Vitae professional development and training for researchers

Why work with us?
As part of our mission to enhance higher education provision to train and develop researchers, we provide a number of high-quality, popular professional and career development packages and resources.

Our programmes are developed and evaluated in collaboration with the researcher development community and our network of experienced professional trainers.

All of our programmes are based around an interactive and experiential approach to learning, making use of activities, case studies, discussion and opportunities for reflection.

The Vitae Researcher Development Framework (RDF) is an internationally recognised framework describing the competencies of successful researchers, which underpins our approach to the training and development of researchers.

How do we work with you?
FOR ALL ORGANISATIONS
We provide a range of professional development and training for your researchers, tailored to your needs:

- One-off, stand-alone training events
- Webinars and online solutions
- Multi-day residential programmes
- Longer-term training and development provided over multiple sessions
- Support for career development plans to complement European proposals
- Training delivered collaboratively with your staff using a ‘train the trainer’ model
- Complete professional development and training provision, for specific cohorts or for all researchers within your organisation

Our range of ‘off-the-shelf’ programmes is shown overleaf and can be adapted to your needs and audience.

THROUGH OUR PROGRAMMES AND OUR TRACK RECORD OF EXPERTISE IN THIS AREA, WE CAN INCREASE THE EFFICIENCY, REACH AND IMPACT OF YOUR RESEARCHER DEVELOPMENT PROVISION, TO THE BENEFIT OF YOUR RESEARCHERS, RESEARCH EXCELLENCE, AND ORGANISATIONAL CULTURE
Benefits to research outputs, innovation, society and the economy

Vitae membership enables over 200 organisations with a stake in realising the potential of researchers to build capacity in developing excellent researchers.

FOR VITAE MEMBER ORGANISATIONS

In addition members can also access a range of high-quality, popular professional development training programmes to deliver in-house.

Grow and develop your institutional capacity to deliver professional development by:

- delivering a programme ‘off-the-shelf’ as a complete professional development programme
- adapting the content of one or more of our programmes to create a session that complements your existing provision and meets your unique needs
- advertising the programmes to your researchers, highlighting development areas from the Vitae Researcher Development Framework (RDF) to help them select the most relevant opportunities at the appropriate time

www.vitae.ac.uk/resource-library

What training do we provide?

Vitae can provide training programmes matched to specific researcher career stages, themes, and topics. Programmes can be delivered by Vitae to all organisations either ‘off-the-shelf’ or adapted in terms of duration, audience, content and format.

In addition, Vitae Members can download the programmes indicated (*) to deliver in-house.

“I feel more confident as a result of the course. It made me realise that a PhD is not just about the content of research - it comes with lots of skills attached”

Effective Reseacher participant

“The act of undertaking a doctorate is a good training ground for the development of enterprise. Research by its nature requires creativity, determination and problem solving. These skills are likely to be useful wherever a researcher’s career journey takes them”

Effective Reseacher participant

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Training for doctoral researchers

SUPPORTING THE FIRST WEEKS AND MONTHS OF NEW DOCTORAL RESEARCHERS

Effective Researcher 1: Getting Started* (1 day)
A one-day programme for researchers in the first 3-5 weeks of their doctorate. It introduces a framework for successful self-management and development and provides peer support for the start of their doctorate.

Effective Researcher 2: How to be an Effective Researcher* (1-2 days)
A finalist for UK National Training and Times Higher Education Awards, this one or two-day programme for researchers who are 3-12 months into their doctorate focuses on building understanding, capability and confidence in communication, planning, time management, problem solving, leadership and assertiveness.

Effective Researcher 5: The End is in Sight* (1 day)
Helps researchers navigate the final year of their doctorate and plan a successful job search. Through a series of activities, participants build a practical, relevant, personal action plan.

Careers in Academia* (1 day)
Provides doctoral researchers with a greater understanding of the roles and responsibilities integral to an academic career.

Co-developed by Imperial College London and Vitae, and 2008 winner of the Times Higher Award for outstanding support for early career researchers.

GRADschools (3 days)
Vitae GRADschools are experiential learning courses that develop the transferable skills of doctoral researchers, enabling them to experience a range of employment settings and gain practical strategies and tips for being more effective. GRADschools have been a flagship training and development programme for doctoral researchers over the last 40 years.

ENSURING RESEARCHERS SUCCESSFULLY COMPLETE THEIR DOCTORATE AND MOVE ON IN THEIR CAREER

Effective Researcher 3: The Next 90 Days* (1 day)
Moving on from How to be an Effective Researcher, participants identify the progress they have made in their doctorate to date and what they need to develop further to achieve a successful doctorate.

Effective Researcher 4: Effective Progress* (1 day)
For participants in the second year of their doctorate. The focus is on the detailed critical success factors and management skills required to complete their doctorate. The course addresses the requirements of a doctorate: the hypothesis, the thesis structure and the assessment criteria. It enables participants to create an action plan for completion.

