



Learning &  
Organisational  
Development

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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 & Organisational Development (L&OD), 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 L&OD 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 & Organisational Development website  
<http://training.icr.ac.uk>.

Please contact the Learning & Organisational Development team (see page 33 for details) if you require any additional information on the contents of this brochure or other training and development issues.

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## Technical Courses



Learning & Organisational Development (L&OD) work with the Post Doc and Scientific Officers Associations to develop a series of introductory technical seminars to support students and staff in the use of core techniques. These are delivered by ICR scientists experts in these techniques and are normally run once every two years.

## TECHNICAL SKILLS FOR RESEARCHERS

The training programme covering technical skills for researchers examines theory and application of a variety of techniques and disciplines. These courses are delivered by ICR experts, identifying the facilities and expertise available in-house.

**Audience:** Research staff and students who want to know more about theory and application of various techniques and disciplines, as well as meet ICR experts to discuss specific issues or collaborative projects.

### Sequencing

A classroom overview on sequencing and a recorded talk on Technologies and Applications of High Throughput Sequencing are available. The recorded talk, delivered by Dr Iwanka Kozarewa (Senior Scientific Officer) and Dr Konstantinos Mitsopoulos (Staff Scientist) is accessible on the intranet.

### 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 caveats.

### 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.

### 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.

### Chemical Structure and Reactivity

This course will build an understanding of how structure relates to drug properties, in particular, metabolism & toxicity.

The course will last about 45 minutes including 3 exercises for the audience to work on.

The session will cover the basis for chemical reactions, irreversible enzyme inhibition, why molecules get metabolised, major metabolic pathways and 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**, Deputy Head of Division, Cancer Therapeutics

“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, Chemical Structure and Reactivity



### 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 projects, but will not focus on the synthesis.

The course will be presented by **Dr. John Caldwell**, experienced chemist who has worked on several multidisciplinary drug discovery projects.

### 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 those interested in the subject.

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

### 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.

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

**Dr Ian Titley**, Senior Scientific Officer (Sutton)

**Fredrik Wallberg**, Flow Cytometry Facility Manager (Chelsea)

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

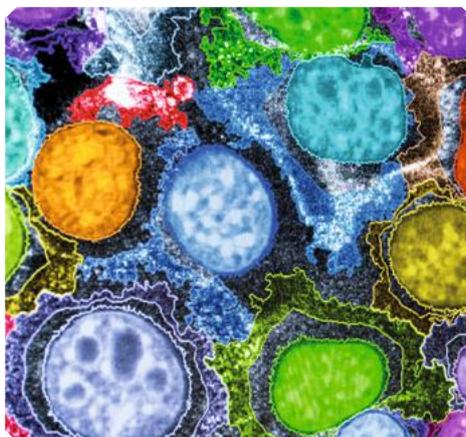
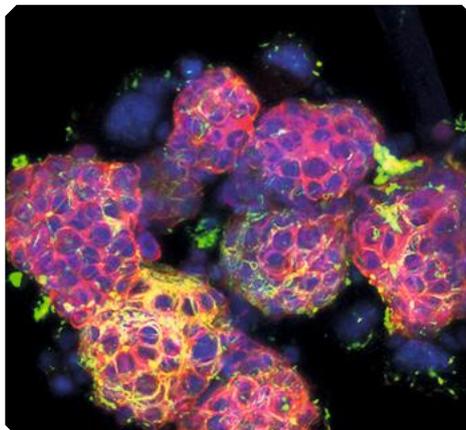
The technical seminars are run by ICR scientists to give a basic introduction to key techniques. They also provide an opportunity to practice your teaching skills to a broad scientific audience. If you are interested in running your own seminar on a topic of your choice, contact [hrtraining@icr.ac.uk](mailto:hrtraining@icr.ac.uk).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



### 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.



### Microscopy and Image Acquisition

This course, requested by the Scientific Officers Association, 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, an 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 theory and application of crystallography in drug development.

**Dr Rob Van Montfort**,  
Structural Biology

### 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 Quality Assurance consultant Dr Andrew Wadell**

### Good Clinical Practice (GCP) Full Day Introduction

The one day course 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.

- Introduction to GCP and the fundamentals of the EU Clinical trials Directive and the implementing Regulations.
- Strategies for incorporating the principles of GCP at the trial site.
- Definitions and responsibilities of the Sponsor and Investigator.
- Requirements for informed consent and safety reporting.
- 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.**

## GENERAL RESEARCHER DEVELOPMENT

### Commercialising Research

This interactive course is aimed at researchers interested in opportunities to commercialise their research and develop collaborations with industry.

