SKILLS TRAINING FOR RESEARCHERS

KU Leuven. Inspiring the outstanding.
Welcome

At KU Leuven we want to support our research staff to develop a wide range of professional knowledge and skills. In this way we want to enable you to fulfill your potential as professionals.

As a PhD or Postdoc researcher at KU Leuven, you have access to a wide range of transferable skills training. These professional skills exceed the specific topic of your research and will enhance your personal effectiveness and future employability. Whether you plan to continue your career in or out of academia, your transferable skills will be relevant.

In this brochure you will find an overview of courses especially organized for young researchers. We advise you to start exploring the course offer early on in your PhD. When selecting trainings for your professional development, mind the icons; they indicate who can subscribe for the particular training/workshop.

We leave it up to you to decide which courses you will follow, depending on your individual needs and interests. To help young researchers get a view on their competences, KU Leuven recommends to use the Researcher Development Framework (RDF) of Vitae. The Framework is designed for researchers to evaluate and plan their own personal, professional and career development. It is a model that is developed by and for researchers in collaboration with the academic, public and private sector. The model offers a common international language by which you can scale yourself. The RDF will enhance your self-consciousness and help you to make informed choices with respect to your career. Discover more about the Researcher Development Framework via this link: http://admin.kuleuven.be/vitae-researcher
Icons used for target groups

The icons used in the title box of the training indicate the target group for that specific course. Please respect these icons. Your registration will be cancelled by the organizer of the course if you have registered for a course that is not intended for you.

- Doctoral School of Biomedical Sciences
- Doctoral School of Science and Technology (Arenberg Doctoral School)
- Doctoral School for the Humanities and Social Sciences

Time line

(a) all schools
(b) Doctoral School of Biomedical Sciences
(s&t) Arenberg Doctoral School
(h) Doctoral School for the Humanities and Social Sciences

Courses for all stages of PhD + postdocs:

- Activating your students (a)
- Creative problem solving for researchers (a)
- Effective graphical displays (a)
- Entrepreneurship Academy (a)
- Falling walls lab for candidates (a)
- Knowledge clips: What, why and how? (a)
- Networking (a)
- Screencasting from A to Z (a)
- Summer school: let’s talk science (a)
- Supporting academic writing (a)
- Talking head from A to Z (a)
- Writing for a general audience (a)

- Good clinical practice (b)
- Systematic review (interuniversity) (b)

- Peer review in the humanities and social sciences (h)
- Presentation and seminar skills for humanities and social sciences (h)
- Presentations for a public engagement (h)
- Writing articles for international publication in peer-reviewed journals (h)

- Academic writing for science, engineering and technology – intensive course (s&t)
- Academic writing for science, engineering and technology – semester course (s&t)
- Presentation and seminar skills for science, engineering and technology (s&t)
- Pronunciation and intonation for science, engineering and technology (s&t)

- Workshop essentials of image editing (b) (s&t)
- Writing skills for biomedical researchers (b)
- Writing the PhD thesis: challenges and solutions (b)
### Timeline — Skills training for researchers

**Skills training for researchers — Timeline**

#### PhD stage 1 Starting
- Supervising a master’s thesis (a)
- Introduction to prodrugs & related technology (b)
- Nvivo (h)
- Workshop Pecha Kucha (h)

#### PhD stage 2
- Central lecture research integrity (a)
- HSE in laboratories (a)
- Information Literacy (a)
- Managing your PhD (a)
- Radiation protection for open and sealed sources (basic training) (a)
- Start to teach (a)
- Workshop research data management for PhD students (a)

#### PhD stage 3 Ending
- Career guidance (a)
- Career Talks (a)
- Creating effective posters (a)
- Interpersonal skills (a)
- Introduction to leadership for doctoral researchers (a)

- Medical writing training programme (b)
- Poster presentation practice (b)
- Scientific writing for biomedical researchers (b)
- Writing clinic for biomedical researchers (b)
- Writing for medical journals (b)

- Academic writing for humanities and social sciences (h)
- Making scientific posters (h)

- Doing a job interview (a)
- Exploitation of research technology & (a)
- Individual CV review (a)
- Insight in your strengths and ambitions (a)
- Company visits (b)
- Writing scholarships & grant proposals (b) (s&t)

#### Postdoc
- Career in Academia for post docs (a)
- Coaching skills (a)
- ‘Leadership for post-docs’ (a)
- Learning group
- Project management for Post docs (a)

**Networking (a)**

- Information and publication skills (b)
- Information retrieval (s&t)

**Skills training for researchers — Timeline**

**PhD stage 1 Starting**

**PhD stage 2**

**PhD stage 3 Ending**

**Postdoc**

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Skills training for researchers — Timeline

Timeline — Skills training for researchers
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PERSONAL EFFECTIVENESS

→ **Creative problem solving for researchers**

**General description**
The main topics of this training are:
- The creative problem solving process.
- A model to apply creative problem solving.
- Tips to generate more ideas.
- Optimizing a brainstorm session.

**Target group**
Doctoral and postdoctoral researchers.

**Provider & webpage**

→ **Managing your PhD**

**General description**
In this workshop you’ll explore how you can manage your doctoral research successfully as a whole, taking into account different expectations and roles while maintaining a good work life balance.
- As a **professional employee** of the KU Leuven, who besides his/her doctoral project also covers other tasks.
- As a **co-owner** of your project, in collaboration with your promotor and other stakeholders.
- As a **colleague** and **team member** of a research group.

You’ll also learn to act upon opportunities and chances to build your career.