Finish Up, Move On (2 days)
Designed for doctoral researchers who are in the middle to late stage of their doctoral studies this course aims to develop the skills and awareness of doctoral researchers as they look towards completing their doctoral degrees and moving on to the next phase of their careers.

www.vitae.ac.uk
Supporting research staff and their careers

GETTING STARTED AS NEW RESEARCH STAFF

Research Staff Futures 1: Enhancing Professional Effectiveness* (1 day)
This one-day programme focuses on two important aspects of the transition from doctoral candidate to member of research staff; 1) being more effective in the face of diverse and competing responsibilities, and working more effectively with others; 2) developing as research staff.

“...I learned a lot about working as part of a team, as a collective group to meet certain targets and goals. It was all about getting the right things to the right people at the right time.”

Effective Researcher participant

Research Staff Futures 2: Introducing Impact and Engagement* (1 day)
Introduces research staff to the ‘impact’ context of research enabling them to identify and engage with stakeholders, and to recognise the benefits and impact of research.

Research Staff Futures 3: Progressing Your Academic Career* (1 day)
Explores how to succeed in a competitive and complex research environment. This programme enables research staff to hear from successful academics about their career paths and aims to uncover those elements for success that are not always immediately obvious or transparent.

Vitae Members can download the programmes indicated (*) to deliver in-house.

www.vitae.ac.uk

MOVING ON AND CAREER DEVELOPMENT FOR RESEARCH STAFF

Research Staff Futures 4: Managing Your Career* (1-2 days)
Enables research staff to gain a sense of direction and progression in their career by widening their understanding of what a career is and applying their own strengths, motivations, values and talents to their career planning.

SUPPORTING DIVERSITY IN RESEARCH CAREERS

Part-Time Researcher* (1 day or series)
Supports part-time doctoral researchers to share and discuss topics such as ‘what research is’ and ‘how quality is assessed’ with peers and academics, outside their supervisory relationships. The programme includes skills sessions in a range of key areas for part-time researchers.

Managing Your Academic Career* (1 day)
A one-day programme for women in academia and women returners to discuss a wide range of issues that women face in the management of their careers. This programme includes active reflection and an opportunity to examine existing skills, networks and preferences so that women can progress their careers. The programme is a collaborative development between Vitae and the WISE Campaign (formerly UKRC).

Every Researcher Counts*
A flexible set of training and reference materials for supervisors and principal investigators to ensure that equality and diversity issues are understood, visible and prioritised in higher education institutions, particularly in relation to research staff. Resources are intended for use alongside existing equality and diversity policies and programmes.
Enterprise, impact, engagement and the open research environment

OPEN RESEARCH

Open Researcher (1 day)
A workshop exploring the skills and competency requirements to successfully navigate the changing landscape of research in relation to open research. The workshop focuses on case studies and practical work around topics including open communication and engagement, participatory research, social media, and the underpinning of research integrity and ethics. Researchers will understand what it means to be a researcher in a world of open data and open research and be prepared to take this knowledge with them into a variety of careers.

Collaborative Researcher* (2 days)
Residential programme establishing the building blocks of the collaborative style of research. Whether collaboration is with another academic or partners from different subjects, sectors and countries, this programme enables researchers at any stage to develop winning strategies for connecting and working with others.

Social Enterprise*
A pair of programmes focusing on the identification of and possible solutions to societal and/or environmental problems in a framework that could be run as a social enterprise.

The programmes use practical elements, creative problem solving, and real-life case studies to support experiential learning. Developed as a collaborative project between Vitae and the University of the West of England.

Enterprising Researcher (1 day)
For doctoral and early career researchers. An enterprising attitude and enterprising capabilities will help researchers in their research, promoting creativity, innovation and business flair and will benefit any future career. Illustrative tools such as the Enterprise Lens on the Vitae Researcher Development Framework (RDF), careers stories and case studies are used to help participants explore their own potential to be enterprising. Through this workshop, participants discover that being enterprising is a fundamental aspect of being a researcher and an essential aspect of the life long career aspirations for researchers.

Discovering Innovation and Intrapreneurship*
A suite of resources exploring the innovative and intrapreneurial capabilities that make an effective researcher within the research environment.

The Engaging Researcher* (1 day)
A highly interactive programme for all researchers who are new to public engagement, or those who already have some experience, to better understand and plan effective public engagement through a variety of media.

Digital Researcher (1 day)
The ‘digital researcher’ theme can be delivered in a variety of formats and perspectives. For example, it can be delivered as a one-day event, including presentations from experts in digital topics, or experiential workshops looking at the competencies for success in the digital research environment using the Vitae Researcher Development Framework (RDF), use of social media and communication in the digital age.
Aspiring to leadership

EXPLORE AND DEVELOP LEADERSHIP SKILLS

Leadership in Action* (3 days)
A three-day residential programme enabling doctoral researchers and research staff to explore and develop their leadership skills in a highly practical and experiential learning environment. Participants have the opportunity to look at relevant theory, practice their unique leadership styles and receive coaching and feedback.

