientific publishing for a number of years before joining The Careers Group in 1994 and gaining a diploma in Careers Guidance from the University of Reading. As well as advising undergraduates, postgraduates and staff in a number of University of London colleges, he has worked as a consultant at C2 for almost 10 years, dealing with a wide range of professionals contemplating career change and other issues. He has designed, delivered and managed a number of consultancy projects with organisations such as the BMA, the European Molecular Biology Laboratory, the Science Museum, the Mental Health Foundation, the Institute of Physics and Cancer Research UK.

(3) Kathy Barrett

Kathy began her professional career by obtaining a PhD in Immunology at the University of London. She then moved to the USA where she developed a passion for developmental biology. On her return she obtained a University Research Fellowship from the Royal Society and set up her own laboratory at University College London. Kathy subsequently moved to The Careers Group to become a Careers Adviser. At UCL she is responsible for careers provision in the Biosciences Division of the Life Science Faculty and for research staff across the whole university. At the School of Oriental and African Studies Kathy provides careers advice and guidance to PhD students and Postdoctoral fellows.

(4) Calum Leckie

Calum Leckie is a Careers Adviser at UCL with a background in academic research. After obtaining a PhD in plant pathology from the University of Birmingham, Calum went on to do two Postdoctoral research projects, both in cell physiology, at Lancaster and Newcastle Universities. This was followed by a Wellcome Trust funded fellowship at the University of Newcastle Medical School and at the University of California at Berkeley. Since becoming a Careers Adviser, Calum is now involved in the provision of tailored careers programmes to PhD students and research staff at UCL.

EXTERNAL COURSES

ICR staff and students can access external courses running throughout London, often for a reduced fee. UCL, Kings College and Imperial College all run a large number of training courses for both researchers and non-research staff. Further information can be found on their websites:

Imperial College:
http://www3.imperial.ac.uk/staffdevelopment/ldc

Kings College:
http://www.kcl.ac.uk/study/pg/school/training/index.aspx

UCL:http://www.ucl.ac.uk/hr/osd/

The Royal Marsden

ICR staff can access RMH training courses free of charge. For enquiries contact askHR@rmh.nhs.uk or call ex 716660.

Commercial providers of training

The ICR receives a charity discount from commercial training providers such as Reed Learning, Hemsley Fraser, Kaplan Hawksmere and GBS. Visit their websites for further information.

Below are a few external courses that may be of specific interest to ICR researchers.

Introduction to Teaching for Post Docs

This workshop provides an opportunity for staff inexperienced in teaching to consider the factors that influence the manner in which students learn, and how teachers can best facilitate that learning across a number of areas of their work. This workshop provides an introduction to teaching assessment and evaluation and is a good starting point for the new or inexperienced teacher.

Audience: Postdoctoral staff who are new or relatively new to teaching in Higher Education. There may also be other staff who have a role in supporting learning but do not carry out full teaching duties for whom this workshop may be suitable - please enquire if you think it may suit you.

This training is provided by Imperial College

Time Management and Personal Effectiveness for Post Docs

- Identify your own time management problems and personal goals.
- Learn to prioritise and keep to objectives.
- Develop a realistic and disciplined approach to research and working effectively.
- Identify your sources of stress and learn ways to cope with, and minimise, stress.

Audience: This course is for Post Docs who would like to become more effective practitioners of time management and personal organisation.

The course is run by a successful Imperial College academic from the Business School.

http://www3.imperial.ac.uk/staffdevelopment/Post Docs1/workshops/personal_organisation

Effective Networking and Personal Impact – 1 day

The impact of 'how others see you' is key to your effectiveness in research. Whether communicating with colleagues, PIs or potential employers, personal confidence is an invaluable asset. This session looks at making the most of your interpersonal skills: developing, listening, rapport, presence and a positive personal style.

- Develop your confidence.
- Prepare for informal networking opportunities.
- Communicate more effectively.

Imperial Staff Development Centre – External Trainer

http://www3.imperial.ac.uk/staffdevelopment/Post Docs1/workshops/networking1

Preparing Successful Research Funding Applications – 1 day

- Finding suitable funding.
- What funders are looking for.
- Factors which contribute to success.
- An exercise in writing a research proposal.
- A 'grant funding review panel' exercise.

Audience: This course introduces Post Docs to grant writing and the process of making an application to a funding body. Successful applicants from Imperial will share their experience in a question and answer session.

http://www3.imperial.ac.uk/staffdevelopment/Post Docs1/workshops/successful_research_grants

LEARNING & DEVELOPMENT ON iSPACE

The Learning & Development iSpace pages hold a number of useful resources on careers such as presentations from previous talks and workshops, podcasts (video and audio) from careers conferences, and links to other externally hosted careers websites.

Don't forget to check out the Post Doc Association, SO Association and student iSpace pages for information on how these groups can help support your career development.

http://ispace.icr.ac.uk/Learning/LearningDevelopment/Pages/default.aspx