This way we’ll cover the following topics:
- Project & self-management.
- Self-development.
- Strategic communication with stakeholders.
- Self-directing and entrepreneurship.

**Target group**
This course is intended for starting doctoral researchers in the second half of their 1st year of their PhD.

If more experienced doctoral researchers wish to attend this course, we expect an active contribution from their part to support the learning of the others.

**Provider & webpage**

→ **Project management for post docs**

**General description**
In this course, you learn to cope with your projects in a more efficient way and you learn to get more grip on your role as a project manager/coordinator. We focus on how to coordinate a project and stay involved related to the content of the project at the same time.

By the end of the course:
- You received practical tips on how to write a project, how to plan, to realise and to evaluate a project.
- You applied these different theoretical project phases on your own (research) project.
- You exchanged best practices with colleagues facing the same challenges.
- You have a clear view on your role as project manager/coordinator and on how to manage a project team and different interests of the stakeholders involved in the project.

**Target group**
This course is intended for postdocs working on research projects who would like to work in a project oriented way also on other assignments/tasks.

**Provider & webpage**
Academic writing for humanities and social sciences

General description
In this course you will improve your academic style through writing tasks and guided practice. The course has the following objectives:
- Analysing genre characteristics of the research paper.
- Improving coherence and flow.
- Expanding academic vocabulary.
- Acquiring a formal academic style.
- Avoiding common lexical and grammatical errors.
- Developing strategies to write better academic prose.

Target group
Junior researchers at the writing stage of their dissertation/research project. Participants are expected to have a good command of English, allowing them to communicate fluently.

Provider & webpage

Academic writing for science, engineering and technology

General description
In this course you will improve your academic style through writing tasks and guided practice. The course has the following objectives:
- Reviewing generic research paper characteristics.
- Developing scientific vocabulary for analysis, interpretation, and argumentation.
- Addressing coherence and cohesion at the sentence, paragraph and inter-paragraph level.
- Mastering style, register, and flow.
- Producing academic papers, proposals, CVs and correspondence.

Target group
Junior researchers.

Provider & webpage

Creating effective posters

General description
Most research posters at conferences or in university hallways seem to defy common sense: from two steps away, passers-by cannot read anything – assuming they even get past the overcrowded layout. Posters are not magnified one-page papers. This lecture will discuss how to create more visual posters that get attention, facilitate navigation, and convey messages through strict selection, careful phrasing, and effective layout.

Target group
Young researchers.

Provider & webpage
Doctoral School Biomedical sciences — http://admin.kuleuven.be/effective-posters
Information and publication skills

General description
The biomedical library offers a course about Information & Publication Skills. In this course you’ll learn to work with The Biomedical Library, Pubmed, My NCBI, Embase, Cochrane library, Web of Science, Scopus, and more. You will also learn to build a search strategy for a (systematic) review, about calculating a scientific output, plagiarism and the use of reference management software.

Target group
Starting doctoral researchers.

Provider & webpage
Doctoral School Biomedical sciences — http://admin.kuleuven.be/info-publication-skills

Interpersonal skills

General description
Do you want to sharpen your interpersonal skills?

How can you communicate in an assertive manner, build open communication and become more successful in interacting with other people? How can you drive constructive collaboration with peers and stakeholders or even manage conflicts and attain win-win situations?

This course helps you develop these skills which are highly appreciated by the industry. People who’ve developed strong interpersonal skills are usually more successful in both their professional and personal lives.

Starting from your own cases you’ll progressively experiment with new styles and practices that work for you.

Target group
Doctoral researchers from the second year onwards of their PhD and postdocs.

Provider & webpage
HR-department — http://admin.kuleuven.be/interpersonal-skills

Falling walls lab for candidates

General description
KU Leuven is looking for candidates who:

• Present their research project, business plan, entrepreneurial or social initiative that is relevant to the world of today – in 3 minutes!
• Convince a top-class jury from academia and business.

Candidates get two half days of coaching about how to present the core of their research as concrete and clear as possible for the broad audience.

The winner is directly qualified for the Lab Finale in Berlin and is awarded a ticket for the international Falling Walls Conference where some of the world’s most prominent scientists from around the world present their current breakthrough research in 15 minutes each.

Target group
Doctoral and postdoctoral researchers.

Provider & webpage

Essentials of image editing

General description
"For the print version of our journal, production-quality figures are required. Can you please update your files according to our standards"… Does this sound familiar?

In the course ‘essentials of image editing’ we will demystify many of the most common pitfalls and problems and give you some good practices that will avoid problems down the road. This course also includes a comprehensive overview of the ethics of image editing to assure scientific integrity at all times.

Target group
Doctoral and postdoctoral researchers.

Provider & webpage
Doctoral School Biomedical sciences — http://admin.kuleuven.be/image-editing-bms

Arenberg Doctoral School — http://admin.kuleuven.be/image-editing-set

Skills training for researchers — Communication and collaboration
Making scientific posters

General description
In this workshops tips and tools will be given on how to make a good scientific posters.

Target group
Doctoral researchers.

Provider & webpage
Doctoral School Humanities & Social Sciences
http://admin.kuleuven.be/scientific-posters

Medical writing training programme

General description
Do you know what it takes to get a drug on the market? In other words, are you familiar with the different stages of clinical development and all the documents involved?

In this course, you will get all the information and you will get a practical introduction to writing clinical documents.

At the end of this course, you should have a comprehension of what clinical development entails and be able to write clinical without intensive further coaching, which would greatly improve your job-readiness as a medical writer.

Target group
Doctoral and postdoctoral researchers.

