



Transferable Skills Online Workshop

Coordinated by UPVM3

30 November 2019

This online workshop has been designed to answer the ESRs' needs as they expressed them in a questionnaire they filled in during the Induction Month in Prague.

The credits will be granted pending on the lecturers' appreciation of the ESRs' activity in the workshop and the practical exercises they will be asked to make.

The workshop starts on 30 November 2019, once the programme has been circulated among ESRs. From that date they are asked to prepare the webinars by formulating the difficulties they have encountered so far or that they imagine they will encounter in the future as far as transferable skills are concerned. They will receive further guidance on the preparation of the sessions by mid-December.

The online sessions will take place from **6 to 9 of January 2020**.

The workshop consists of four webinar sessions, on Zoom or Adobe connect (technical information on the use of the software will be provided in due time by the lecturers).

It will be complemented by two extra resources: a handout on conference organization that will be uploaded after the workshop (sequel 1) and a special online talk on publishing a book (sequel 2).

Monday 6 January 2020, 2pm-5pm

Webinar 1: Writing skills: a starter kit *(Martha Boeglin)*

During your PhD, you will need to write a lot: reports, papers, applications for various projects – and, of course, your thesis. This webinar session aims to provide you with writing resources to write texts of high quality, to overcome writer's block. It also shows you strategies to organize your working day, to curb procrastination and to install a regular writing practice in your daily routine.

What makes scientific writing so challenging?

- Trying to write it right the first time: sources of writer's block
- Tricks to overcome writer's block
- The thinking process: internal language vs external language

- Mixing the writing steps: first the content, then the style
- Tips to write quickly your first draft

Writing techniques for starting

- An essential tool for doctoral students: the PhD diary
- A morning routine to start your writing day actively
- A technique to curb procrastination
- How to focus on essentials

Elements of style for scientific texts

- Constructing effective paragraphs
- Strategies for efficient sentences
- Conciseness: methods of eliminating wordiness
- Phraseological tools for the main sections of a research paper

The lecturer will contact the ESRs with more details about the webinar before the workshop.

Tuesday 7 January 2020, 2pm-5pm

Webinar 2: Publishing a paper or a book chapter (Martha Boeglin)

Publications measure how good your research is. They are a great opportunity to share your knowledge and show your expertise. In order to get published you need to know how to proceed, what to tell, where to publish.

This webinar will show you how to prepare your publication project methodically – and to get your research published.

- Fix problems before they appear: 4 main reasons why submitted papers are refused.
- The first step: reflect on 12 basic questions to prepare your project.
- Summarize your project to ensure its coherence.
- Draw a scheme to structure your ideas.
- Actions to undertake if you write with co-authors.
- Techniques to avoid plagiarism.
- The title: the first contact with your reader.
- The abstract: concise and raising the readers' curiosity.
- Criteria to choose a target journal.
- Revisions.

The lecturer will contact the ESRs with more detail about the webinar before the workshop.

Wednesday 8 January 2020, 2pm-5pm

Webinar 3: Conference presentation (Martha Boeglin)

Having to present at a conference is probably one of the most scary tasks for a PhD student. Many people believe preparing a conference presentation means preparing slides. But

slides, even good ones, do not guarantee a good talk. The first step is to prepare the content. This webinar will show you a strategy to prepare efficiently a good presentation.

- Start your preparation with your goal.
- Structure your speech.
- Convey clear messages.
- Start your presentation creating suspense.
- Conclude your presentation showing the relevance of what you've said.
- Connect with your audience – personal experience, stories, examples.
- Turn your project into a gripping story.
- Prepare your slides.
- Practice your talk.
- Remember: less is more.

Thursday 9 January 2020, 2pm-5pm

Webinar 4: Applying for research grants: Why and who? What and how? (Florent Goiffon, Université Paul-Valéry Montpellier 3)

Writing a grant application (or developing a proposal) has become a key skill for anyone who intends to go for an academic career. Your ability to get or generate funding might even be a necessity to join certain research organisations. As young researchers, it is thus important that you become familiar with this process early in your careers.