**Audience:** Researchers, particularly Post Docs and PhD students.

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

### Drug Development

This workshop will introduce participants to the commercial aspects of the drug discovery process in academia and industry. Topics include biotechnology vs the pharmaceutical industry, the R&D process (from target identification to clinical application), intellectual property and patenting, companies involved, marketing, sales and funding. There may be an opportunity to find out about the drug discovery programmes at the ICR.

**Audience:** Aimed at PhD students and early career researchers interested in understanding drug development on a broader global scale. Also useful for those considering future careers in the drug development sector.

**Alan Williams** from One Nucleus  
**Prof Julian Blagg**, Deputy Head of Division, Cancer Therapeutics  
**Jonathan Beech**, Business Development Manager, Enterprise Unit

### Collaborating with Industry – the anatomy of collaborations

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.

**Contributions from ICR Faculty, Enterprise Unit, bio-tech and pharma professionals.**

### 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.

**The Learning & Organisational Development team**

### Accessing Library Resources

Delivered by ICR library staff, this training looks at techniques of planning a literature search, available tools for searching, how to find full text material, how to access articles when off-site and how to request articles/books that are not part of the ICR's collection. It also gives a brief introduction on how to manage references and materials you have collected including the use of Endnote.

**Delivered by ICR Library staff**

### 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 PhD students, junior SO grades and Post Docs.

**Learning & Organisational Development, Faculty and experienced Post Docs**

Introductory podcast on Scientific Fraud and Whistleblowing can be found on the intranet.

“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



## TRAINING FOR PHD SUPERVISORS

### Effective Research Degree Supervision

The objectives of this 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 training 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.

**Dr Kate Exley, Staff Development Consultant**

### 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 & Organisational Development**

“Hearing the experiences and opinions of other supervisors is always of use. Also, being alerted to developments in the ICR student system is obviously valuable.”

—  
Senior Scientific Officer,  
Effective Research Degree  
Supervision



## 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 bar charts, 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 component Analysis

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

#### 5B) Survival Analysis

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

#### 6) SPSS

### Statistics in Oncology – Using Key Statistical Techniques in Cancer Research

An overview of how statistics are used within cancer research with examples of studies related to the work of the ICR.

**Audience:** Participants must be familiar with the basics of common statistical methods. Previous attendance to a basic statistics course is recommended.

#### ICR Clinical Trials & Statistics Unit (ICR-CTSU)

### GraphPad Prism

This half-day course is an introduction to statistics with GraphPad Prism to generate high quality graphs. 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.

**Dr Anne Segonds-Pichon from the Babraham Bioinformatics Department**

“A very helpful course that was delivered very well - I can now attempt to do my own stats.”

—  
Clinical Research Fellow, Cancer Therapeutics  
GraphPad Prism



## ADVANCED COMPUTING SKILLS

Please refer to page 23 for general IT courses.

### Bioinformatics – Introduction

A 3 day course covering the basics of Bioinformatics, including: available online tools, analysis of NGS data, copy number analysis, prioritization and *in silico* validation, protein annotation, the reactome, introduction to R for bioinformatics analyses, microarray and RNA Seq data analyses including plotting your data using R, RNAi data analyses, gene/variant to drug and target synopsis.

**Audience:** The course level has been designed with 1st year PhD students in mind but anyone with little or no knowledge of Bioinformatics is welcome.

**Delivered by internal ICR trainers led by Dr Bissan Al-Lazikani**

### High Performance Computing and Linux - Introduction

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.

**Igor Kozin, Scientific Computing team**

### Python - Introduction

An introduction to Python from zero level spread over three consecutive full-day sessions. By the end of the course, students should be able to understand Python code and how it works, troubleshoot simple problems and start writing their own scripts.

**Audience:** Anyone welcome with no prior knowledge of Python needed.

**Igor Kozin, Scientific Computing team**

### 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 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**

### Genomics with R and Bioconductor

This course will train participants in the use of R to analyse genomic data including gene expression, DNA copy number and data from microarrays and sequencing. The course will cover how to produce basic plotting such as heatmaps, clustering, class prediction, annotation and the retrieval of data from GEO, arrayEXpress, COSMIC, biomart and cBIOPortal.

**Audience:** Previous knowledge of the basic R syntax is needed.

**Alan Mackay, Molecular Pathology**

### Further R Support

We run further modules on R according to demand such as:

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

Please register your interest by joining the waiting list for the relevant course.