Preparing for Leadership for Research Staff * (2 days)
A programme for research staff and postdoctoral researchers who are not yet fully independent. It is experiential, with coaching and action learning to look at self, intellectual and team leadership. Participants assess their current position, identify where they would like to be and what it takes to be in that role, then create a plan to get there.

First Time Academic Leadership (1 day)
Support the transition to independent research leader. This programme is designed for early career principal investigators and the content is tailored to suit the needs of each group and organisation.

SUPERVISION AND MENTORING

A Mentoring Approach to Supervision (1 day)
The supervisory relationship can be seen as having multiple purposes, combining academic supervision with personal mentoring and career development.

Aimed at supervisors the workshop examines this complex relationship, looking at the role of the supervisor and the competencies needed to support both research supervision and mentoring, in order to manage the supervisory relationship more effectively and to overcome potential barriers to a successful outcome for both the research and the researcher.

Effective Mentoring Relationships
A short programme looking at mentoring from the perspective of both the mentor and mentee in order to get the most from the relationship. This programme can be delivered to mentors and mentees, either separately or together, and provides a useful starting point for new mentoring schemes. Participants will consider aspects such as the mentoring contract, skills and competencies of mentors and mentees, structuring conversations, and the mentoring lifecycle. By the end of the programme, participants will understand what successful mentoring looks like and be enabled to put it into practice.

Developing the Next Generation of Leaders
A half-day programme for supervisors and mentors to support them in mentoring the next generation of research leaders. Participants will consider what support their supervisees or mentees need as they face leadership opportunities and challenges such as leading bid submissions, research projects and multi-disciplinary teams. Participants examine the leadership culture and environment in their organisation, and use the Vitae Researcher Development Framework (RDF) to support their supervisees and mentees to develop the competencies needed to thrive.

MANAGING RESEARCH

Project Management in Research (2 days)
For doctoral and early career researchers using an experiential case study format to guide participants through the project management process and explore how to apply this in their research.
**PROFESSIONAL DEVELOPMENT PLANNING**

**Engaging with Professional Development Planning**
Flexible training sessions to introduce researchers to the value of professional development planning, how to undertake it, and tools to support it. Through this session, researchers explore the Vitae Researcher Development Framework (RDF) as the underpinning framework and the RDF Planner as the online tool to support their planning and development. Sessions can be delivered to specific or mixed audiences, in shorter formats to slot into a large event or as a complete one-day experiential programme.

**Supporting Professional Development Planning**
Flexible sessions for supervisors, managers and administrators to support researchers in using the Vitae Researcher Development Framework (RDF) and RDF Planner. Topics for supervisors can include how to have development conversations with researchers using reports from the RDF Planner. For managers and administrators of research programmes, topics can include administration of an RDF Planner account.

**Topics**
- Prioritising and planning
- Managing a team, planning and organising work, delegating tasks
- Competency development for successful project management as a researcher
- Project management tools
- Applications to research projects

**Research Ethics and Integrity (1 day)**
This workshop explores the culture of scientific research in Europe, considering the European Code of Conduct for Research Integrity, and including the ethical responsibilities for research involving human participants, personal data and tissue to ensure respectful approaches to participants’ welfare and rights. Also considered are the competencies of the ethical researcher in relation to the Vitae Researcher Development Framework (RDF).

**Effective Proposal Writing**
A short programme enabling participants to be more effective in creating proposals for grant funding and other purposes. During the programme, participants will use brainstorming techniques to generate potential topics, go through steps to identify and select the most appropriate topic, prepare a business case and justification for their proposal, and create a final outline of their case study proposal in groups.

**PROFESSIONAL AND CAREER DEVELOPMENT WEBINARS**
Short, interactive sessions, delivered remotely by Vitae. Participants can join our webinars live to take part in the activities and discussion or watch offline to reflect on the topic at their preferred time and place. Topics include:

- Getting the most from your relationship with your supervisor (for doctoral researchers)
- Project planning in your doctorate (for doctoral researchers)
- Planning to manage your time (for doctoral researchers)
- Resilience: Making progress, avoiding defeatism and self-sabotage (for doctoral researchers)
- Professional Development Planning and Using the Vitae Researcher Development Framework (for all researchers)
- Helping researchers take control of their careers: activities and tools for professional development planning (for supervisors)
Participants of the programme assess their capabilities, identify areas for development and create an action plan, which they can review with their supervisors.

Vitae can support this process through face to face training or webinars for researchers, their supervisors, and managers or administrators of the project.

To support the Career Development Plan component of European research funding (such as Innovative Training Networks), Vitae provides an integrated career planning programme based around the Vitae Researcher Development Framework Planner (RDF Planner) - an online tool for researchers to plan their professional development.

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Participants of the programme assess their to record their development throughout their doctorate, share progress with their supervisors, and create a plan to enhance and underpin their career development in their doctorate and beyond.

www.vitae.ac.uk/aboutrdfplanner