# Career Development Events and Resources

## October – December 2020 Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Aimed at</th>
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<tbody>
<tr>
<td>Career Design and Development: A three part course for Research Staff and DPhils</td>
<td>Research &amp; Academic staff</td>
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<tr>
<td>Research Administration Training</td>
<td>Support &amp; Professional Managerial staff</td>
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### Career Design and Development: A three part course for Research Staff and DPhils

This 3-part workshop series is designed to enable creative thinking and equip you with insights and tools for developing – with confidence – your career.

**Dates:**
- Workshop 1: Tuesday 6th Oct, 1.30 pm - 3.30 pm (Zoom)
- Workshop 2: Tuesday 3rd Nov, 1.30 pm - 3.30 pm (Zoom)
- Workshop 3: Tuesday 1st Dec, 1.30 pm - 3.30 pm (Zoom)

**Organiser:** Careers Service  
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)  
Please reserve a place through following the CareerConnect link on the above webpage.

### Research Administration Training

This is made up of 5 sessions:
- Introduction to research management and administration at Oxford (6th and 8th Oct)
- Supporting research grant applications (13th Oct)
- Research contracts (27th Oct)
- Financial management of research awards (15th Oct)
- Research awards and associated personnel administration (20th Oct and 22nd Oct)

For more information and booking, please see [https://researchsupport.admin.ox.ac.uk/support/training/resadmin](https://researchsupport.admin.ox.ac.uk/support/training/resadmin)

### Researchers@ Virtual Careers Fair

**Date:** Wednesday 7th October, 1pm-2pm (MS Teams) and Monday 12th October, 12-1pm  
**Organiser:** Careers Service  
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### The Oxford Careers Fair

**Date:** Tuesday 13th October, 12-6pm (online)  
**Organiser:** Careers Service  
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Science, Engineering and Technology Careers Fair

**Date:** Monday 19th October, 12-6pm (online)  
**Organiser:** Careers Service  
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)
### Insight into Academia: Is a PhD right for me?
This seminar is open to anyone considering applying for a PhD.
**Date:** Tuesday 20th October, 1-2pm (MS Teams)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Securing an Internship as a Postgraduate Student or a Researcher
This talk is designed to help Masters and DPhil students identify and apply for internship opportunities; either related to their academic interests, or in a different field. Many are also applicable to research staff.
**Date:** Thursday 22nd October, 1-2pm (MS Teams)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Writing Applications for Postgraduate Study
In this session we'll focus on how to put together effective personal statements for masters and PhD applications. We'll also look briefly at academic CVs, writing research proposals and other aspects of the application process.
**Date:** Tuesday 27th October, 12-1pm (MS Teams)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Jobs for Mathematicians (Careers Fair)
**Date:** Wednesday 28th October, 12-6pm (Online)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Presentation Skills
**Date:** Thursday 29th October, 12-6pm (Online)
**Organiser:** Medical Sciences Division
**Website:** [https://www.medsci.ox.ac.uk/study/skillstraining/calendar/presentation-skills-online](https://www.medsci.ox.ac.uk/study/skillstraining/calendar/presentation-skills-online)

### Insight into Academia: Using your research for freelance consulting
This session will look at forms of consulting that typically work well for researchers and how to take practical steps towards these.
**Date:** Wednesday 4th November, 2-3pm (MS Teams)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)