### MATLAB

This course provides a basic grounding in the use of MATLAB. It covers how to use the MATLAB interface, working with variables, importing data, creating vectors and matrices, plotting data, indexing and operations.

**Audience:** Researchers with little or no experience of MATLAB.

### 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 theses.

**Dr Matt Blackledge, Postdoc**

### Word for Thesis Writing

This course will 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.

Please note this course will be delivered on a PC.

**Audience:** Students looking to find efficient ways of formatting and preparing their reports and thesis on MS Word.

**Marion Moore, IT Trainer**

### Adobe Illustrator for scientists

This hands-on course will cover the basics of using Illustrator including:

- Manipulating simple shapes.
- Freehand drawing and using the pathfinder tool.
- Colours and gradients.
- Different file formats.
- Vector and raster graphics.
- How to create multi-panel figures from imported images/graphs.
- Saving and exporting files.
- Basics of clear and concise visuals.

Once the basics are covered, participants will recreate published illustrations and pathway diagrams using the skills learned.

There will be an opportunity to create your own diagrams and illustrations so participants are encouraged to bring their own sketches and image/figure files to the course.

**Audience:** staff and students wishing to prepare diagrams, illustrations or figures for papers, posters, presentations, grant applications and theses.

**Dr Alex Greenhough, Postdoctoral researcher at Bristol University**

### Adobe Photoshop: Processing Scientific Images with Integrity

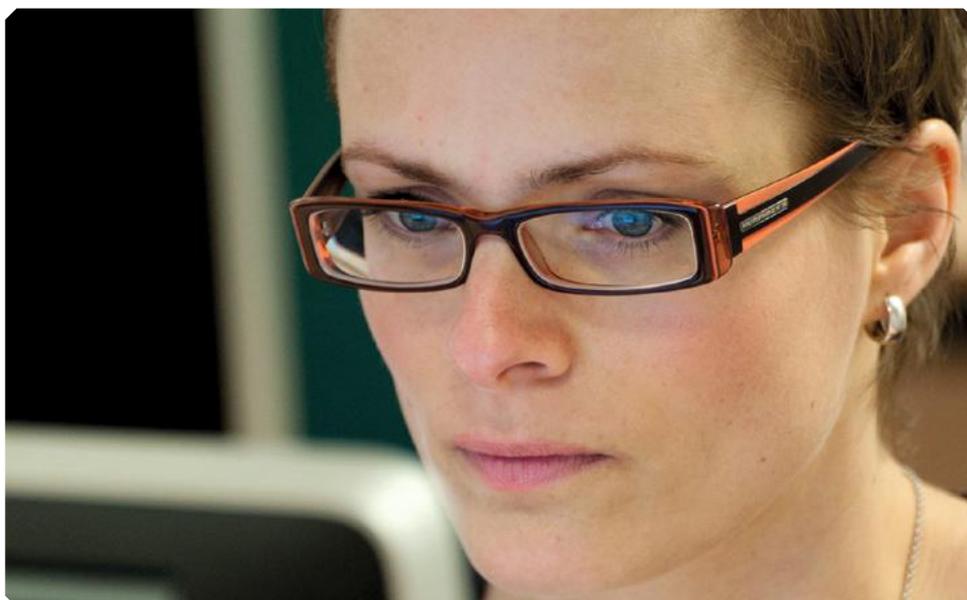
This course provides an introduction to Adobe Photoshop software and explores how you can use it appropriately to prepare high quality scientific figures for publications or for your thesis.

The course includes:

- Image size and resolution.
- Colour and colour modes.
- Layers.
- Image adjustments.
- Selections and their uses.
- Adding text to images.
- Saving images in the appropriate format.

**Audience:** staff and students wishing to prepare diagrams, illustrations or figures for papers, posters, presentations, grant applications and theses.

**Dr Alex Greenhough, Postdoctoral researcher at Bristol University**



## 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.

**Dr Claire Ainsworth &  
Dr Jon Copley, SciConnect**  
With input from the ICR  
Communications Directorate

### Preparing Abstracts for Conferences

This course will cover how to prepare effective abstracts to maximise your chances of presenting at a conference.

**Audience:** PhD students and early career researchers.

**Facilitated by David Winter, Careers Advisor from The Careers Group (UoL's Careers Service) and an experienced ICR Team Leader.**

### Creating prize-winning scientific posters

A popular short course that provides practical advice and discussion on how to create eye-catching, informative and effective posters for conferences.

The course includes the analysis of several scientific poster examples based on the criteria used for judging posters at the ICR Conference.

**The Learning & Organisational Development team**

### Writing and Publishing a Research Paper

This course is aimed at researchers at the early stages of the publication process.

