

# Postgraduate Workshop Programme 2024

HEDC – Student Learning Development

Workshops are great for finding out what is expected of you at all levels of university study. Our workshops are interactive, informal sessions which will help you discover new techniques and skills to support your study.

For any questions about our workshops, please contact SLD Reception at [hedc.studentlearning@otago.ac.nz](mailto:hedc.studentlearning@otago.ac.nz) or 03 479 8801.

Sign up to workshops here: <https://corpapp.otago.ac.nz/training/sld/course/course/list/>

## Strategies for Successful Learning

### Writing at University

This workshop focuses on structural and stylistic elements which apply to a range of writing tasks. The hallmarks of a good introduction and conclusion will also be highlighted, and examples will be provided.

### Writing Better Sentences and Paragraphs

This workshop focuses on some aspects of sentence and paragraph structure, key grammar points, common writing errors, and proofreading techniques. We also work on practical exercises which allow you to reflect on ways to improve your writing.

### Avoiding plagiarism for Postgraduates

In this workshop, you will learn strategies for paraphrasing and summarising, and how these skills can help you avoid plagiarism and become a more effective writer. You will have the opportunity to practice paraphrasing and summarising during the workshop. This workshop is for postgraduate students who want to enhance their skills of working with research literature. You are welcome to use your own literature for the practice exercises.

### Reading for Understanding

This workshop offers strategies to read university material effectively, efficiently, and for understanding. Some pointers are also given on how to critique reading material.

### Learn More with a Growth Mindset

If I don't understand something right away, does it mean that I'm not smart? Are challenge and effort good or bad? Do I believe in the power of "not yet"?

During our workshop, we will explore some of these questions through the lens of the fascinating findings from the research on "mindsets". We will explore what it means to have a "Growth Mindset" versus a "Fixed Mindset," and we will consider how the findings relate to learning and achievement. Most importantly, we will investigate how to apply some of the insights from the research and our thinking to our own approaches to learning.

## Jumpstart your stats skills 0

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines.

The first workshop of the series will cover the following topics: What is a variable; Level of measurement; measurement error, reliability, and validity; Null vs alternative hypothesis; Normal distribution; Central tendency; Standard deviation.

## Jumpstart your stats skills 1

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## Jumpstart your stats skills 2

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines. Also, please note that this is a conceptual introduction, not a workshop on using a particular software to run correlation and regression.

## Jumpstart your stats skills 3

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding.

Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines. Also, please note that this is a conceptual introduction, not a workshop on using a particular software to run t-test.

Contents: This workshop covers the following topics: Introduction to experimental research method (between group vs within group design); Independent vs dependent variable; Systematic and unsystematic variance; t-statistic; type 1 and type 2 errors; F-ratio in analysis of variance; Determining significance of F test; Contrasts and post-hoc tests; Analysis of co-variance.

It is expected that you will have attended Jumpstart your stats skills 1, or be familiar with variance, SD, normal distribution.

## Time Management

In this workshop, we will cover the general principles of good time management and how to be more efficient with the time you have available using evidence-based techniques that work.

## Presentation Skills

This workshop is designed for students who are new to giving presentations and those who want to develop their confidence. We will discuss the key elements of a good presenter and learn to create effective presentation materials, such as PowerPoint slides. On completion of this workshop, students will be able to:

1. Plan a presentation
2. Use effective verbal and non-verbal techniques when making a presentation
3. Reduce their stress when presenting
4. Apply basic design principles to creating effective presentation slides

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## Thesis Writing Clinics

### Stages of Writing

If you want to improve your writing efficiency, being aware of the various stages of writing can help. Have you ever spent hours polishing your prose just to have to dump these sections later when you realise they are not relevant? In addition, it can be very useful for both of you and your supervisor to be aware of what stage of writing you are at when requesting feedback.

