

Message from the Director

Dear colleagues

Welcome to the February newsletter for Research Active Staff. I am pleased to introduce a couple of new features.

Firstly, we have a new monthly section looking at the theme of career development and how you can support and prepare yourself for future interviews and moves.

The Organisational Development team will also be leading a new series of short, face-to-face careers workshops across the spring and summer terms. Full details of the Careers 5 Series are provided on page 2.

Secondly, as it's the start of a new year and many of you will be thinking about how to achieve a better work life balance, be more productive and find the time to get that paper or grant proposal written, we will be introducing a series of time management infographics with some simple reminders on how to better manage our time.

I hope you all have a good month and I would be interested in hearing your views on the new additions to the newsletter.

Any queries please email: researcherqueries@warwick.ac.uk

Best wishes

Trudie Donnelly
Organisational Development Director



Pulse Staff Survey

Don't forget there's still time to take part in the Pulse Staff Survey. All salaried staff are encouraged to use this opportunity to share views, thoughts and feedback on your experience of working at Warwick and how we can make this better. The survey is totally anonymous and it takes just 10 minutes to complete.

Please note that the deadline has been extended to **Sunday 9th February 2020**.

Any questions?

Web: <https://warwick.ac.uk/insite/pulse/>

Email: pulse@warwick.ac.uk

This month:

Events

- ⇒ **Research Careers 5 Series**
- ⇒ **Academic Writing**
- ⇒ **Research Staff Forum Meeting**
- ⇒ **Introduction to Unconscious Bias**
- ⇒ **Researcher Development Sessions**
- ⇒ **Public Engagement**
- ⇒ **Network Events**

Resources

- ⇒ **Looking Back**
- ⇒ **Research Careers**
- ⇒ **Work SMARTER Not harder**

RAS SUPPORT OVERVIEW FOR 2019/2020

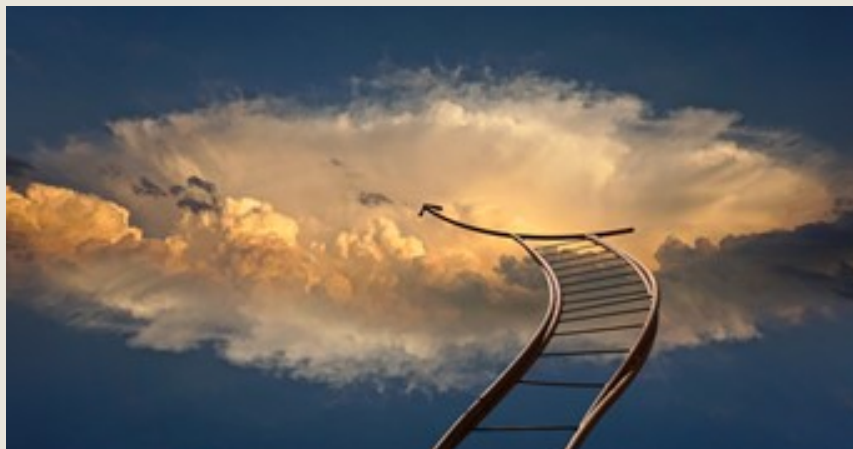
Organisational Development (OD) provides learning and development support and opportunities for Research Active Staff (RAS) - staff on Research-focussed, Teaching-focussed, and Research & Teaching contracts, under these main thematic areas:

- ⇒ **Leadership Development**
- ⇒ **Career Development**
- ⇒ **Skills Development**
- ⇒ **Research Impact & Public Engagement**
- ⇒ **Enterprise & Entrepreneurship**
- ⇒ **Equality, Diversity & Inclusion**

Please send any of your Learning & Development needs for 2019/20 through to the following inbox:
researcherqueries@warwick.ac.uk

FOCUS ON: CAREER DEVELOPMENT

New this year! Research Careers 5 Series



All of these workshops are being delivered by one of our external facilitators, Naomi Irwin.

1) How to Manage your Career

This workshop will be taking place on **Wednesday 4 March 2020**, between **10:00 - 12:00** (refreshments available from 9.45), in **Wolfson 3, The Research Exchange, Floor 3, The Library**.

This session will highlight successful career management strategies.

For further information and/or to book a place, please click [here](#).

2) Understanding your Employability

This workshop will be taking place on **Wednesday 25 March 2020**, between **10:00 - 12:00** (refreshments available from 09.45), in **Wolfson 3, The Research Exchange, Floor 3, The Library**.

It will introduce contemporary debates on employability and highlight resources for researchers to develop their employability in academic and non-academic roles.

For further information and/or to book a place, please click [here](#).

3) Finding a Career that fits You

This workshop will be taking place on **Tuesday 30 April 2020**, between **10:00 - 12:00** (refreshments available from 9.45), in **Wolfson 1, The Research Exchange, Floor 3, The Library**.

This will enhance appreciation of participants' transferable skills and motivation in their chosen profession.

For further information and/or to book a place, please click [here](#).

