

From Learning to Earning - a transition programme for Researchers

Introduction

The aim of the present training seminar is to help PhDs nearing the end of their research grants/contracts with the transition into roles beyond the education sphere. This is particularly challenging in the current economic climate where opportunities are few and far between.

Background

A PhD is a positive start point. Young researchers have high levels of

- Self-discipline & time management
- Project planning & management
- Determination & ability to overcome setbacks
- Written and spoken presentation skills
- Communication technology skills

So even if they are not going to continue in their area of research they have a lot to offer. But the world of conventional employment is very different and opportunities are scarcer than they have been for a long time.

Course objectives

For the young researchers leaving academic research there are a number of key challenges of which the most immediate is getting the job, whatever it may be. During the course of the two-day programme a number of issues are going to be worked upon which should help meeting that challenge. These include:

- Personal skills review
- Identifying and creating opportunities
- CV development
- Application letters
- Interview skills
- Dealing with rejection

Course duration

The course will last 2 days and is scheduled to run from 09.00-16:30 with one hour for lunch.

Delivery style

This course will be delivered in English by David White (see Mr. White's bio in attachment). The approach will be a mix of inputs and practical exercises. Roleplay activities will help bring the challenges to life. Also an interview training session with professional recruiters from **fast training** is foreseen.

All **fast training** courses are accredited by Royal Holloway, University of London, one of the foremost business schools in the UK. This means that all trainers, materials and methods are approved, checked and monitored, to ensure the highest quality standards in all aspects of the training.

Course structure

<p>Pre course</p>	<p>Participants are asked to prepare a detailed development assignment, including</p> <ul style="list-style-type: none"> • Personal SWOT analysis • Researching a job opportunity (advertised or speculative) and a decision maker to whom an application would be addressed • Devising an application letter and suitable curriculum vitae
<p>Day 1</p>	<ul style="list-style-type: none"> • Introductions and personal goal-setting <p>Personal skills review</p> <ul style="list-style-type: none"> • Understanding the wider work environment: PEST analysis • Personal skills review tools: SWOT analysis and consideration of pre-course work • Reviewing the skills learned as a PhD/PostDoc • Personal exercises further developing the student SWOTs <p>Break</p> <p>Identifying opportunities</p> <ul style="list-style-type: none"> • Opportunity identification: skills application • Self-employment • Working overseas • Academic vs. non-academic work <p>Lunch</p> <p>Self marketing</p> <ul style="list-style-type: none"> • Networking • Web resources • CV development: structure, layout, achievements and responsibilities, education, work experience, the well-rounded profile <p>Break</p> <ul style="list-style-type: none"> • CV group exercise: small group and individual review of pre-course CV documents • Close and review of Day 1
<p>Day 2</p>	<ul style="list-style-type: none"> • Review of Day 1 and Preview of Day 2 <p>Making applications</p> <ul style="list-style-type: none"> • Application letters and emails: objectives, layout, AIDA structure, language, tone • Review of pre-course work <p>Break</p> <ul style="list-style-type: none"> • Letter writing practice exercise • Further reviews <p>Lunch</p> <p>Interview skills</p> <ul style="list-style-type: none"> • Tests and activities in the interview process • Styles of interview • Handling (and asking) questions • Providing skills evidence <p>Break</p> <ul style="list-style-type: none"> • Interview skills practice: roleplays in small groups with fast recruitment specialists • Dealing with rejection • Following up • Learning from mistakes <p>Next steps</p> <ul style="list-style-type: none"> • Conclusions • Personal action-planning