This course will help you identify suitable journals for your research, understand the structure of research papers and how to present results and discussions, enable you to draft an outline of a research paper and prepare a suitable abstract and help you analyse and respond to critical review of your manuscripts.

There will also be time to discuss your own writing approach, strategies to become a productive academic writer and to develop an action plan for your writing.

**Dr Anna Sharman, funder of scientific writing consultancy CoFactor**

### Insight into Peer Review of Journal Articles

Aimed at PhD students and postdocs with little or no experience of how the peer review process works.

This course will also cover how to put yourself 'in the shoes' of the reviewer to help you in the preparation of a manuscript as well as tips on how to critically read papers as quickly, efficiently and accurately as possible to provide a grounding in how to be a peer-reviewer.

**Dr David T Jones, independent consultant with input from a variety of journal editors.**

### Writing Skills for the PhD and Beyond

A one-day workshop designed for early PhD students (1st & 2nd year). The focus of this course is to help embed writing into research so that transfer reports and theses are produced efficiently and in a timely way.

We will consider ways to make writing productive and approaches to conceiving, planning and drafting the thesis as well as how to read it critically. It will also cover the small and large structure of writing, hooking your reader, the argument, planning and writing a research paper, how to write an abstract, describing your research and a personal action plan.

**Dr Katie Hewitt, University of Cambridge careers service**

### English Language Training

Refer to page 23 for details on English Language Training.

### Teaching Scientific techniques (formerly Train the Trainer)

This course, provided by Learning & Organisational 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**

### Presentation Skills (general)

Refer to page 23 for details on the general Presentation Skills course suitable for scientific and corporate staff.

“An insight into the peer review process, how it should work and what the editors want from young researchers.”

—  
PhD student, Cancer Therapeutics  
Insight into Peer Review of Journal  
Articles



## Career Development



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

The Learning & Organisational 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](mailto:hrtraining@icr.ac.uk)

## CAREER DEVELOPMENT FOR ALL

### One-to-ones

One-to-one sessions offer the chance to talk and be listened to by a skilled and impartial careers consultant. The sessions can be used for discussing career options or applications, including reviewing your CV or job application forms.

Consultants from The Careers Group, the University of London's Careers Service, attend both ICR sites on a regular basis to provide workshops and one-to-ones - check the training website for details on how to book a one-to-one session.

Those unable to attend one-to-ones in person can arrange to have a Skype or telephone one-to-one. For details, please contact [hrtraining@icr.ac.uk](mailto:hrtraining@icr.ac.uk).

The Learning & Organisational Development 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](mailto:hrtraining@icr.ac.uk).

**The Careers Group advisors include David Winter, Tracy Bussoli, Laura Brammar, Trevor Bibic, Sue Moseley and Elaine Denniss**

"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



### 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 The Careers Group, 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.

## CAREER DEVELOPMENT FOR ALL RESEARCHERS

### Career Health Check for Researchers

This 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.

**This is a one-day programme delivered by staff from The Careers Group.**

### 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.
- Exploring your career options.
- Overcoming Imposter Syndrome.
- Understanding personalities with MBTI.
- Job hunting.

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

### 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 build mutually beneficial relationships.
- Tips and tricks to take the pain and effort out of networking.

### Maintaining momentum during a PhD

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

#### 1. The difficulties of research:

What are the typical factors that can make completing a research project 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 research 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 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?

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



## CAREER DEVELOPMENT FOR STUDENTS

### 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.

Led by a careers advisor with input from ICR team leaders.

### 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.

There is also a webinar about 'How to find a Post Doc' on the intranet.

## CAREERS CAFÉS

In these sessions, an external speaker from a specific career is 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](http://training.icr.ac.uk)

If you have a certain profession that you are interested in, please email [hrtraining@icr.ac.uk](mailto:hrtraining@icr.ac.uk) with your suggestion.



## CAREER DEVELOPMENT FOR POST DOCS

### Pathway to Independence; Developing Future Scientific Leaders

This is a prestigious programme developed by the ICR's Learning & Organisational Development team in collaboration with the BBSRC, The Wellcome Trust Sanger Institute and The Leadership Foundation. The course covers the challenges and skills needed to become a successful independent academic.

Attendance to this 2.5 days residential programme is through a competitive process. Further information of the programme can be found on <https://training.icr.ac.uk/pathway/>

Participants will have the opportunity to apply for small 'Pathway to Independence Dean's Awards' of up to £5000.