4) Making an Impact in CVs and Applications

This workshop will be taking place on **Tuesday 12 May 2020**, between **10:00 - 12:00** (refreshments available from 9.45), in **Wolfson 3, The Research Exchange, Floor 3, The Library**.

It will highlight the ways in which candidates can make a positive impact in writing.

For further information and/or to book a place, please click [here](#).

5) Making an Impact in Interviews

This workshop will be taking place on **Wednesday 3 June 2020**, between **10:00 - 12:00** (refreshments available from 9.45), in **Wolfson 2, The Research Exchange, Floor 3, The Library**.

This session will highlight the ways in which you can make a positive impact in face to face situations.

For further information and/or to book a place, please click [here](#).

FOCUS ON: RAS / OD EVENTS

Looking Back

Being a Prolific Writer

At the start of the spring term, Davina Whitnall delivered an academic writing workshop called 'Being a Prolific Writer'.

The Prolific Writer session focuses on developing strategies to increase writing productivity, quality and time efficiency. Here's a taster of the Prolific Writer session in 3 key points:

1. Take time to identify your unique story, this involves being clear on the purpose of your writing and the key messages you wish to communicate.
2. Set objectives for your writing and consider breaking this into writing activity sprints. Think POWER—Planning your writing (when and how to write), Organising (how will you organise your story), the act of Writing itself, then, Editing and Reviewing your work.
3. We often get distracted when writing or become obsessed by crafting the perfect paragraph. Consider 'free writing' to help overcome this, where you write and only write. Finally making time to write is important so prioritise this – set a date in the diary and keep to it!

And the key take-aways from recent delegates:

"I will think about writing in a different way and set blocks of dedicated writing time."

"I feel motivated to use these new techniques."

For further information on this workshop and/or to register your interest in future sessions please click [here](#).

There is a [Resource Bank Page](#), which includes the slides and some infographics from previous workshops, along with a variety of other useful resources.

RAS—Academic Writing

Retreat 'Bootcamp'

The next 'Bootcamps' are taking place on **Thursday 5 March 2020 AND Friday 6 March 2020** (spring), along with the separate summer dates of **Thursday 2 July 2020 AND Friday 3 July 2020**.

Both 2-day events will take place between **09:00 - 17:00** (refreshments will be available from 08.30, lunch will be provided), over in **AC02/03, Argent Court**. Please note that attendance is required on both days.

For further information and/or to book a place please click [here](#).

Star Maker: The Difference Between 2* and 3* Journal Articles

'Star Maker' outlines the difference between 2* and 3* journals and encourages participants to identify this in examples of work within their disciplines.

This workshop will be running on **Friday 13 March 2020**, between **10:00-15:00**, in **Argent Court, AC.03**.

For further information and/or to book a place please click [here](#).

Unlock your Creativity - Creativity and Ideas Generation for Writing

The focus of this session is to enhance and develop your creative thinking to support your writing practice. When we think and feel creatively, our words flow better, we construct and frame our research better and improve the quality of our writing overall.

This workshop is taking place on **Tuesday 19 May 2020**, between **10:00-15:00**, in **Argent Court, AC.02**.

For further information and/or to book a place please click [here](#).

RAS—Research Community

Research Staff Forum Meeting

A University Forum for Research Active Staff (RSF) has been established to serve a general networking function and to provide a focus for gathering Research Active Staff (RAS) on Research-focussed, Teaching-focussed and Research and Teaching contracts views on issues such as induction, learning and development opportunities and share good practice and ideas.

The spring term Research Staff Forum Meeting is taking place on **Tuesday 4 February 2020**, between **12:00 - 14:00**, in **Wolfson 2, The Research Exchange, Floor 3, The Library**.

For further information and to view the notes from previous RSF Meetings please click [here](#).

To request a place at one of our upcoming RSF Meetings please email researcherqueries@warwick.ac.uk.

OD—Open Programme Events

Introduction to Unconscious Bias

This workshop is an introduction to the concept of Unconscious Bias and will look at how Unconscious Bias impacts on behaviour and decision-making. The next workshop is taking place on **Wednesday 12 February 2020** between **13:00 - 15:00** over in **Argent Court, AC.01**.

For further information and/or to book a place please click [here](#).

FOCUS ON: COLLABORATIVE EVENTS / SUPPORT

Researcher Development Sessions

Communicate Your Research:

Planning your Publication Strategy
Tuesday 4 February 2020

Understanding Open Access
Wednesday 12 February 2020

Choosing Where to Publish (STEM)
Thursday 20 February 2020

Choosing Where to Publish (Arts and Social Sciences)
Thursday 27 February 2020

Presenting and Publishing Conference Papers
Tuesday 3 March 2020

Publishing Scholarly Books
Thursday 2 April 2020

Evaluating the Impact of your Research
Tuesday 28 April 2020

Research Data Management:

Research Data Management Tools
Thursday 6 February 2020

Public Engagement Workshops



Writing Effective Public Engagement Funding/Grant Applications
Friday 28 February 2020

Involving and Engaging Patients and Public in Health Research - PPIE
Tuesday 10 March 2020 (Part 1 of 2)

Reporting and Evidencing PPIE in Health Research - Using GRIPP2 as a tool
Tuesday 17 March 2020 (Part 2 of 2)

Beginners Guide to Public Engagement
Friday 27 March 2020

Presenting Your Research to the Public - Skills Workshop
Friday 24 April 2020

Identifying, Understanding and Engaging the Public
Tuesday 28 April 2020

Network Events

Latin America at Warwick Network

On **Tuesday 25 February 2020** between **16:00 – 17:30** in **Ramphal, Ro.12**, Arturo Santa-Cruz of the University of Guadalajara, will be presenting his new book, *US Hegemony and the Americas: Power and Economic Statecraft in International Relations*.