Provider & webpage

Poster presentation practice

General description
Having a good poster is of course crucial, but being able to present it effectively in only 2 minutes is the key to success. To do that, you need to understand the principles of an elevator pitch.

In this course you will:
- Have your poster reviewed by the tutor and your peers.
- Present your poster while being filmed and receive immediate feedback.
- Discuss the best practices of poster presentations.

Target group
Junior researchers. Participants should bring a poster / A4-printout.

Provider & webpage

Presentation and seminar skills for humanities and social sciences

General description
In this course you will improve your speaking skills through short presentations, discussions and guided practice. The course has the following objectives:
- Adapting a written source (e.g. paper) to a presentation context.
- Improving presentation style (pace, clarity, interaction with the audience).
- Using discourse markers to structure a presentation.
- Improving intonation and pronunciation.
- Improving grammatical and lexical accuracy.
- Acquiring seminar skills: handling questions and comments.

Target group
Junior researchers. Participants are expected to have a good command of English, allowing them to communicate fluently.

Provider & webpage
Presentations for public engagement

General description
Presenting your research to a public audience places particular demands on communication skills, and requires a very different approach from academic conference papers. A scholarly project such as a PhD typically involves specialist language, theoretical frameworks and complex methodology and analysis, all of which pose severe challenges for non-academic communication. Yet public engagement is now higher than ever on the agenda of universities. This workshop is designed to help doctoral students find the potential in their research for public engagement, develop the necessary communication skills, and begin to put them into practice by the end of the day.

Target group
Young researchers.

Provider & webpage
Doctoral School Humanities & Social Sciences
http://admin.kuleuven.be/presentation-public

“In this workshop you learn how to present your research in a clear and engaging way; I even discovered new relevance in my study!”

Pronunciation and intonation for science, engineering and technology

General description
In this course you will improve your oral skills through theoretical insight and practical exercises. The course aims to improve pronunciation, stress, pitch, intonation, fluency and voice.

Target group
Junior researchers.

Provider & webpage

Presentation and seminar skills for science, engineering and technology

General description
In this course you will improve your speaking skills through short presentations, discussions and guided practice. The course has the following objectives:
- Transfer of written material to a formal presentation register through applying appropriate presentation structures.
- Improving intonation through understanding its relation to pronunciation and text: systematic approach to timing, volume, stress, pitch, English ellipsis and phonetic pronunciation.
- Practicing two way communication between public and presenter through posing questions, seeking clarification, recapitulation and challenging both speaker and audience.
- Mastering non-verbal communication through optimal use of voice, space, gesture, material and visual aids.
- Building team work with emphasis on rapid information exchange, bridging information gaps, interrupting, topic switching, sharing views, establishing consensus, arriving at decisions and formalizing results.

Target group
Junior researchers.

Provider & webpage

Presentation skills for biomedical researchers

General description
In this course you will improve your conference presentations skills through (filmed) presentation and tutor/peer feedback. The course has the following objectives:
- Adapting a written source to a presentation context.
- Improving presentation style (pace, clarity, interaction with the audience).
- Using discourse markers to structure a presentation.
- Improving intonation and pronunciation.
- Acquiring seminar skills: handling questions and comments.

Target group
Junior researchers.

Provider & webpage
→ Scientific writing for biomedical researchers

General description
This is a practical writing course for doctoral students in the biomedical sciences. The course includes one seminar which is open to all participants, however the main focus of the course is in practical application.

The course covers:
• Writing manuscripts for high-impact journals.
• Writing cover-letters.
• Writing responses to reviewers.
• Writing a review for a journal.

Target group
Young researchers.

Provider & webpage

→ Writing articles for international publication in peer-reviewed journals

General description
This one-day workshop focuses on the key criteria involved in journal editors’ selection processes and peer-review. Based on the inside knowledge of an experienced academic publisher, the workshop is designed to develop essential skills in writing articles in order to increase researchers’ chances of placing their work in premium scholarly journals, to the benefit of their academic profile and career prospects.

Participants will be asked to submit a draft article or writing sample in advance (approx. 4000 words), so that the workshop can be built around examples from their own work-in-progress, allowing direct feedback and clear pointers for development and revision.

Target group
Researchers seeking to publish in international peer-reviewed journals.

Provider & webpage
Doctoral School Humanities & Social Sciences

← Summer school: Let’s talk science

General description
This three-day summer school is all about communicative competences: a great chance for you to plunge headfirst into the world of science communication. Two plenary sessions will be attended by researchers from all over Flanders, inviting them to share ideas and experiences. The workshops give you the opportunity to gain skills such as presentation and interviewing techniques, making posters or writing for non-experts.

Target group
Doctoral researchers, postdocs and tenure tracks.

Provider & webpage
Science communication
(KU Leuven, University of Ghent, University of Antwerp, VUB, University of Hasselt)
[http://letstalkscience.be/](http://letstalkscience.be/)

→ Writing clinic for biomedical researchers

General description
In this course you will improve your writing skills for biomedical research papers through one training session and a tutorial. The course has the following objectives:
• Improving structure, coherence and flow.
• Raising awareness of reader-friendly writing.
• Using language typical of biomedical research papers.
• Avoiding common lexical and grammatical errors.
• In-depth discussion of own work.

Target group
Junior researchers preferably in the process of writing a paper.

Provider & webpage
Writing scholarships & grant proposals

General description
This workshop will train you in the rhetorical and communication skills specific to research applications for funding. You will learn how to:
• Tell your research story in clear, convincing language.
• Write a strong personal statement and project aims.
• ‘Read between the lines’ in calls for proposals, and tailor your project to the vision of the funding agencies.
• Talk about the significance and broader impacts of your research.
• …

Target group
Late doctoral researchers and early postdocs who are drafting their first proposals.