**Audience:** Post Docs starting to consider their transition to team leader.

### From Post Doc to PI

This joined event between ICR and Imperial College is aimed at Post Docs who want to find out about making the transition from Post Doc to independent team leader (PI). 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.

### Research Proposals Workshop

A half day workshop on writing fellowship research proposals. You will learn what selectors look for and how this works in practice by reviewing successful proposals. During the mock panel exercise, you will have the opportunity to review and rank a series of proposals. Your own sample proposal will be reviewed by other Post Docs attending and you will receive feedback from participants and from the facilitator.

**Learning & Organisational Development and Dr Ellen Donovan, Radiotherapy & Imaging**

### Fellowship applications - Introduction

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

### Post Doc careers – what next?

This session will explore career options for Post Docs, particularly focusing on careers outside academia. 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.



## CAREER DEVELOPMENT FOR CLINICIANS

### Pathway to Independence – future clinical academic leaders in cancer research

An intensive career development and leadership programme aimed at early-career clinical academics from across the BRC network. This biennial programme provides advice and coaching on successfully transitioning to an independent clinical academic researcher, including advice on fellowship applications, mock panel interviews, interactive peer review and abstract writing. It includes insight from industry, funding bodies and a session on inspiring and influencing colleagues and collaborators.

### Clinician Researcher Careers talks and webinars

A series of talks and panel discussions focussing on sustaining a successful clinical academic career.

Topics have included:

- Focus on funding
- Managing dual careers webinar

### Meet the funders (for Clinicians)

An opportunity for Clinicians to hear from and meet representatives of various funding bodies.

Previous talks have included:

- Cancer Research UK
- NIHR
- The Wellcome Trust

## CAREER DEVELOPMENT FOR NON-RESEARCHERS

### Career development day for non-scientific staff

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

- What are my skills at the moment and how do I evidence them?
- Where is my career going and 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.

## ONLINE RESOURCES

Careers-related

### Scientific and non-scientific:

- Academic Career paths in the UK
- Career Options for Life Science PhD students
- Effective networking at conferences
- Getting the Most out of LinkedIn
- How to find a Postdoc
- Making the most of career conferences
- Time management
- Killer CVs for Life Scientists
- Academic interviews

### Student-specific:

- The good viva video
- The good supervision video
- The good presentation video

### 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. Recordings of these talks are on the intranet:

- **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’

“A fantastic inspirational day with a lot of questions answered. Well done to the ICR for opening up such a session to non-scientific ICR Staff.”

—  
Administrator attending the Career Development day for non-scientific staff



## 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.

## PERSONAL EFFECTIVENESS

### Communicating Assertively

This one day course will help you find ways of getting your message across clearly, directly and considerately. You will:

- Learn the difference between assertive, passive and aggressive behaviours.
- Identify how assertiveness can make you more efficient.
- Body language in assertiveness.
- Techniques for assertive communication.
- Dealing with requests and criticism.

### Influencing Skills

This course will help you communicate confidently, build a relationship and remain calm under pressure. This session is designed to enable you to be more effective, influential and persuasive at work - through recognising the link between your communication skills and the impact they can have on others.

### Project Management

This introductory course will cover:

- principles, tools and techniques.
- developing, planning and organising projects.
- managing expectations and the importance of people in delivering outputs.
- project management for change.
- managing risks.
- implementation, monitoring and control.
- project closure and review.

If you would like training on specific project management software, please contact the L&OD team.

### Committee Meetings - Effective Participation

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 committees that exist at the ICR.

**Audience:** aimed at students joining the student committee but relevant to anyone that regularly attends committee meetings and would like to improve their productivity

### Stress, resilience and wellbeing

The ICR recognises the importance of staff wellbeing and managing stress and resilience skills. As part of this, the ICR has developed an Online Stress Awareness training module.

This short module will help you identify symptoms and potential causes of workplace stress in yourself and others, it also introduces the topic of 'resilience' - the ability to bounce back from adversity.

To access this training module, please contact the Health & Safety team for login details.

The ICR also runs regular mindfulness training sessions. To register, visit the training website [training.icr.ac.uk](http://training.icr.ac.uk).

“An extremely valuable session which looked at techniques that are easily translatable to the workplace”

—  
Corporate staff member,  
Communicating Assertively



### Presentation Skills (general)

This one-day course covers many aspects of presenting both in business and scientific forums, as such it may be useful both to corporate and research staff. It does not cover the specific requirements of presenting at scientific conferences (see 'Presenting at a Research Conference' course instead). 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.

**The Learning & Organisational Development team**

### English Language Training

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](mailto:hrtraining@icr.ac.uk) for information and to organise an assessment

### Effective Appraisals

Please see page 26.