Research funding covers a broad range of opportunities, project types, process and stakeholders. It also uses a specific terminology and specific tools. You have obviously already heard about: deadline, work packages, milestones, deliverables, GANTT and PERT charts, dissemination activities, reporting...

Grant writing is a difficult and time-consuming task. And you will need several attempts before reaching a good quality proposal. This webinar is intended to give you an overview of how research funding works in Europe. It will also provide you with advice, practical tools and methodology on how to write a successful application.

- How is research funded in Europe: *the principles of a project-led research funding system, examples of funding programmes, where and how to get information...*
- What are the different types of research project, what does it imply: *individual fellowships, collaborative projects, fundamental vs applied research...*
- Writing a winning application: *proposal components, building a budget, organising the writing... DOs/DON'Ts*
- And afterwards: *Grant negotiation, project management, reporting...*

ABOUT THE LECTURERS:

Martha Boeglin, PhD, is a trainer and coach for doctoral students. She has run reading and writing workshops in several universities in Germany (Frankfurt/Main, Leipzig, Bonn), France (Montpellier, Lyon, Paris-Saclay), Spain (Barcelona, Sevilla), Serbia (Novi Sad), Costa Rica

(UCR) for 17 years. She is the author of several books, among which *Wissenschaftlich arbeiten Schritt für Schritt. Gelassen und effektiv studieren*, *Guide des méthodes de travail de l'Étudiant*, *Akademsko pisanje korak po korak*, *Leer y redactar en la universidad*. She runs a blog for doctoral students in English, French and German: www.scriptoria.org.

Florent Goiffon is a research & innovation project adviser at the University Paul-Valéry Montpellier 3, a university specializing in social sciences and the humanities. He has a ten-year experience in supporting academics in grant application in the fields of education, research and innovation. After two years at the CNRS, the largest research organization in Europe, he was recruited in 2011 at the University Paul-Valéry Montpellier 3 to strengthen the university's participation in the main national and European funding programmes (local authorities funds, French research agency - ANR, FP7 and Horizon 2020, Erasmus+...). His daily job consists in informing academics on funding opportunities, advising them in their choices and in the project's positioning, building the partnership, supporting the application process, negotiating the contracts and launching the project. Over the last 8 years, he has contributed to the success of about 60 projects, accounting to more than 16 million euros of external funding. In 2014, he was also appointed National contact point for the social sciences and humanities in Horizon 2020.

Two extra resources will complement the workshop in February

Handout on Conference Organization (sequel 1)

(Florence March, Université Paul-Valéry Montpellier 3)

This will be a synthesis of all the aspects you should have in mind when you organize a conference, in scientific, logistical and practical terms.

The handout will be uploaded to the Share-point with all workshop materials after the workshop. The ESRs will have an opportunity to discuss it online with the author.

Florence March, Professor, specializes in sixteenth- and seventeenth-century British drama at University Paul-Valéry Montpellier 3. She is a member of the Institute for Research on the Renaissance, the Classical Age and the Enlightenment (IRCL). She has published extensively on the structuring function of Shakespeare in the history and development of popular theatre in France, particularly in South-France festivals like the Avignon Festival and the Printemps des comédiens in Montpellier. She has organized numerous seminars, conferences and congresses.

Online talk on publishing a book (sequel 2): 6 February 2020, 2pm-3pm

(Emily Hockley, Cambridge University Press)

This session will give a sense of the landscape of academic publishing, and how book commissioning and reviewing works. It will give guidance on what makes for a good book proposal and what to think about when turning a thesis into a book.

Having studied at Cambridge, **Emily Hockley** began her publishing career at Bloomsbury, where she was part of the Arden Shakespeare and Methuen Drama editorial team. She is

now the Commissioning Editor for Literature, Theatre and Performance Studies at Cambridge University Press.