

Warwick SkillsForge

Departmental Administrators - Searching for Events

You can view training events before signing in to SkillsForge:

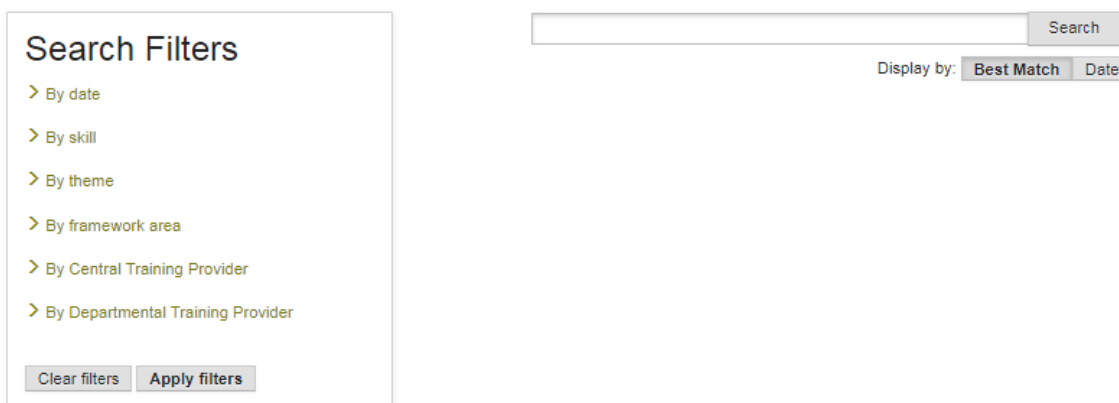
- On the SkillsForge site in the upper Tab, [Click] on the *View training catalogue* button

[View training catalogue](#)

/Or/

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

The Search function will appear:



The screenshot shows a search interface with a 'Search Filters' panel on the left and a search box on the right. The 'Search Filters' panel includes options to filter by date, skill, theme, framework area, Central Training Provider, and Departmental Training Provider. The search box on the right has a 'Search' button and a 'Display by:' dropdown menu with 'Best Match' and 'Date' options.

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](#)

time management 2 Workshop, Module	Unavailable
Moodle test Online Course	Bookings closed
Effective Researcher Taught Course, Workshop	Places available

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:

1 Sep 2017	<u>RSSP2: Effective Researcher</u> Taught Course, Workshop
6 Sep 2017	<u>CADRE1: time management 2</u> Workshop, Module

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

To note: where events are loaded you can [Click] on the **Get more results** 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

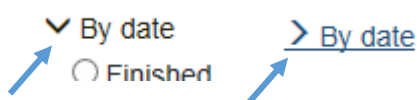
Range: to

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

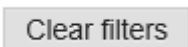
A list of providers will appear. You can choose provider by [Clicking] into the box at the start of each provider. *NB. You can choose multiple providers*

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:



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:

<u>Time management and motivation (P1R)</u>	Places available
Workshop	
<u>Test Event</u>	<u>Event has finished</u>

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 pgresearchskills@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? Kiley Brown / Vicky Crawford

Available Dates

Session 1		Session 2	
25 Apr 2019 09:00 - 11:00		03 May 2019 11:00 - 14:00	
Workshop	PLACES	Workshop	PLACES
Venue: R0.03/4, Ramphal Building,...		Venue: R0.03/4, Ramphal Building,...	

On this page you see event summaries and sessions available for researchers to book

- [Click] on the back button on your web browser page to go back to the Search page
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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)**