### IT SKILLS

All Microsoft courses are delivered by Marion Moore (external consultant)

#### MS Access – an Introduction

Independent short modules covering various aspects of using MS Access. Topics include:

1. Creating and navigating your database
2. Table modification and navigation
3. Field properties, validation and input masks
4. Loopup files, manipulating records and tables and primary keys
5. Access forms & importing data from Excel
6. Relationships, Indexing and Queries
7. Access reports and printing

#### 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.

### MS Excel

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

#### Introduction to MS Outlook

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

#### MS Powerpoint

A series of four modules that build on the previous, starting with the basics and building to include animations, tables, videos and media, linking objects and merging presentations.

#### Endnote

For guidance on using EndNote, including video content, full courses and regular webinars, please visit: <http://endnote.com/training>  
If you require additional training or support, please contact the Learning & Organisational Development team on [hrtraining@icr.ac.uk](mailto:hrtraining@icr.ac.uk).

"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



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## LEADERSHIP DEVELOPMENT

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### **EMBO – Laboratory Management Course**

The ICR fully funds ICR fellows and Clinician scientists to attend this residential course delivered by EMBO. The course is aimed at those starting to manage a group and covers aspects of communicating effectively with staff, managing and getting the best out of your staff, managing your work and managing a team.

A version for Post Docs is also available (see EMBO website). This course is not funded by the ICR but may be of interest to senior Post Docs.

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### **AURORA**

Women are under-represented in senior levels within Higher Education. AURORA is a national women-only leadership development program run by The Leadership Foundation and aims to reduce this gender gap. The ICR funds a limited number of women to attend this prestigious programme.

The programme combines education, mentoring and online resources to encourage women in academic and professional roles to develop leadership skills and consists of four development sessions and one action learning set.

The course is suitable for both corporate and research staff.

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### **Future Leaders (formerly Future Female Leaders)**

Future Leaders is an internal leadership development program aimed at those in their early career who are capable of taking a future leadership role, including staff management. It comprises a series of six on-site workshops delivered at the ICR by external consultants, and supported by 360-degree feedback and informal 'action learning' meetings, where participants meet to discuss and tackle common challenges.

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### **Pathway to Independence; Developing Future Scientific Leaders**

Refer to p.19 for details of this competitive Post Doc leadership development programme.

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### **Pathway to Independence – future clinical academic leaders in cancer research**

Refer to p.20 for details of this leadership development programme for early-career clinical academics.



## MANAGING 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.

### Handling difficult conversations

This course aims to provide managers with the tools needed for dealing with difficult conversations.

Dealing with complex staff issues is difficult and it is tempting to ignore the problems and hope that the issues 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. This course will examine the best approaches to dealing with difficult conversations in a fair, constructive and confident manner.

### 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.

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

### Recruitment Essentials

All recruiting managers are required to complete recruitment and interview training.

This short interactive workshop will serve as a refresher for experienced interviewers and an introduction for new ones:

- Preparing job and person specifications.
- Selection techniques: interviews, presentations and tests.
- Improving your effectiveness as an interviewer.
- Understanding the relevant employment law.
- Ensuring you gather relevant and defensible evidence during the interview.
- Common mistakes and pitfalls and how to avoid these.
- Guide to additional resources and support at the ICR.

### Management Essentials: Employment Law

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.

**Audience:** team leaders, managers, and team administrators that are heavily involved in staffing issues.

**Philip Lott, Solicitor with Higher Education, management and union experience and full-time practitioner in employment law.**

“This course was excellent - I should have done it years ago”

—  
Senior Scientific Officer,  
People Management in Research  
Organisations



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### Management Essentials: Myers Briggs Personality Types

Being aware of your and your staff's preferred ways of operating can help manage team and staff effectiveness.

The Myers Briggs Type Instrument (MBTI) is a widely used psychometric tool that helps explore personality preferences. It aims to explore how different people communicate, what information they like to receive, how they make decisions and their preferred way of working. By completing a questionnaire and attending the workshop participants will gain insight into their personality preferences and what helps and hinders them achieving their goals.

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### Absence Management

An interactive session for line managers on the key principles of absence management and the practical steps to consider when managing short-term and long-term sickness absence in particular.

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### Managing flexible working in your team

This workshop will have input from HR and managers to explore:

- the types of flexible working utilised by ICR staff.
- the policies and procedures regarding flexible working.
- examples to analyse the benefits and disadvantages of flexible working in teams.
- how other team leaders manage different working patterns.
- how you can continue to develop your career whilst working flexibly.