If you have any questions and/or would like to book a place, please email latinamericanetwork@warwick.ac.uk.

Interdisciplinary Peace and Conflict Research Network (IPCRN)

The Interdisciplinary Peace and Conflict Research Network (IPCRN), is organising its inaugural Interdisciplinary Symposium on Peace and Conflict (broadly defined) at Warwick University on **Monday 11 and Tuesday 12 May 2020** for early-career scholars.

We have space for a few more presentations and would like local researchers to be involved. We would welcome single paper abstracts or panel submissions from early-career scholars. A panel submission should consist of at least two papers. If necessary, we will attempt to find a third that fits.

The deadline for submissions is **Saturday 15 February 2020**. All submissions and queries are to be sent to Phillip.Nelson@warwick.ac.uk.

FOCUS ON: YOU!

Thoughts for the Month: Research Careers

How long have you spent on TripAdvisor this year?

How long will you spend on Glassdoor?

Which one is more important?

You may have heard the anecdote that people spend more time planning a holiday than a career. Who knows? Are you counting? Either way, if you're not giving your career the attention it deserves, how can you truly be in the driver's seat when it comes to planning it?

The career paths of research-active staff can be fraught with instability, and the prospect of reviewing your options might feel too overwhelming at times. Especially if you haven't thought things through for a while, your peers are in the same boat, or you're nearing the end of a contract.

And yet you're invested in your career. You want to make good use of your expertise and your professional standing. You want to be valued for the skills you bring and the insights you can offer. You might even be worried that you're risking your integrity and commitment to your values by looking at other options.

But if you get the timing and thinking right, you shouldn't have to risk compromising on the wrong things.

Success in the job market isn't down to your knowledge of organisations and roles, it's down to how well you know yourself. So if you take considered and consistent action with the right support, you'll feel better about your options, and be in a better position to take the right steps towards identifying and developing a rewarding career.

The new Careers 5 series is a flexible set of short modules and 1-1 sessions, designed to help research-active staff to think strategically about careers.

If you're the kind of person who enjoys sharing and benefitting from the wisdom of the wider group, book a place on the **Careers 5 workshops** that interest you:

- 1) **How to Manage your Career**
- 2) **Understanding your Employability**
- 3) **Finding a Career that Fits you**
- 4) **Making an Impact in CVs and Applications**
- 5) **Making an impact in interviews**

If you're worried and this is the first time in a long time you've really confronted what's going on in your career, and would like to talk privately, **book a 30-minute coaching session** to gain some clarity.

Work SMARTER Not harder

The perfectionist

We may spend time perfecting doing something, when actually it's not needed. OK is good enough. Perfectionist tendencies may limit our productivity but also may waste time that could be spent elsewhere. Ask questions to discover the level of effort required to ensure you plan in the best use of your time.

Now, next or never?

There are some things better done immediately, don't put it down, do it. A good example is emails, you may read it but not respond straight away, or you may be involved in a task but get distracted by another task. Committing to completing tasks before moving on to another is a good way to work more effectively, especially if you are presented with a series of small tasks.

Be SMART

Ensuring all of your tasks and activities are SMART: Specific, Measurable, Achievable, Realistic, and Time-bound will help you to assess your efficiency and the value of how you are spending your time?

Outsource

Often the default position is to try to do everything ourselves when we could delegate and ask others to be involved. Ask yourself, if you really must do it yourself? If the answer is 'no' then think about who could do it for you? Perhaps a colleague has offered to help or you can call in a favour, either way don't be afraid to explore all the resources available to you.

Rota your routine

Schedule routine tasks such as checking and responding to emails and phone calls. You may decide to do this twice a day - one in the morning and once in the afternoon. Set a limit on the amount of time you are going to spend on routine tasks such as half an hour or an hour.

Planning is everything

Plan when you are going to do tasks. Certain activities may be dependent on other events happening so cannot be done straight away. Consider if some tasks can be delayed as they are not required immediately? Plan in time to regularly review your workload, some items may no longer be needed or you may have to make time to carefully plan a task to ensure completion. Planning your work also allows you to evaluate what is urgent or important and prioritise accordingly.

Ask WHY?

Consider how you spend your time and if this is the best use of it? For example often we accept and agree to go to meetings without knowing why we are going, what they are for or really prepare for them. Perhaps a face-to-face meeting isn't needed, a phone call would suffice.