Provider & webpage
Doctoral School Biomedical sciences
http://admin.kuleuven.be/writing-scholarships-bms

“Getting insider’s tips about the review process was very helpful”

Writing skills for biomedical researchers

General description
In this course you will improve your writing skills for biomedical research papers. The course has the following objectives:
• Improving structure, coherence and flow.
• Raising awareness of reader-friendly writing.
• Using language typical of biomedical research papers.
• Avoiding common lexical and grammatical errors.
• Developing self-learning strategies.

Target group
Junior researchers preferably at the writing stage of dissertation/research project.

Provider & webpage
Leuven Language Institute (ILT) — http://admin.kuleuven.be/professional-skills

Writing for a general audience

General description
The training sessions aim to advise you on how to write about a scientific subject in an interesting and accessible way. In this course you will improve your writing for general audience through:
• Analysing authentic examples.
• Discussing language and style issues using participants’ texts.
• Discussing contents and structuring principles using participants’ texts.

Participants are expected to write a one-page text presenting their research to a general audience. This text will be analysed and edited throughout the sessions.

Target group
Junior researchers.

Provider & webpage
Leuven Language Institute (ILT) — http://admin.kuleuven.be/professional-skills

Writing for medical journals

General description
This workshop focuses on how to write a paper for a (bio)medical journal. The role and importance of each section of a standard IMRAD paper (Introduction, Methods, Results And Discussion) is explained. Via specific examples you learn what is essential and what must be avoided in each section, including title and references.

The workshop also provides advice on how to improve the chance of getting papers accepted:
• What editors look for.
• What reviewers look for.
• Why language is important.
• General pitfalls to avoid in any language.
• How to deal with submissions.
• And how to deal with reviewers’ comments.

Target group
Young researchers.

Provider & webpage
Doctoral School Biomedical sciences
http://admin.kuleuven.be/writing-medical-journals

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• What editors look for.
• What reviewers look for.
• Why language is important.
• General pitfalls to avoid in any language.
• How to deal with submissions.
• And how to deal with reviewers’ comments.

Target group
Young researchers.

Provider & webpage
Doctoral School Biomedical sciences
http://admin.kuleuven.be/writing-medical-journals
**Writing the PhD thesis: challenges and solutions**

**General description**
This lecture will discuss the tools and tips that help you write your dissertation. It covers the key chapters and overall text organisation, as well as challenges that arise during the defence.

- You will learn how to:
  - Formulate effective project aims.
  - Create chapter titles that convey your message.
  - Answer the key questions your committee will ask while reading the abstract, introduction, and discussion/conclusion.
  - Use citations effectively.
  - Deal with difficult questions during the defence.
  - Deal with writer’s block and presenter’s nerves.

**Target group**
The lecture is suitable for students in all stages of their doctorate, but is especially helpful for those who have started drafting chapters.

**Provider & webpage**

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**Activating your students**

**General description**
Are you teaching a seminar, lab or exercise session and wondering how to engage (or ‘activate’) your students during class? Or would you like to critically reflect upon your teaching practice? This module elaborates on the different aspects of engaging (or ‘activating’) students.

**Target group**
(Junior) teaching assistants or doctoral researchers.

**Provider & webpage**

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**Central lecture research integrity**

**General description**
The research at KU Leuven should meet the highest standards and correct scientific behaviour is the norm at KU Leuven. From that perspective, a positive attitude towards reflection, alertness and awareness of responsible conduct in research is important. This three hour lecture will empower starting PhD researchers to understand the difference between what is and is not acceptable, and prevent them from making mistakes they would later regret because of the adverse consequences for others, for science and for their own career.

**Target group**
Compulsory for all new doctoral researchers (registration for year 1 of the doctoral programme) and for all (not only new) doctoral researchers in biomedical sciences.

**Provider & webpage**
→ Effective graphical displays

General description
Although widely used in research to analyse data and to communicate about them, graphical displays are still poorly mastered by researchers, who often use the wrong graphs or use them in the wrong way (and popular software does not exactly help). In this workshop, you will discuss how to choose the right graph for a given data set and a given research question, how to optimize the graph’s construction to reveal the data, and finally how to phrase a useful caption.

The programme foresees three half-day class meetings in plenary group, devoted to conceptual discussion, analysis of examples, and feedback on homework.

Target group
This course is intended for doctoral and postdoctoral researchers.

Provider & webpage
HR-department — http://admin.kuleuven.be/effective-graphical-displays

→ Exploitation of research – technology & knowledge transfer

General description
This training course introduces doctoral and post-doctoral researchers into the different routes of technology & knowledge transfer and highlights the key attention points and success factors. Experts will cover the three main aspects of research exploitation:

• Collaborating with industry.
• Patenting & licensing.
• Creating a spin-off company.

Target group
Doctoral researchers reaching the end phase of their PhD and postdocs.

Provider & webpage
KU Leuven Research & Development
http://admin.kuleuven.be/tech-knowledge-transfer

→ Entrepreneurship Academy

General description
An academic curriculum providing a rigorous immersion into the nature of entre- and intrapreneurship and helping entrepreneurial students to develop their own venture. Are you ambitious and willing to take risks in order to set up your own business? Do you want to assist and advice the management team of young start-ups? Or learn more about what it takes to become an entrepreneur? Do you want to gain real-life experience in creating your own business plan, before you’ve even left university?

The Lcie Entrepreneurship Academy will increase your awareness of the importance of (corporate) entrepreneurship and will provide you with the planning, strategic, financial and creative skills required for setting up your own business.