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### 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.

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### Mentoring – An Introduction

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

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### 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.

“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



## 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 Taking

This participative workshop is designed for staff who have some or no experience of servicing committees. The course is structured round practical exercises, bringing out points about structuring of the agenda, preparation of papers, and briefing the chair. Participants then 'attend' a meeting by seeing it on video and analyse it using minutes already written for that meeting.

#### 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 committees and writing minutes.

**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 & Organisational Development.

#### 1) The Facilities Perspective (am)

A session giving background of the wider context that facilities operate in as well as providing information on the competition, outsourcing and key information on our competitiveness.

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

A session 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.



## STAFF ASSOCIATIONS AND INTEREST GROUPS

### 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 Post Doc travel/training bursary scheme.

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

### 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 training sessions, supporting the career progression of SO grades (e.g. promotions support) 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.

#### SO Lunch and Learn

A seminar series designed by the SOA committee and Learning & Organisational Development

specifically for scientific officer-grade staff and held over lunch time.

See the Learning & Organisational Development website for more details on topics and to book a place.

#### SO Technical Conference and Development Day

An annual event where SO grades present their research, network with other SOs and think about career development opportunities.

### Scientific Computing User Forum

This multidisciplinary network provides researchers with the opportunity to meet others across the ICR in the scientific computing field. The group meets bi-monthly to discuss projects and share queries, expertise, tools and knowledge.

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

For more information contact SCUF\_committee@icr.ac.uk

### 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 & Organisational Development.

“The ICR is committed to the development of technicians and has recently joined The Technician Commitment initiative, which ensures visibility, recognition, career development and sustainability for technicians working in higher education and research”



## Mandatory Training

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

“Thought-provoking and enjoyable”

Team Leader  
Bullying and Harassment Workshop



### 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.

Team leaders are required to attend the ‘HS&E Training for Team Leaders’ (see page 30).

### Bullying & Harassment Workshop

A 3 hour workshop 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 outlines the behavioural standards demanded by equality law and explores the influence of unconscious bias, values, beliefs and prejudices on people’s behaviour.

### Recruitment Essentials

Mandatory for all recruiting managers. See page 25 for full details.

### Mandatory Online training modules

The following courses can be found on the Learning & Organisational Development website: <http://training.icr.ac.uk/>

- ♦ Risk Management
- ♦ Information Management
- ♦ Information Security Awareness
- ♦ Data Protection Act 1998
- ♦ Freedom of Information Act 2000
- ♦ Display screen equipment

If relevant to your role:

- ♦ Human Tissue Act



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## HEALTH, SAFETY & THE ENVIRONMENT

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### HS&E Training for Team Leaders

The ICR Health, Safety & Environment Committee is sponsoring the HS&E 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. The workshop will explain and discuss the principles of radioisotope counting using Liquid Scintillation Counters 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.

### 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.



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### 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.

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### 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).

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### 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 Risk management and control.



## LEARNING & ORGANISATIONAL DEVELOPMENT TEAM AT THE INSTITUTE OF CANCER RESEARCH

Our team leads organisational development projects such as Athena SWAN, the Attitude Survey, and all centrally-delivered training and careers support.

We often work with managers to design and deliver bespoke training and team building activities. To discuss this further, contact [hrtraining@icr.ac.uk](mailto:hrtraining@icr.ac.uk).



### (1) Neil Walford

Head of Organisational Development

Neil established the ICR Learning & Organisational 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) Elise Glen

Researcher Development Manager

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 leads the Researcher Development programme and works with staff associations to create tailored development programmes for researchers. She regularly delivers training, provides individual careers advice, and is the main point of contact for the development of postdocs and clinical researchers.

### (3) Celia Monteiro Domingues

Researcher Development Coordinator

Celia joined the ICR as a postdoc in Pascal Meier's lab in 2012 to study cell death and inflammation. During that period, she joined the Postdoc Association, where she became involved in organizing career events and supporting the ICR's Postdoc community. Before that, Celia was a postdoc at NYU, and a PhD student at Gulbenkian Institute. Celia joined the Learning and Development Team in 2017. In her current role, Celia works predominantly with the students and scientific officers to coordinate and develop the training offered.

