Royal Holloway

Training Needs Analysis Tool

The Research Councils have produced a national document: *The Joint Statement of the UK Research Councils’ Training Requirement for Research Students* which identifies the skills that have been agreed are necessary for all researchers. The Joint Skills Statement (JSS) includes research skills and techniques necessary for the completion of the thesis, but also those skills you will need to be a successful researcher into the future.

With your supervisors you can discuss areas in which you already have a level of skill and where you would like to develop. The headings listed below will help you to make the most appropriate choices for your training needs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills**  | **Previous experience**  | **Anticipated training need** | **Training plan** |
| Research skills and techniques/design and methodologies  |  |  |  |
| Conceptual frameworks/literature review skills |  |  |  |
| Research environment Ethical and legal issues |  |  |  |
| Research management and information retrieval. (Bibliographic and database management) |  |  |  |
| Personal effectiveness  |  |  |  |
| Networking and team working |  |  |  |
| Career management  |  |  |  |
| Other training need identified |  |  |  |

You can use this document as a starting point for putting together a [training plan](http://vitae.ac.uk/Local%20Settings/Temp/Temporary%20Directory%203%20for%201.3%20v2.zip/1.3%20v2/1.3.2).

**Research skills and techniques/design and methodologies, data collection and analysis**

* I can recognise and validate problems
* I can demonstrate original, independent and critical thinking, and the ability to develop theoretical concepts
* I have a knowledge of recent advances within my field and in related areas
* I understand relevant research methodologies and techniques and their appropriate application within my research field
* I am able to critically analyse and evaluate my findings and those of others
* I am able to summarise, document, report and reflect on my progress

**Research environment (ethical and legal issues)**

* I have a broad understanding of the context, at the national and international level, in which research takes place
* I am aware of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research
* I appreciate and apply the standards of good research practice in my institution and/or discipline
* I understand relevant health and safety issues and demonstrate responsible working practices
* I understand the processes for funding and evaluation of research
* I can justify the principles and experimental techniques used in my own research
* I understand the process of academic or commercial exploitation of research results

**Research management and information retrieval. (Bibliographic and database management)**

* I manage projects effectively through the setting of research goals, intermediate milestones and prioritisation of activities
* I can design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
* I can identify and access appropriate bibliographical resources, archives, and other sources of relevant information
* I use information technology appropriately for database management, recording and presenting information

**Personal effectiveness**

* I have a willingness and ability to learn and acquire knowledge
* I am creative, innovative and original in my approach to research
* I am flexible and open-minded
* I am self-aware and able to identify my own training needs
* I am self-disciplined, motivated, and thorough
* I recognise my own boundaries and draw upon/use sources of support as appropriate
* I show initiative, work independently and am self-reliant

**Communication skills**

* I can write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
* I can construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
* I can constructively defend research outcomes at seminars and viva examination
* I contribute to promoting the public understanding of my research field
* I effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

**Networking and teamwork**

* I am developing and maintaining co-operative networks and working relationships with supervisors, colleagues and peers, within my institution and the wider research community
* I understand my behaviours and impact on others when working in and contributing to the success of formal and informal teams
* I listen, give and receive feedback and respond perceptively to others

**Career management**

* I appreciate the need for and show commitment to continued professional development
* I take ownership for and manage my career progression, set realistic and achievable career goals, and identify and develop ways to improve employability
* I can demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia
* I can present my skills, personal attributes and experiences through effective CVs, applications and interviews

You can use and adapt the Research training Log which you can find here:

https://www.royalholloway.ac.uk/pgr/genericskillsprogramme/trainingmphilphd.aspx

Details of the Generic Skills Programme is available here: http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx

For PGR students who are also teaching, the inSTIL teacher training programme details are here:

http://www.rhul.ac.uk/registry/educational-development/prof-dev/instil-overview.html

Training can be undertaken external to Royal Holloway. See this link for details:

http://www.rhul.ac.uk/pgr/genericskillsprogramme/trainingmphilphd.aspx

Further information on researcher development training needs can be found at Vitae: https://www.vitae.ac.uk/