Target group
The ‘Lcie Entrepreneurship Academy’ is aimed at KU Leuven students who wish to combine their primary enrolment (bachelor, master, postgraduate, PhD) with an 18 study point programme focused on entrepreneurship. The programme can be spread over several academic years.

Provider & webpage

→ Good Clinical Practice

General description
The Biomedical Sciences group organizes in cooperation with the CTC UZ Leuven the “Good Clinical Practice Training Course For Experienced Researchers”. It is an intensive and interactive one day-programme that meets the requirements for the different parties involved at clinical research. Course participants get a GCP certificate after passing the final test.

Target group
Researchers.

Provider & webpage
Introduction to prodrugs & related technology

General description
In this course students gain insight in the various aspects of prodrug development. The course consists of three modules:
- Module 1: General Introduction.
- Module 2: Structural aspects of prodrugs and corresponding decomposition.
- Module 3: Prodrugs as vectors to achieve a goal/target.

Target group
Young researchers.

Prerequisites:
- Basic understanding of organic chemistry and of typical reactions leading to prodrugs.
- Combined with an essential understanding of metabolic pathways involved in conversion to the corresponding parent compound.
- General understanding of drug development in pharmaceutical industry.

Provider & Webpage

Knowledge clips: What, why and how?

General description
Immerse yourself in the world of the knowledge clip. We will investigate the added value of knowledge clips for your teaching and we will focus on the characteristics of a “good” clip. Finally, we will introduce you to some simple DIY tools for video production.

Target group
Doctoral and postdoctoral researchers involved in creating audio-visual learning materials.

Provider & Webpage
Educational Policy — http://admin.kuleuven.be/kennisclips

Information literacy

General description
Knowing how and where to find information efficiently, use it effectively and evaluate the quality of information is a major key to success in your university (and in your later chosen) career. The KU Leuven Libraries offer you different workshops to help you get started:
- Limo: learn how to use the KU Leuven Libraries’ extensive collection of paper and electronic resources.
- Databases: get help finding high quality research articles in the available databases of the KU Leuven Libraries.
- Reference Managers: get the best out of Endnote online, Mendeley and Zotero.
- Google (Scholar): learn some tips and techniques to make the most out of what Google and Google Scholar have to offer.
- CRA(A)P: learn how to evaluate the information that you find in print and on websites.

Target group
Doctoral researchers who’ve recently started their PhD. (Note that the Biomedical Doctoral School and the Campus Library Arenberg also offer specific courses regarding information skills for their PhD students.)

Provider & webpage

Information retrieval

General description
One of the information specialists of the Campus Library of Science, Engineering & Technology will give a session on Information retrieval, Managing references and Publishing.

The session consists of 3 parts:
1. Information Retrieval: Databases (WOS/SCOPUS); Alerting services; Cited reference search.
3. Publishing: Journal citation reports (impact factor); Researcher ID; Open Access at KU Leuven.

Target group
Doctoral researchers who’ve recently started their PhD.

Provider & webpage
Campusbibliotheek Arenberg — http://admin.kuleuven.be/information-retrieval
**Screencasting from a to z**

**General description**
Screencasting (or the recording of a computer screen with a voice-over) is a widely used method for the production of knowledge clips. This training offers intensive support during the production of your (first?) screencast. You will first receive online support for the preparation of your clip. During the face-to-face part of the training we will convert this preparation into a real clip.

**Target group**
Doctoral and postdoctoral researchers involved in creating audio-visual learning materials.

**Provider & webpage**
Educational Policy — http://admin.kuleuven.be/screencasting

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**Peer review in the humanities and social sciences**

**General description**
Peer review is a vital element of the scholarly system, central to academic publication, funding awards, institutional research assessment, and many conferences. This introductory workshop is designed to de-mystify peer review in the humanities and social sciences, examining it in a broad context, and analysing and developing the necessary critical skills. It highlights the reviewer’s ethical responsibilities, and offers a range of practical guidance on the principles and standards involved in making a constructive contribution to the advancement of others’ research and the integrity of the discipline. The workshop takes one full day with a mix of presentation, discussion and exercises. Handouts will be supplied for reference, including sample guidelines for peer review.

**Target group**
Doctoral and postdoctoral researchers.

**Provider & webpage**
Doctoral School Humanities & Social Sciences — http://admin.kuleuven.be/peer-review

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**Screencasting from a to z**

**General description**
Screencasting (or the recording of a computer screen with a voice-over) is a widely used method for the production of knowledge clips. This training offers intensive support during the production of your (first?) screencast. You will first receive online support for the preparation of your clip. During the face-to-face part of the training we will convert this preparation into a real clip.

**Target group**
Doctoral and postdoctoral researchers involved in creating audio-visual learning materials.

**Provider & webpage**
Educational Policy — http://admin.kuleuven.be/screencasting

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**Start to teach**

**General description**
Will this year be your first as a teacher and are you looking for information on how to get started? This module focuses on the basics of teaching with topics such as ‘how to prepare for class’, ‘how to interact with your students’ and ‘classroom management’.

**Target group**
Junior teaching assistants or doctoral researchers with little to no teaching experience.

**Provider & webpage**
Educational Development Unit — http://admin.kuleuven.be/start-to-teach

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**Nvivo**

**General description**
Nvivo is a tool to structure and analyse qualitative data. In the basic course you’ll learn the basic functionalities of Nvivo (create sources, coding, simple search functions, etc.).

In the advanced course you’ll learn the advanced functions in Nvivo and get individual feedback on your work.