### (4) Barbara Villarejo

Researcher Development Coordinator

Barbara joined the ICR as a PhD student in 2005. After completing her PhD under Prof. Peter Rigby's supervision, she continued as a HSO in Janet Shipley's lab. She joined the Scientific Officers Association Committee (SOAC) when it was first formed in 2010 and later became its chair and worked with Learning & Organisational Development to develop a training programme tailored to scientific officers, including the yearly SO conference. In 2012 she took a career break and returned to the ICR in 2015 as a Researcher Development Coordinator within the Learning & Organisational Development Team. Barbara works predominantly with the Scientific Computing community to identify training needs and coordinate and develop training opportunities for this group. She also delivers training workshops within the ICR, provides 1-2-1 careers support to staff and students and works on organisational development projects such as the ICR attitude survey.

**(not shown) Kiren Bashir**

Learning &amp; Development Administrator

Kiren joined the ICR in July 2010, starting off as a maternity cover for the Health, Safety, Environment & Quality team, and becoming a permanent member of staff, staying in the team for 3 years. She moved to HR Projects in July 2013 to work on the Agresso HR Project and joined Learning & Organisational Development in April 2015. Kiren is now the Learning & Organisational Development representative of the Secretarial and Administrative Staff Interest Group (SASIG) and has a particular interest in career development support for non-scientific staff.

**(5) Vanessa McKean**

Athena SWAN Coordinator

Vanessa studied Psychology in the University of Warwick and later went onto complete an MSc in Science and Technology Policy Studies in the University of Sussex. There she continued her research in social studies and completed a PhD in environmental policy surrounding the UK Air Quality Strategy. She joined the ICR in 2013 when she took the position of Athena SWAN Coordinator. In this role she successfully coordinated the efforts that led to the ICR being awarded Silver Athena SWAN status. Currently she is working with staff at the ICR and the Royal Marsden Hospital to prepare the application for a Gold Athena SWAN award.



## THE UNIVERSITY OF LONDON CAREERS SERVICE – THE CAREERS GROUP

As a college of the University of London, ICR staff and students are able to access careers support from The Careers Group. 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. These services are available to students for up to 12 months after they finish.

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

**(1) 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 The Careers Group 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.

**(2) Laura Brammar**

Laura has worked as a careers consultant for more than 10 years. In 2008, she completed her MSc in Organisational Behaviour at Birkbeck College, where her research explored the emotional display rules of work. A specialist in medical careers, Laura has worked closely with Consultancy clients such as the BMA for whom she provided one-to-one coaching and skills workshops. She is responsible for managing The Careers Group Research Unit, and in that capacity, she has delivered a series of successful professional development webinars covering topics from enterprise education to the relationship between academic achievement and employability.

**(3) Tracy Bussoli**

Tracy obtained a PhD in Genetics from the University of Nottingham and worked as a Genetic Counsellor before moving onto becoming a careers consultant for The Careers Group in 2008. She has extensive experience in careers coaching with particular interest in scientific researcher careers.

## 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](mailto: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

<http://www.imperial.ac.uk/staff/educational-development/workshops/introduction-to/teaching-for-learning/>

### Time Management and Personal Organisation 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 Imperial College.

<http://www.imperial.ac.uk/postdoc-development-centre/courses/time-management/>

### 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

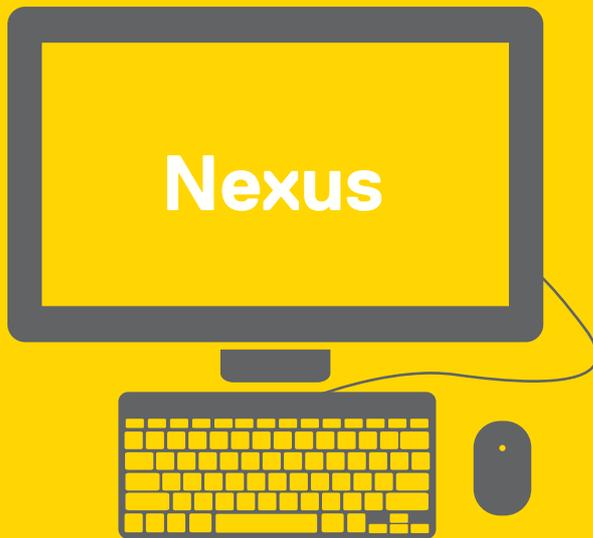
<http://www3.imperial.ac.uk/staffdevelopment/PostDocs1/workshops/networking1>

### Preparing Successful Fellowship Applications

- 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://www.imperial.ac.uk/postdoc-development-centre/courses/fellowship-applications/>



## LEARNING & ORGANISATIONAL DEVELOPMENT ON THE INTRANET

The Learning & Organisational Development intranet 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 intranet pages for information on how these groups can help support your career development.

<https://nexus.icr.ac.uk/directorates/Human%20Resources/LD/Pages/default.aspx>