### Introduction to Academia
Thinking about a career in academia or Higher Education? Unsure whether it is right for you? This session offers an overview of the basics: how the sector works, the roles available, how to get a job, opportunities for progression, and what people find rewarding or challenging.
**Date:** Thursday 5th November, 1-2pm (MS Teams)
**Organiser:** Careers Service
**Website:** [https://www.careers.ox.ac.uk/whats-coming-up-researchers](https://www.careers.ox.ac.uk/whats-coming-up-researchers)
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<tr>
<td>Introduction to Consultancy and Services – Policy, pitfalls and management</td>
<td>9th November, 12pm (Zoom)</td>
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<td>NDORMS</td>
<td><a href="https://talks.ox.ac.uk/talks/id/0dde4d50-f680-454d-9ebf-e155b9b6b65f/">https://talks.ox.ac.uk/talks/id/0dde4d50-f680-454d-9ebf-e155b9b6b65f/</a></td>
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<tr>
<td>Academic Recruitment Trends and job searching</td>
<td>Wednesday 11th November, 12:30-1:15pm</td>
<td></td>
<td>Careers Service</td>
<td><a href="https://www.careers.ox.ac.uk/whats-coming-up-researchers">https://www.careers.ox.ac.uk/whats-coming-up-researchers</a></td>
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<tr>
<td>Using the Global Goals Initiative to boost your job search (for researchers)</td>
<td>Wednesday 11th November, 1:30 – 2:15pm</td>
<td></td>
<td>Careers Service</td>
<td><a href="https://www.careers.ox.ac.uk/whats-coming-up-researchers">https://www.careers.ox.ac.uk/whats-coming-up-researchers</a></td>
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<td>Effective CVs and Cover letters (for Researchers)</td>
<td>Monday 16th November, 12:30-2pm (MS Teams)</td>
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<td>Careers Service</td>
<td><a href="https://www.careers.ox.ac.uk/whats-coming-up-researchers">https://www.careers.ox.ac.uk/whats-coming-up-researchers</a></td>
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<td>Insight into Academia: Should I do a Postdoc?</td>
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<tr>
<td>Work&gt;Learn&gt;Develop Briefing Sessions regarding professional qualification opportunities for existing staff</td>
<td>Online information sessions run regularly</td>
<td></td>
<td>Work Learn Develop, Apprenticeships</td>
<td><a href="https://www.apprenticeships.ox.ac.uk/wld">https://www.apprenticeships.ox.ac.uk/wld</a></td>
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Oxford University Innovation Hotdesks – easy access points to talk to OUI. Find details and contact information here: https://innovation.ox.ac.uk/university-members/innovation-hotdesks
Book an appointment with the relevant co-ordinator as per the details on the website.

Other resources available

- **NDM Human Resources Training and Development** – Information can be found here: https://www.ndm.ox.ac.uk/working-for-ndm/working-for-ndm/further-development/training-and-development

- **People and Organisational Development** – For course listings, please see https://pod.admin.ox.ac.uk/course-listing

- **Linked In Learning** – A library of online, video based courses covering a wide range of skills and is available free to all University staff. https://skills.it.ox.ac.uk/linkedin-learning

- **Careers Support Network** – Service for University administrative support staff who are looking for help with applying for internal jobs through improving job applications and CVs, interview techniques and translating feedback from applications and interviews.
  
  Website: https://pod.admin.ox.ac.uk/careers-support-network

- **Focus on People** – a new programme of work to support and develop staff in professional and administrative roles across the University. Engagement activities will take place soon, looking for staff to feed into the future of this programme. If you would like to be involved or have any questions, please contact focusonpeople@admin.ox.ac.uk
  
  Website: https://focus.admin.ox.ac.uk/article/focus-on-people-launched

- **Careers Appointments for Research Staff** - The Careers Service are available to hold 1 to 1 meetings with research staff at 56 Banbury Road: https://www.careers.ox.ac.uk/advice-appointments/ The Medical Sciences Division will also be announcing career 1 to 1 sessions in Trinity term. These dates will be published when available.

- **Mentoring** – There are a number of mentoring schemes available to all staff, details of which can be found here: https://www.ndm.ox.ac.uk/working-for-ndm/working-for-ndm/further-development/mentoring-and-coaching

- **Oxford University Coaching Network** – For information regarding coaching, please go to https://pod.admin.ox.ac.uk/coaching

- **Medical Sciences Researchers Toolkit** – Information for researchers, including funding, training and public engagement: https://www.medsci.ox.ac.uk/research/researchers-toolkit

- **MSD Skills training** – For courses run by the Medical Sciences Division https://www.medsci.ox.ac.uk/study/skillstraining
Research Support – For training, events and networks: https://researchsupport.admin.ox.ac.uk/support

Equality and Diversity – Information on mentoring and equality and diversity-related training available https://edu.admin.ox.ac.uk/training

IT Learning Centre – For courses and information, see https://skills.it.ox.ac.uk/