**Target group**
Doctoral researchers.

**Provider & webpage**
Doctoral School Humanities & Social Sciences — http://admin.kuleuven.be/nvivo
→ **Statistics: online course + exam**

**General description**

Readers of biomedical literature are often confronted with statistical methodology used to extract clinically relevant information from observational or experimental medical data. This course presents the basic principles behind applied biostatistics. Examples explain how statistical results should be interpreted correctly. Emphasis is on applications rather than theory, and all topics are extensively illustrated using real data and examples taken from the biomedical literature.

**Target group**

Doctoral researchers.

**Provider & webpage**


→ **Supporting academic writing**

**General description**

Are you involved in the support or evaluation of students’ writing assignments? This module provides tips & tricks on how to guide your students in their writing process and how to assess their work.

**Target group**

(Junior) teaching assistants or doctoral researchers.

**Provider & webpage**

Educational Development Unit


→ **Supervising a master’s thesis**

**General description**

Are you supervising a master’s student writing a thesis and curious about how to guide him/her appropriately? This module challenges you to think and reflect on your supervising skills.

**Target group**

Junior teaching assistants or doctoral researchers with little to no supervising experience.

**Provider & webpage**


→ **Systematic review (Interuniversity)**

**General description**

This 3-day course will teach you all about the different steps to take in order to perform a high-quality, methodologically sound and reliable literature overview.

This hands-on course consists of lectures, workshops and discussions on:

- Writing your review protocol
- Conducting a systematic review
- Use of the Review Manager software
- Performing meta-analyses

**Target group**

Doctoral and postdoctoral researchers, interested in performing a high-quality (Cochrane) systematic review.

**Provider & webpage**

Talking head from a to z

General description
A talking head (or the recording of a speaker, usually from the waist up) is a widely used format for knowledge clips. This training offers intensive support during the production of your (first?) talking head. You will first receive online support for the preparation of your clip. During the face-to-face part of the training we will convert this preparation into a real clip.

Target group
Doctoral and postdoctoral researchers involved in creating audio-visual learning materials.

Provider & webpage
Educational Policy — http://admin.kuleuven.be/talking-head

Workshop Pecha kucha

General description
Pecha Kucha: 20 slides, 20 seconds per slide – an alternative and creative way to present your research. Join this workshop to learn how to start and receive some tips and tools of experts.

Target group
Doctoral researchers.

Provider & webpage
Doctoral School Humanities & Social Sciences
http://admin.kuleuven.be/pecha-kucha

Workshop research data management for PhD students

General description
The workshop will explain why a data management plan (DMP) is useful & what rubrics a DMP should cover. Practical advice on filling out a DMP will be provided to help you along.

The first part of this workshop will focus on topics as: What are research data? What is research data management? What is a data management plan? What services and infrastructure are available at KU Leuven? Thanks to this background information you will be able to make informed decisions on how to treat your research data. In the second part of the workshop, you will learn how to write your own data management plan (DMP) based on the KU Leuven DMP online tool.

Target group
Doctoral researchers preferably at start of PhD.

Provider & webpage
University Library — http://admin.kuleuven.be/bib-info
Career development — Skills training for researchers

VGM (SAFETY, HEALTH AND ENVIRONMENT)

→ HSE in laboratories

General description
Working in a laboratory isn’t just about research, discovery and innovation. It entails a number of specific risks that require specific measures and precautions. During this training, we zoom in on key safety-, health- and environment-related aspects (HSE) which you need to keep in mind when active in a laboratory. Through this training, we will help you ready yourself and your working environment, so you can execute your research in optimized conditions. Presenting a mix of theory, videos and practical examples, the HSE Department and the Occupational Medicine Service join hands to guide you through the subjects.

Target group
First-year doctoral researchers who work in laboratories.

Provider & webpage
HSE department — http://admin.kuleuven.be/hse-lab

→ Radiation protection for open and sealed sources (basic training)

General description
This half-day course offers insights into the hazards and risks involved when working with ionizing radiation and elaborates on the various precautionary measures to better protect both yourself as well as your co-workers.

In a first section we will discuss the types, effects and occupational risks of ionizing radiation, the basic principles of radiation protection and the underlying legislative framework for this subject matter. In relation to this, will also discuss the health effects of ionizing radiation and the importance of health monitoring. In the third section of this course, we will look into procedures and code of conduct for radiation protection, such as notifications, good laboratory practices, measurements and specific procedures in case of incidents and emergencies.

Target group
Everyone at KU Leuven and/or UZ Leuven who are engaged in activities involving ionizing radiation.

Provider & webpage
HSE department — http://admin.kuleuven.be/hse-rp

Career guidance

General description
There is an offer of both individual and collective career guidance. The YouReCa Career Center offers individual career guidance to all young researchers from KU Leuven. You can make an appointment with a professional career coach who will help you gain insight into your abilities and ambitions concerning your professional future. The career coach also assists you in finding ways to realize those ambitions. The YouReCa Career Center offers collective career guidance to young researchers. PhD and postdoc researchers often have similar career questions. During the collective career guidance workshops you will search for answers to your questions together with people in a similar situation as you and with similar questions. The main advantage of doing this in a group is that experiences and knowledge are easily shared. Furthermore, during these workshops you develop a social network that can support you afterwards in your professional life.

Target group
Doctoral and postdoctoral researchers reflecting upon career development.

Provider & webpage
YouReCa Career Center — http://admin.kuleuven.be/career-guidance

Career in academia for PhD

General description
This course supports doctoral researchers with questions regarding a career in academia as a postdoctoral researcher. This training considers and discusses consequences of this choice and deals with questions like;
• What are my qualities and skills which fit the context of academia/ business?
• Which direction do I want to pursue after my PhD?
• Do I want to start a career in academia or rather go for a job outside academia?
• How do I develop an academic career?
• Which criteria can help me make this career choice?

