Warwick SkillsForge

Researchers - Searching for Events

You can view training events before signing in to SkillsForge:

- On the SkillsForge site in the upper Tab, [Click] on the View training catalogue button

/Or/

- Sign in to Warwick SkillsForge
- From Useful Shortcuts or the Professional Development drop down tab, [Select] Find and book courses

The Search function will appear:

You can search for your events in a number of ways as below:

You can search for events by [Clicking] on the Search button and this will bring up all events

You can search for Events by [Entering] your event title, code, or keywords into the Search box in the right hand navigation and [Clicking] on the Search button. Events will appear in the right hand navigation of the page:
The events listed will automatically be displayed by Best Match. If you wish to see the events by Date, click on the Date button. Events will appear with date view:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Jul 2017</td>
<td>RSSP13: Test (2) Taught Course</td>
</tr>
<tr>
<td>25 Apr 2019</td>
<td>SCSP1R: Time management and motivation (P1R) Workshop</td>
</tr>
</tbody>
</table>

To return to Best Match, [Click] on the Best Match button.

To note: where events are loaded you can [Click] on the button to see more events.

The Search Filters box in the left hand navigation allows you to choose a range of elements to refine your Search.

1. You can search By date by [Clicking] on the drop down arrow at the side of the By Date text in the Search Filters box.

You can search by Finished events, Ongoing/Future events (defaulted radio button) or by a date Range. Should you choose date range, [Click] into the first Range box and a drop down calendar will appear [Click] onto the first date required and it will populate the box. [Click] onto the second date box after to and [Click] onto the date required. To execute, [Click] on the Apply Filters button.

You can clear the date selection by [Clicking] the next to the Range boxes.

By [Clicking] on the arrow at the side of each Filter, you can remove the drop down shown. This will help with the screen view.
To note: Ensure when clearing date ranges that the radio button is returned to the default Ongoing/Future button

2. You can search By skill by [Clicking] on the drop down arrow at the side of the By Skill text in the Search Filters box

- By skill
  - Argument construction
  - Career development
  - Communication
  - Communication to non-experts
  - Critical thinking
  - Decision making
  - Digital identity
  - Digital literacy
  - Enterprise
  - Entrepreneurship

A list of skills will appear. You can choose skills by [Clicking] into the box at the start of each skill. NB. You can choose multiple skills

3. You can search By theme by [Clicking] on the drop down arrow at the side of the By theme text in the Search Filters box

- By theme
  - Broadening Academic Skills
  - Career Development
  - Developing your Academic Profile
  - Impact & Engagement
  - Personal Effectiveness
  - Research Ethics and Governance

The six themes will appear. You can choose themes by [Clicking] into the box at the start of each theme. NB. You can choose multiple themes

4. You can search By framework area by [Clicking] on the drop down arrow at the side of the By framework area text in the Search Filters box

- By framework area
  - Research Focussed
  - Transferable Skills
  - Networking & Conferencing

The three framework areas will appear. You can choose areas by [Clicking] into the box at the start of each area NB. You can choose multiple areas
5. You can search By training provider by [Clicking] on the drop down arrow at the side of the By training provider text in the Search Filters box

- By Central Training Provider
  - CADRE
  - Graduate School
  - Information Technology Services
  - LIBRARY/PG Comm Engagement
  - Learning and Development Centre
  - PG Cert. in Transferable Skills in Science
  - Research Student Skills Programme
  - Student Careers and Skills

- By Departmental Training Provider
  - Philosophy

A list of providers will appear. You can choose provider by [Clicking] into the box at the start of each provider. NB. You can choose multiple providers

Once preferences are set, to execute [Click] on the Apply filters button

Events with preferences selected will appear in the right hand navigation of the page

To note: Choosing multiple search preferences e.g. Skill, Theme and Training Provider will limit the events search to those three elements. You may wish to remove check boxes for a wider search function

Should you wish to remove your filters or start your search again, [Click] on the Clear filters button

Tick boxes will be unchecked and events will clear in the right hand navigation.

To note: you will need to remove any text directly entered into the Search field as well!

You can see event details by [Clicking] on the title link that appears after the search:

<table>
<thead>
<tr>
<th>Time management and motivation (P1R)</th>
<th>Places available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td></td>
</tr>
</tbody>
</table>

Test Event                            Event has finished

The event details page will appear:
Time management and motivation (P1R)

Summary

This event has been organised by Student Careers and Skills. For any enquiries please contact pgrresearchskills@warwick.ac.uk.

Doing a research degree can be a real challenge in terms of managing your time and staying motivated.

This highly participatory workshop will help you understand how you work best and share tips on how to manage your time and increase your motivation.

During the workshop you will consider and discuss:

- how to plan and organise your work to meet deadlines
- how you spend your time and prioritise your activities
- how you prefer to work and what steals your time
- what you can do to manage your time more effectively.

Additional information

Who is it for? All postgraduate research students registered one of the following degrees; PhD, MPhil, Masters by Research, EngD, EdD, professional doctorate.

Is any preparation required? No.

Is catering provided? No.

Who is the tutor? Gley Brown / Vicky Crawford

Available Dates

You have previously cancelled a booking.

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Apr 2019 09:00 - 11:00</td>
<td>02 May 2019 11:00 - 14:00</td>
</tr>
<tr>
<td>Workshop</td>
<td>Workshop</td>
</tr>
<tr>
<td>PLACES</td>
<td>PLACES</td>
</tr>
<tr>
<td>Venue: R0.024, Ramphal Building</td>
<td>Venue: R0.034, Ramphal Building</td>
</tr>
</tbody>
</table>

On this page you can book onto events or register on waiting lists, {See User Guides: Booking onto Events; Register on a waiting list}

➢ [Click] on the back button on your web browser page to go back to the Search page

Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to searching for events please contact the PGR Professional Development Officer in the Graduate School via:

PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)