By the end of this workshop you will have:

- a) been introduced to four stages of writing – prewriting, drafting, revisions and editing and what each stage involves
- b) discussed why it is important to recognise which stage you are at with your writing and the purpose of each stage
- c) recognised how writing in stages can increase your writing efficiency by giving you ‘permission’ to move on

### Developing Effective Writing Skills for Doctoral Students

The aim of this workshop is to provide participants with a range of writing tools and suggestions to issues that often impede timely completion. We will first discuss common issues that can lead to 'writer's block' and similar phenomena and suggest ways of overcoming these. We will present strategies to write more confidently, stylishly, engagingly, and more prolifically. Topics include: Being an independent and resourceful writer, reading like a writer, writing critically, arguments in academic writing, academic writing tool kit, academic phrase bank, shut-up and write and 5 am club. Doctoral students who have completed their journeys will share their writing strategies.

## Writing a Literature Review

Your literature review has several purposes. It explains what has already been published on your research topic, identifies key debates and/or gaps in the existing literature, and demonstrates why *your* work is important. Rather than being a list of who said what, your literature review should offer a critical analysis of others' research. This allows you to justify your research and to show how it contributes something new.

By the end of this thesis writing clinic, you will:

1. Be able to identify what is meant by 'the literature' in your field(s) of study
2. Understand the purposes of a literature review
3. Be familiar with a range of approaches to reviewing the literature
4. Have strategies for planning and writing your literature review.

## Critical Thinking in the Thesis Writing Process

This 2h workshop is designed for Masters and PhD students in any discipline who wish to improve the quality of their academic work. It will address some specific areas in thesis writing and postgraduate research where critical thinking is required. In the workshop we will examine the application of critical thinking in different disciplines and look at a range of topics including gap statements and research questions, the literature review and claims about contributing to knowledge.

## Writing a Thesis (Part 1) - Christchurch

This workshop offers a practical approach to writing a thesis efficiently.

The areas covered include:

- Long-term planning
- Common thesis-writing problems and how to resolve them
- Defining your thesis argument
- Understanding and maintaining critical discussion and argument
- Managing writing issues like audience, style revision and editing

## Writing a Thesis (Part 2) Literature Review - Christchurch

Turning the results of a literature search into a concise, well structured, well-argued review for a thesis chapter is always a challenge. This workshop offers a series of very practical steps to make the planning and writing process efficient and effective.

The areas covered include:

- Critical reading skills
- Maintaining an overview of the literatures' quality, gaps and emerging themes
- Defining your critique of the literature and key discussion areas
- Planning and writing the review professionally
- Avoiding unintentional plagiarism

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## Academic Skills for Postgraduates

### Preparing for the Doctoral Examination

In this seminar, you will learn how to prepare for and present research in your oral examination, how to respond to examiners' questions, and how to revise after the examination.

Students who have completed the oral examination at Otago will share their experiences and provide useful tips.

By the end of the session, participants will:

- Understand the purpose of the oral examination at Otago
- Understand what happens before, during and after the examination
- Understand what examiners look for
- Know how to plan and prepare for the examination

### Presenting Research at Conferences

Academic conferences provide an ideal opportunity to keep abreast of developments in the field, to share research within an academic community and to network. In this seminar, we will discuss different types of conference presentations. We will look at the criteria for selecting conferences and writing abstracts for conferences. The focus of this seminar will be on extemporaneous academic presentation skills. These include preparing your academic speech, audience engagement, preparing your visuals, answering questions and dealing with difficult questions.

By the end of the session, participants will be able to:

- Select an appropriate conference
- Understand why it is important to attend academic conferences
- Become familiar with skills necessary to answer questions
- Develop networking skills
- Gain insights into making extemporaneous presentations

### Academic Presentations - Christchurch

Thesis writers are expected to give regular presentations about their research to a wide range of groups, including their department, the public and at conferences. This workshop focuses on practical skills required to give effective academic presentations.