Target group
Doctoral researchers (at the end of their PhD) who are actively preparing for a career in academia. This course is only available in Dutch!

Provider & webpage
Career in academia for post docs

General description
This course supports postdoctoral researchers with questions regarding a career in academia. This training considers and discusses consequences of this choice and deals with questions like:

- What are my qualities and skills which fit the context of academia/business?
- Which direction do I want to pursue after my Postdoctoral research?
- Do I want to continue with these skills within academia or rather go for a job outside academia?
- How do I continue building my academic profile? What are important criteria or expectations for being successful within academia that I have to consider to increase my chances?
- Which criteria can help me make this career choice?

Target group
Postdoctoral researchers (at the end of their Postdoctoral research) who are actively preparing for continuing their career within academia. This course is only in Dutch!

Provider & webpage

Company Visits

General description
Are you looking for opportunities outside academia? Would you like to work at a global biotechnology company, a global healthcare company, or a biopharmaceutical company? We organize company visits where you can discover interesting career possibilities. The visits will be announced on the website, registration via Tolinto.

Target group
Doctoral and postdoctoral researchers looking for opportunities outside academia.

Provider & webpage

Doing a job interview

General description
How can I go to a job interview with self-confidence? What questions can I expect? How can I best prepare myself? What is the process of a job interview? What are the do’s and don’ts? How can I show that I would be a good fit for the job?

As soon as you are invited for a job interview, these questions might come in mind. In this day, we will provide you with tools and theories. With practical exercises we will prepare you so you will be able to do a job interview in a self-assured way. During our day we will focus on both the content as well as non-verbal communication.

Target group
Doctoral (at the end of their PhD) and postdoctoral researchers who are in the stage of sending out their curriculum vitae and are reflecting on job opportunities on the KU Leuven internal (non-academic) and external labour market.

Provider & webpage

Career Talks

General description
Career Talks is a joint initiative of the YouReCa Career Center of KU Leuven and the PhD Society where we create a platform for dialogue and encounter between the academic and the non-academic labour market.

During ‘Career Talks’, two speakers share their personal career story and engage in a lively dialogue with each other and the audience. Both speakers hold a PhD and pursued a career in the private/public sphere. Themes that are relevant to the speakers and the audience will be addressed. There will be talks, networking, music and drinks to accompany you!

Target group
Doctoral and postdoctoral researchers reflecting upon career development.

Provider & webpage
→ Individual cv review

General description
40 minutes individual CV counseling session with your personal CV as a starting point. As the CV is a personal (sales) document, it is not the idea to write a CV for you but to make you understand what a CV really is and what it is used for. Focus lies on understanding how to write a CV and also understanding the “why” of it:
- What information should be in a CV and why?
- What information should not appear in a CV and why?
- Where should the necessary information go in your CV and why?
After this session you should be ready to start composing your “perfect” CV.

Target group
Doctoral researchers who are in the 3rd or 4th year of their PhD and who are pursuing a career outside of academia and at postdocs who are pursuing a career outside of academia.

Provider & webpage
Doctoral School Biomedical sciences
http://admin.kuleuven.be/cv-review-bms
Arenberg Doctoral School
http://admin.kuleuven.be/cv-review-set
Doctoral School Humanities & Social Sciences
http://admin.kuleuven.be/cv-review-hss

"very helpful, structured, to-the-point"
"It was like looking in the mirror with 2 different sides, seeing something of myself that I could not see before"

→ Insight in your strengths and ambitions

General description
This course covers these orienting career questions:
- What do I want? (ambitions, values, interests)
- What can I do? (talents, competences, knowledge)
- What do I dare to do? (comfort zone, (un)certainty, most daring option)
- How do I summarize this? (which possible career paths)

Target group
Doctoral (at the end of their PhD) and postdoctoral researchers who are actively preparing for a career on the KU Leuven internal (non-academic) and external labour market.

Provider & webpage
HR-department — http://admin.kuleuven.be/strengths-ambitions

→ Networking

General description
The core of this practical oriented workshop is the strategically building, using and maintaining of your network. The exercises are targeted at collaboration in research projects and finding a job.

Target group
Doctoral researchers.
For the quality of this course it is more interesting that all participants have at least some experience in attending conferences / summer schools.

Provider & webpage
HR-department — http://admin.kuleuven.be/networking
Coaching skills for post docs

General description
The importance of coaching skills has been acknowledged by KU Leuven as an essential element of leadership.

In this workshop we want to give postdoctoral researchers the necessary handles to take up their role as a coach for doctoral researchers and other staff members in their research group.

How do you help them in achieving their goals? How can you support them in their professional development and in their growth towards self-regulation? How can you make them stronger in overcoming obstacles?

Target group
Junior Academic Staff (BAP) holding a postdoc position or a position as a research manager and who lead and coach doctoral researchers and other staff members in achieving their goals and in helping them in their professional development.

Provider & webpage
HR-department — http://admin.kuleuven.be/coaching-skills

Introduction to leadership for doctoral researchers

General description
This workshop introduces you in the basics of leadership skills. We will deal with having influence in collaboration with others and how to steer in achieving results. The core of this course is situational leadership.

Questions that will be answered are; how can I influence people in order to achieve results with them? What style is preferred and is most effective? How can I manage different levels of competencies and development of co-workers?

Target group
Doctoral researchers from the second year of their PhD.

