

# Warwick SkillsForge

## Course Administrator - 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

[View training catalogue](#)

/Or/

- **Sign in to Warwick SkillsForge**
- From Useful Shortcuts or the Admin drop down tab, [Select] *Manage Existing Events*

The *Search* function will appear:

### Search Filters

- > By date
- > By skill
- > By theme
- > By framework area
- > By Central Training Provider
- > By Departmental Training Provider

[Clear filters](#)
[Apply filters](#)

Display by:
[Best Match](#)
[Date](#)

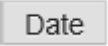
You can search for your events in a number of ways as below:

**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:

Display by:
[Best Match](#)
[Date](#)

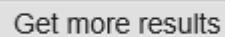
|                          |                  |
|--------------------------|------------------|
| <b><u>WMS TEST</u></b>   | Places available |
| Workshop                 |                  |
| <b><u>Test Event</u></b> | Unavailable      |
| Taught Course, Workshop  |                  |

The events listed will automatically be displayed by **Best Match**. If you wish to see the events by Date, click on the  button. Events will appear with date view:

|             |   |
|-------------|---|
| 24 Jul 2017 | <u><a href="#">RSSP13: Test (2)</a></u><br>Taught Course                        |
| 25 Apr 2019 | <u><a href="#">SCSP1R: Time management and motivation (P1R)</a></u><br>Workshop |

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

▼ By date

☐ Finished

☒ Ongoing/Future

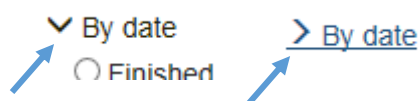
☐ Range:  to

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 Central Training Provider* or *By Departmental 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

Clear filters

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!

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

|                   |                        |
|-------------------|------------------------|
| <u>Test Event</u> | Waiting list available |
| Workshop          |                        |
| <u>Test Event</u> | Waiting list available |
| Workshop          |                        |

The event details page will appear:

SCSP1R

## Time management and motivation (P1R)

### Event Details

#### Event description:

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?** Kiley Brown / Vicky Crawford

#### Deep link:

[https://skillsforge.warwick.ac.uk/warwick/#/he/dev/eventDetails.em\\_providerCode=SCS.providerOrgAlias=warwick.number=P1R.](https://skillsforge.warwick.ac.uk/warwick/#/he/dev/eventDetails.em_providerCode=SCS.providerOrgAlias=warwick.number=P1R.)

#### Event categories:

(Ctrl+click to select multiple items)

- Theme: Broadening Academic Skills (TAS)
- Theme: Personal Effectiveness (TPE)

Maximum waiting list size: 1000

Waiting list offer time limit (hours): 48

Required cancellation notice (hours): 48

☒ Allow 'Mix & Match' bookings

#### Other options:

☐ Hide detailed venue information prior to booking

☐ Hide facilitator details prior to booking

[Edit details](#)

[Manage bookings](#)

[Batch bookings](#)

[Registers](#)

[Waiting list](#)

**18 Apr  
2017**  
SCSP1R/1

18 Apr 2017, 9:00 - 11:00

R0.03/4, Ramphal Buil...

Mr Course Facilitator,...

26 Apr 2017, 11:00 - 14:00

R0.03/4, Ramphal Buil...

Mr Course Facilitator

**25 Apr  
2017**  
SCSP1R/2

25 Apr 2017, 9:00 - 11:00

R0.03/4, Ramphal Buil...

Mr Course Facilitator,...

3 May 2017, 11:00 - 14:00

R0.03/4, Ramphal Buil...

Mr Course Facilitator

**To note: The Deep link is the link you can copy and use when you want to insert a link to this specific event into a web page / document etc.**

### 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 Doctoral College via:

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