The areas covered include:

- Turning extended research into a short, well focused talk (most Health Sciences presentations are only 10 minutes long)
- Using PowerPoint professionally, and what not to do
- Key public speaking skills from the introductory words to dealing with question time
- Practical strategies for managing a conference presentation confidently

### Using the Publishing Bursary to Turn a Chapter into a Journal Article

In this workshop we will discuss the process of applying for and using the Postgraduate Publishing Bursary to produce a publication output. The Bursary, which is normally available to Master's and Doctoral candidates (providing they submit their thesis in a timely manner, and are not working more than 10 hours a week), allocates funding to produce a book chapter or journal article. We will consider how to turn parts of a thesis into a publication, considering the steps of crafting, submitting, and revising an output for publication.

## Publishing for Postgrads

In this workshop we will consider the game of publishing your research, demystifying the rules and ensuring you know how to play! We will focus on publishing your research in journal articles, but will touch on other publishing outlets.

## Study Skills for New Postgraduates - Christchurch

This workshop is designed for those who are new to postgraduate study. The focus is on explaining academic expectation, and teaching efficient techniques to manage the key areas students often find difficult. The areas covered include: reading and writing critically, assignment analysis and planning, taking effective notes, constructing an argument, structuring and editing an assignment, and avoiding unintentional plagiarism.

The HEDC seminar room is located at 65/75 Union Place West, Dunedin 9016

Phone: +64 3 479 8492 Email: [hedc@otago.ac.nz](mailto:hedc@otago.ac.nz)



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## Graduate Research School Workshops

### Embarking on the PhD journey: A comprehensive induction workshop

**“Embarking on the PhD Journey” is a three-day workshop, with sessions spanning half a day each, designed to prepare you for a thriving journey during your early stages of PhD study at the University of Otago. The workshop is strongly recommended for all incoming PhD candidates or those within the first six months of study.**

Our workshop sessions will first delve into the key processes’ integral to PhD research at Otago. Here, you will explore milestones, expectations, processes, confirmation pathway, and administrative matters that support and guide your research experience. We will then explore critical skills for successful research practice in the first years of your PhD, alongside strategies to enhance those skills. The workshop will next highlight the importance of the PhD journey as a team effort supporting and mentoring you along the way. Then, you will explore how to work with your supervisors to maximise your development and research. The workshop also emphasises the importance of a balanced study-life approach, offering insights into various support services within Otago dedicated to assisting and empowering you in your journey.

## Keep Calm and Carry on!

**The mid-way point of the PhD journey can be a messy and challenging experience, but don't worry the "Keep calm and carry on" workshop is here to help. In this workshop, you will explore where you are in the middle of your PhD and how to deal with the messiness and challenges you may be facing. Together, we will check on and celebrate what you have achieved, plan for what's next, and apply relevant strategies to assist you in your journey in becoming an emerging researcher.**

During this workshop, we will consider what milestones need to be addressed in this phase, adjustments in your research plan and behaviours towards establishing/sustaining a productive research study, writing, and life habits. Also, you will explore how to maintain and adjust expectation and dialogues within your supervisory relationships to support you during this phase.

## To Infinity and Beyond PhD workshop

**A short workshop course with sessions running over three consecutive mornings. These sessions are designed to guide and empower you in managing the end stages of your thesis and developing a plan for life beyond Otago. The workshop is tailored for PhD candidates completing or who are beyond their second year and preparing for the final stages of forming their thesis.**

The sessions will first focus on the critical stages of completing your research and how to navigate vital administrative requirements at Otago. We will iterate the essential mindsets and strategies and for completing your research and its write-up while maintaining a healthy work-life balance. The sessions will highlight the role of the supervisory team and the Otago community in supporting you during this final phase. We will then explore the examination process, how it is managed, the oral exam and beyond. Finally, you will explore how to prepare for life beyond Otago, the importance of building your skills, networks, life plans, and other concerns to ensure you can progress with confidence beyond your stay here at Otago in the community as a newly minted researcher.

