



**UNIVERSITY
OF WARWICK**

Postgraduate Certificate in Transferable Skills

DC902: Doctoral Skills 2

Programme Director

Dr Daniel Franklin

Transferable.skills@warwick.ac.uk

Doctoral Skills 2: List of Tasks

This is an overview of the list of tasks to be completed during your PhD year.

Title of assessments
DS2.1 Progress report, literature review, Y2 research plan, project budget & risk analysis
DS2.2 Time Management
DS2.3 Critical Review
DS2.4 Networking
DS2.5 Oral Presentation
DS2.6 Applications of research / Intellectual property
DS2.7 Teaching/supervision
DS2.8 Career Development
DS2.9 Problem Solving
DS2.10 Communication to Non-Specialists

The Director of Graduate Studies, their representative or equivalent, will check the assessments for completeness before signing off each task online in SkillsForge.

Learning outcomes

By the end of the module, students should be able to:

- 1. Evaluate and revise research plans in response to feedback, progress monitoring, and risk/resource management.**
- 2. Communicate research effectively to specialist and non-specialist audiences using appropriate formats.**
- 3. Evaluate career pathways and formulate a personal development strategy, including intellectual property and research application.**
- 4. Demonstrate effective collaboration and networking.**
- 5. Reflect on teaching or outreach experiences and assess their professional value.**
- 6. Reflect on a problem encountered that required a change in approach, evaluating the outcome and their development.**

Doctoral Skills 2 Introduction

This module results in a portfolio of work that will facilitate and evidence your transferable skills development during your time as a research student.

The portfolio makes use of the things you will do as a research student to develop transferable skills. It will require you to think about, then reflect on what you do. The tasks will originally be done for another primary purpose, and the portfolio building for this module allows to extract more from them and actively develop transferable skills.

Many of the tasks in this module directly follow on from those in Doctoral Skills 1. In these instances, the task instructions ask you to do/evidence something that goes beyond what you did in Doctoral Skills 1 to meet Learning outcomes that reflect your increased development of transferable skills.

For each task, you should seek feedback from your academic supervisor, or another relevant academic, such as a member of your PhD Advisory Panel. Brief guidance for supervisors can be found here: <https://warwick.ac.uk/services/dc/transferable-skills/pgctss/staffresources/>

Your Director of Graduate Studies, or the PGCTS Director, or either's nominated representative will then review your submission in SkillsForge and if finished successfully will mark as complete.

This module is a core module for the Postgraduate Certificate in Transferable Skills, and optional for the Postgraduate Award, as such the tasks will be assessed and made available to the Exam Board. All tasks in the module must be passed to pass the module, marking is on a pass/fail only. Where tasks are not passed, you will be provided with feedback and the opportunity to revise them.

When you have completed a task, your work and your supervisor's comments need to be uploaded to your on-line portfolio in SkillsForge and marked 'ready for final review'.

You are expected to keep your on-line portfolio up to date. **The online portfolio, in SkillsForge, will be your official record of your progress on the module.**

If you have queries about any of the module, contact the PGCTS team at transferable.skills@warwick.ac.uk.

Task details

Once each task is complete, upload your completed work *and* your assessor's comments into SkillsForge.

DS2.1 Progress report, literature review, Y2 research plan, project budget & risk analysis

Progress report, literature review, Y2 research plan, updated (from Y1) budget, updated project risk analysis and contingency planning (focusing on risks to research progress such as access to data, supervisor availability, skill gaps, time constraints - This is not a health and safety risk assessment).

DS2.2 Time Management

Developing time management strategies – Write a reflective summary (300–500 words) evaluating how you have managed your time during your PhD so far. Identify specific strategies or tools you have used (e.g., prioritisation, scheduling, digital planners), and you must reflect on what has worked well and what has not. Discuss any adjustments you have made or plan to make to improve your efficiency. Include a timeline or milestone chart (e.g., Gantt chart) showing your planned research activities for the next 6–12 months.

The purpose is to encourage critical reflection on time management practices and support the development of more effective, personalised strategies for managing research progress.

DS2.3 Critical Review

Critically review Recent Advances – At least 3 publications in your field within the last 2 years. Reflect on how these informed or inspired your thinking, and the relevance to your own research.

DS2.4 Networking

Write a short summary of your interactions with others from outside the institution about your work, or work in the wider field, include the outcomes. Use excerpts from the communications where appropriate.

DS2.5 Oral presentation

Prepare and deliver a presentation to an audience other than your research group that introduces your research. After presenting, submit a document stating where the presentation was given and who the audience were. Include a written reflection (approx. 400 words) comparing your presentation to your previous experience, highlighting what had improved. Also include what you found challenging, areas to improve and HOW you plan to improve them. Upload your reflection and your slides. This could be an oral presentation of a poster, if so, upload the poster. If you do not present to an audience, record your presentation, upload the recording and your reflection.

DS2.6 Applications of research / Intellectual Property (IP)

In approximately 400 words, identify how your research might support future use, influence, or engagement outside your academic field. Describe who might ultimately benefit and what steps, such as communication, collaboration, or methodological design could help your work move in that direction. Include a short consideration of intellectual property.

DS2.7 Teaching/supervision

In approximately 500 words, reflect on an initial experience of teaching, supervising, or delivering educational outreach (e.g., a guest lecture, lab/workshop demonstration, school visit, or

mentoring activity). Describe the context, your objectives, and the steps you took to support learning. Comment on what went well, what challenges you encountered, and how the experience contributed to your professional development.

DS2.8 Career development

Complete a self-audit of your current skills and development needs using a framework or tool of your choice (e.g., a skills checklist, institutional guidance, or the Vitae Researcher Development Framework). In approximately 500 words, reflect on potential career pathways, both within and beyond academia and evaluate how your current skills and experience align with them. Based on your self-assessment, identify key areas for development and outline a personal strategy for strengthening your career prospects.

DS2.9 Problem solving

In approximately 500 words, reflect on a problem that required you to adjust your approach during research or collaboration. Explain how you analysed the situation, adapted your strategy, and what insights this gave you into your working practices.

DS2.10 Communication to non-specialists

Produce a piece of communication aimed at a different non-specialist audience from the one targeted in DS1. This may again take any suitable format, written, oral, or visual, and must be accompanied by a short commentary (approx. 400–500 words) explaining the intended audience, purpose, and setting. You must explicitly reflect on how this task builds upon your previous experience in DS1, highlighting how you have developed your communication strategy, adapted your approach, or responded to prior feedback. Your reflection should consider how well the communication meets the needs of the audience, what you learned from creating it, and how your skills in translating research for non-specialists have evolved.