



Transferable Skills Training Programme 2010/11

Handbook for Postgraduate Researchers

University of
Kent

Transferable Skills Training at Kent

Overview

Transferable skills training is designed to equip research students and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers, and ensure that they are not only highly qualified but employable in a variety of careers by the end of their research project.

At Kent, the Transferable Skills Training Programme has been developed not only because we believe that skills training is an essential element of any PhD and an important aspect of career progression for researchers but in response to national policy. Following Sir Gareth Roberts' review of higher education, the UK research councils (RCUK) issued a joint skills statement to all universities, identifying seven areas in which UK postgraduate and postdoctoral researchers should develop further skills while pursuing their research.

Subject-specific training in areas A-B (Research Skills and Techniques and Research Environment) of the RCUK Joint Skills Statement will be provided by your School or Faculty. The Graduate School's Transferable Skills Training Programme covers areas C-G as follows:

- C Research Management
- D Personal Effectiveness
- E Communication
- F Networking and Teamworking
- G Career Management

A full copy of the Joint Skills Statement can be found on page 12 of this booklet. Our provision is reviewed regularly to ensure that all aspects of the Joint Skills Statement are covered by the programme and to ensure that we continue to respond to the needs of our researchers and other stakeholders.

Who is it for?

The Transferable Skills Training Programme is open to all postgraduate research students whether full-time or part-time (including Masters, MPhil or PhD) and for postdoctoral researchers.

Why do it?

Although a PhD is an academic qualification in its own right, having a doctorate alone will not prepare you for your chosen career, whether in academia or beyond. At Kent, we are committed to ensuring that we produce doctoral students and researchers who are experienced, highly skilled and employable. It is therefore important that while you are progressing your research, you also develop the skills that you will need to acquire in order to succeed in your chosen career.

Workshops

www.kent.ac.uk/graduateschool/skills

E. Communication Skills

Basic negotiation

Who is it for?

All MPhil/PhD students

Who is facilitating?

Samuel Passow

JSS Category:

Communication Skills

This one-day interpersonal skills workshop combines concepts from economics, psychology, law, conflict analysis, alternative dispute resolution, decision sciences and many other fields. Based on the method developed at Harvard University, this workshop will empower you through five simulation-based role-playing exercises to gain the confidence to be an effective negotiator.

This workshop aims to:

- Learn how to create added value to strengthen your negotiation position rather than just accept what is on offer.
- Learn how to recognise and understand your own personality traits and tactics as a negotiator and those of your opponent.
- Learn how to manage the inherent tensions of a negotiation.
- Learn how to map out the negotiation process.

When

Monday 25 October (full day)
Wednesday 3 November (full day)
Monday 17 January (full day)
Wednesday 26 January (full day)

Previous participants have said:

"It made me feel that what I thought were weaknesses in the way that I deal with things, are in many respects strengths."

"It will be useful for my future both personally and professionally...I learned some very useful lessons."

Advanced negotiation

Who is it for?

All students who have been on the Basic Negotiation workshop

Who is facilitating?

Samuel Passow

JSS Category:

Communication Skills

Using the teaching method developed at Harvard University, this workshop will empower you through an intense three hour multi-party; multi-cultural and multi-issue simulation based on the creation of EuroDisney in France to gain the confidence to be an effective international negotiator.

This workshop aims to:

- Learn how to draft your negotiation strategy before you get to the bargaining table.

- Learn how to create coalitions to strengthen your negotiation position.
- Learn the importance of personal values in the context of a negotiation.
- Learn how to prioritise your needs and claims in a negotiation.

When

Wednesday 17 November (full day)
Monday 31 January (full day)
Monday 7 February (full day)
Friday 11 February (full day)

Previous participants have said:

"I learned how to find agreements in multicultural groups."

"I learned to stand my ground with a position logically, but with sensitivity and respect for diversity."

Getting published in the humanities and social sciences

Who is it for?

Final year Humanities and Social Science PhD students (or those ready to focus on the transition between a thesis and a publication)

Who is facilitating?

Josie Dixon

JSS Category:

Communication Skills

The workshop is held in conjunction with an initial lecture (with questions and discussion afterwards) on the current state of