## Charting your master's research path – An induction to master's research workshop

**This induction to the Master's research workshop is an immersive whole-day workshop experience that equips you to navigate your Master's research journey at the University of Otago. This workshop is ideal for those about to start or are in the first three months of their Master's research experience. Here, you will take on essential tools and know-how vital for kick-starting this exciting chapter in your research journey.**

For the first half of the day, the workshop provides a comprehensive overview of the expectations, conditions, and journey preparation for a master's thesis. Also, you will gain valuable insights into forming a productive collaboration with your supervisors. And you will explore key strategies for successful practice and writing while maintaining a balanced work life. Finally, you will discover how to employ available resources and workshops at Otago to enhance your experience.

For the second half of the day, you will explore the village and support available here at Otago and the key strategies needed to manage and succeed in your Master's experience and beyond. Here,

you will meet key community members such as library support, copyright support, career development and our well-being coach.

### Preparing a 3MT and elevator pitch presentations

**This workshop prepares you for the 3MT competition and for conducting the ‘elevator pitch’. A common means of disseminating our research to others by using a story approach to inform and inspire a non-specialized audience in a time-restrictive situation, such as networking events, pitch meetings, and the 3MT competition!**

This workshop occurs in two sessions over three weeks.

• **In session one:** For one hour, you will learn about the 3MT, the relevant rules, and review past successful 3MT presentations for inspiration. And, you will explore key approaches for conducting an effective ‘elevator pitch’ and building a powerful story to inspire.

• **In session two:** Over two hours, join us in a drop-in session where you will have the opportunity to practice your future 3MT presentation and to gain feedback. In this session, you will be interacting with at least one staff member who was a judge in previous years’ 3MT.

### Writing Squared – Writing behaviours of successful postgraduate writing

During this workshop you will explore three key writing behaviours for enhancing your productivity and practice as an emerging research writer. You will apply behavioural approaches of collaborative writing, reflective writing process, and writing strategies of blasting, chipping and mixing drawn from the experiences of prolific research writers to be applied towards your own research writing and beyond. By being aware of and employing these approaches you will be able to enhance your writing practice and productivity during your postgraduate experience here at Otago.

### Writing Squared – Enabling behaviours for successful postgraduate writing

In this workshop, you will explore and apply enabling behaviours that will empower and improve your productivity as a writer during your postgraduate research experience. The workshop explores three key avenues of developing a more effective writing practice - writing spaces, writing moments, and writing technology - based on research of prolific research writers here at the University of Otago and beyond. Through this workshop you will enhance your research writing practice and the enabling behaviours necessary to be successful as a postgraduate research writer.

### Writing Squared – The researchers’ data driven storyteller mindset for boosting postgraduate writing success

In this workshop you will explore and develop your motivations and mindset as a research writer for all researchers are data-driven storytellers. We will focus on developing approaches and strategies grounded upon research of successful academics and prolific professors to help you develop a ‘data driven storyteller’ mindset critical in being a productive and transformative research writer during your research journey. The approaches here can impact both your writing and practice as a postgraduate candidate and future researcher.



## Thesis teamwork: Strategies for working productively with your supervisory team and beyond

**In any postgraduate research project, you are not alone. In fact, you're leading a team or village of others who are here to help or assist you in your project. But, how to lead or work with those critical others, particularly, your supervisors? In this workshop, you will explore key approaches and tools for successfully leading and working with your village/team to assist you in creating a successful research project.**

During this three-hour workshop, you will first discover the key foundations of leading the team/village through servant and transformational leadership approaches. Then, the workshop will apply the team development cycle model towards the team/village, providing a means to understand how the team develops, grows, and ends (or does it end?). Next, the workshop explores the feedback feedforward process that provides the foundation for working with the supervisors to enhance the quality of your learning experiences as a collaborative effort. Then, finally, the workshop will explore conflict management techniques to address moments of difficulty and the tools within the University of Otago to assist.

To sign up to any of the GRS workshops, please go to <https://www.otago.ac.nz/graduate-research/postgraduate-professional-and-researcher-development> If you have any questions, email [gradresearch@otago.ac.nz](mailto:gradresearch@otago.ac.nz)