Provider & webpage
HR-department — http://admin.kuleuven.be/leadership

Learning group ‘leadership for post-docs’

General description
We’ll take you in a learning group with other postdocs where we’ll support and advice you in a safe environment. You exchange experiences in a personal way and get some tips and tricks to start from.

The learning questions from the group are the common thread in this course.

You develop as a leader:
• How can I deal with the challenges that present themselves and how can I consciously take my responsibility?
• What leadership roles do I already take on and how can I develop further?
• How can I deal with a number of dynamics such as: distance and proximity, giving direction and giving space, to control and being controlled?

Target group
Postdocs with a leading role who experience a number of challenges about which they want to share with peers.

Provider & webpage
HR-department — http://admin.kuleuven.be/leiderschap-postdocs
Course booking

Kuloket tool for training

Where do I find this “Training Tool” in KULoket?

- On the KU Leuven intranet home page you find in the top menu ‘Internal tools’ where you can find KU Loket. You need to login to KULoket with your staff (u) number. Open the tab ‘Personnel’ (Personeel). Then click on ‘Staff training’ (Personeelsopleidingen) and then select ‘Courses and registration’ (opleidingsaanbod en inschrijvingen). You can find the menu of the tool on the left side of the screen, which allows you to browse the training catalogue.
- On the right-hand side, you can see an overview of your Bookings: the trainings which you registered for (including waiting list or prebookings).

How do I find a specific training or an overview of the trainings?

There are several ways to search (available on the left side of the Training home menu):
- Search (Zoeken): Type a keyword and search the catalogue.
- Search through catalogue (Zoeken via catalogus): this option allows you to browse through an overview of the different categories. Some courses will appear in more than 1 category.
- Search on Location/Target group (Zoeken op plaats/doelgroep): This allows you to select only courses taking place in a certain province or organized for a specific target group eg. ‘doctoral researchers’.

Which training and courses are in this tool and which are not?

This training tool includes all courses organised by the HR department, career centre, ILT, ICTS, DOC, DOO, VGM, doctoral schools and other internal KU Leuven services. However, some thematic courses are not included in the training offer. You can find these courses on the websites of the different training providers. The doctoral schools often use Tolinto for course registration instead of KU Loket.
- Training and courses organized by external partners (eg. skills courses organized by VIB) are not included in the KULoket training tool because KU Leuven does not coordinate the registration module for these trainings.

Waiting list and prebooking

It is up to you to prebook or register on the waiting list for a specific training course. There are 2 different actions, depending on the time planning of the course:
- If you see an interesting training, but at this moment there are no sessions planned: You can prebook for this training (‘voorinschrijven voor een opleiding’): This means you will automatically receive an email confirmation your prebooking for this training and you will be notified by e-mail as soon as a session is planned for this training. It is then up to you to register for the session (if you are still interested and available of course).
- If you see an interesting training and there is a session planned, but the session is fully booked, you can register on the waiting list for this session. You will receive an automatic email confirming that you are on the waiting list.
- In case one of the participants cancels and a slot becomes available, you will be offered the place. It is very important that you then confirm that you are still interested and available for that session.

Cancellation or no-show policy

By registering for one of our skills training courses, you agree with our cancellation or no-show policy.
Many of these courses are in high demand, so we kindly ask you to inform us as soon as possible if you have to cancel your enrolment.
Please check the cancellation policy for each course or on the websites of the doctoral school.

Credits

Arenberg Doctoral School expects all PhD researchers to follow an equivalent of at least 6 ECTS credits. The courses not always have a fixed number of ECTS credits attached. If the website does not mention a number of ECTS credits, please count the number of hours you spend in the class, at home preparing, etc. A total number of 25-30 hours equals 1 ECTS credit. In this case, be sure to include information about the course (incl. detailed programme of the course) when you submit your doctoral training diary via the milestone in KULoket PhD Progress.
Other providers

FLAMES
What they do
Flanders Training Network for Methodology and Statistics
Webpage
http://www.flames-statistics.eu/training

FLANDERSBIO
What they do
Help to create value by organising Networking and Training Activities, supporting Internationalisation, providing Services and building Expertise.
Webpage

ICTS
What they do
trainings specific for researchers
Webpage
http://admin.kuleuven.be/ict-courses
https://admin.kuleuven.be/icts/onderzoek

IMEC ACADEMY
What they do
Specialized courses on nanoelectronics and digital technology and engages in research on educational technology.
Webpage

Lcie
What they do
Acquire collaborative, leadership and managerial skills, apply your skills in a practical context, contact with labor market, stimulate entrepreneurship, insights in start-up activities, legal and tech advice for student-start-ups
Webpage
http://techstart.lcie.be/nl/home/
http://iusstart.lcie.be/nl/home/

PHD SOCIETY
What they do
job fairs, career events, info events
Webpage
https://www.phdsociety.be/

VIB
What they do
They offer a range of courses for all doctoral and postdoctoral life sciences researchers in Flanders, both VIB and non-VIB researchers.
They offer grants to international students for a fully funded 4 year PhD program in life sciences.
They offer fellowships to highly qualified international postdocs – for a period of 3 years – to introduce innovative technologies in the labs.
Webpage
http://admin.kuleuven.be/vib-courses
We welcome you to use this brochure as a guideline for your future career planning and a successful PhD!

- YouReCa Career Center

- Arenberg Doctoral School
  http://set.kuleuven.be/phd

- Doctoral School of Biomedical Sciences
  https://gbiomed.kuleuven.be/english/phd

- Doctoral School Humanities & Social Sciences
  https://ghum.kuleuven.be/phd