

KU LEUVEN

SKILLS TRAINING FOR RESEARCHERS

EDITION 2020-2021



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.

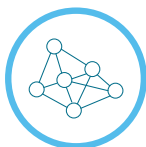
As a PhD or Postdoc researcher at KU Leuven, you have access to a wide range of transferable skills training. These professional skills exceed the specific topic of your research and will enhance your personal effectiveness and future employability. Whether you plan to continue your career in or out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



Doctoral School for the Humanities and Social Sciences

Time line

- (a) all schools
 - (b) Doctoral School of Biomedical Sciences
 - (set) 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)
Dutch at your fingertips (a)
Entrepreneurship Academy (a)
Falling walls lab for candidates (a)
FLAMES: Flanders Training Network for
Methodology and Statistics (a)
Intercultural communication (a)
LStat short courses in statistics (a)
Making knowledge clips in the studio (a)
Presentation coaching (a)
Responsible metrics (a)
Screencasting from A to Z (a)
Stress and resilience (a)
Summer school: let's talk science (a)
Supporting academic writing (a)
Using animated infographics to present
information clearly (a)
VSC training and ICTS workshops (a)
Writing for a general audience (a)
Writing personal statements (a)

Presentation skills for biomedical researchers (b)
Writing skills for biomedical researchers (b)
Writing the PhD thesis: challenges and
solutions (b)

Good clinical practice (b)
Systematic review (b)

Abstract writing for humanities and social
sciences (h)
Academic writing coaching for humanities
and social sciences (h)
Poster presentation practice for humanities
and social sciences (h)
Presentation and seminar skills for humanities
and social sciences (h)

Academic writing for science, engineering
and technology – intensive course (set)
Academic writing for science, engineering
and technology – semester course (set)
Cross Cultural Intelligence in Academic
Environments (set)
Dutch as a foreign language (set)
Female Brain Power, (Self-) Leadership
Module for Female Professionals (set)
Pitching / Public Speaking (set)
Presentation and seminar skills for science,
engineering and technology (set)
Pronunciation and intonation for science,
engineering and technology (set)

PhD stage 1 Starting

PhD stage 2

Introduction to leadership for doctoral researchers (a)

Supervising a master's thesis (a)
Networking for researchers: the basics (a)



Introduction to prodrugs & related technology (b)
Statistics: online course + exam (b)



21st Century training in transdisciplinary skills (a)
How to visually succeed in scientific publishing (b) (set)
Networking (a)

Central lecture research integrity (a)
HSE in laboratories (a)
Funder compliancy (a) →
Managing your PhD (a)
Managing your publications with Lirias (a)
Start to teach (a)
Workshop research data management for
PhD students (a)

Information literacy (h) →

Information retrieval and scholarly commu-
nication for biomedical sciences (b) →

Information retrieval and scholarly
communication for science, engineering
and technology (set) →

PhD stage 3 Ending

Postdoc



Career guidance (a)
Career Talks (a)
Creating effective posters (a)
Interpersonal skills (a)
Science figured out: workshop 'pitching your research' & video recordings (a)



Imaging, microscope and analysis (b)
Medical writing training programme (b)
Poster presentation practice for biomedical sciences (b)
Writing clinic for biomedical researchers (b)
Writing for medical journals (b)



Academic writing for humanities and social sciences (h)



Brand your career profile and networking (a)
Discover your career profile (a)
Exploitation of research – technology & knowledge transfer (a)
Foundations of Business Development (a)
Individual CV consult (a)
Online career tool (a)
Prepare your job interview (a)



Company visits (b)
Finding your professional way in the corporate world (b)
Individual cv review (b)
Network your way to your next career move (b)
Strategic management in the pharma sector (b)



Writing scholarships & grant proposals (b) (set)



Career in academia for PhD (a)



Career in academia for postdocs (a)
Coaching skills (a)
Funder compliancy (a)
Leadership for postdocs (a)
Managing your publications with Lirias (a)
Professional Development Mentorship Programme (h)
Project management for postdocs (a)



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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

HR-department — <http://admin.kuleuven.be/creative-thinking>

→ Cross Cultural Intelligence in Academic Environments



General description

Many PhD and postdoc researchers have called this course an “eye-opener”. For some, the newly gained insights in their own functioning even led to new decisions and new directions in their own goals and career. The Cultural Quantum® Self Assessment, which is part of the course, allows people to reflect in a totally new way on themselves and others. Surprise yourself!

Target group

Doctoral and postdoctoral researchers.

Provider & webpage

Arenberg Doctoral School — <http://admin.kuleuven.be/crossculturalintelligence>

“This course has provided a systematic approach to help analyze and understand the cross-culture issues/conflicts around us.”

→ 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

HR-department — <http://admin.kuleuven.be/managing-your-phd>

→ Networking for researchers: the basics



General description

The real power of networking lies in connecting with people and building strong, professional relationships. In doing so you will surround yourself with people who are happy to help you achieve your goals. These networking skills are important both inside and outside academia, but in this workshop we'll focus on how to network in your current academic job context. In this very practical oriented workshop we'll cover how to network with people you see on a daily basis and people you meet at e.g. conferences. You will learn how to have memorable small talks, but also how to present yourself and your work to people you meet for the first time and prepare better for conferences.

Target group

Since building a network takes some time this workshop is recommended to early stage researchers who still have the time to build a (better) network. Other doctoral and post-doctoral researchers are welcome as well, but be aware of introduction level of this workshop.

Provider & webpage

HR-department — <http://admin.kuleuven.be/networking>

→ Project management for postdocs



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

HR-department — <http://admin.kuleuven.be/project-management>

→ Stress & resilience



General description

The aim of this workshop is to understand how stress impacts our body, mind and performance. While keeping a balanced perspective, we provide keys to lower stress and to increase resilience.

The first session is targeted at informing participants and inspiring them to change their (thinking) habits. The second session acts as a follow-up sessions where we evaluate what (doesn't) work and add additional theoretical insights to foster durable change.

Target group

Doctoral and postdoctoral researchers.

Provider & webpage

HR-department — <http://admin.kuleuven.be/stress-and-resilience>



COMMUNICATION AND COLLABORATION

→ Abstract writing for humanities and social sciences



General description

Are you planning to submit an abstract to a conference? Or are you preparing an abstract for a journal article? Writing an informative, concise and engaging abstract is not easy, but it is an essential academic skill, which this interactive workshop will help you improve.

Target group

Junior researchers (PhD students, research associates, postdoctoral researchers) in the Humanities and Social Sciences.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/abstract-writing>

→ Academic writing coaching for humanities and social sciences



General description

Would you like to get individual feedback on an article, dissertation chapter or grant proposal? Sign up for a free one-to-one coaching session with one of our academic writing coaches

Target group

Junior researchers in the Humanities and Social Sciences. Available on a first come, first served basis. The number of slots per year is limited to 20.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-coaching>



→ Academic writing for humanities and social sciences

General description

Writing and publishing is an integral part of an academic career, but the road to publication is rarely straightforward. Are you writing your first articles or getting started on your PhD? This course offers useful advice and guided hands-on practice for early-stage researchers seeking to sharpen their writing skills and to improve their academic English. The aims of the course are:

- to make you more aware of organizational and stylistic conventions in your own field;
- to help you improve the coherence and flow of your writing;
- to expand your range of academic phrases and sentence structures;
- to help you avoid common grammar and vocabulary errors in your writing;
- to teach you strategies for improving and editing your own writing.

Target group

Doctoral and postdoctoral 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

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-hss>



→ Academic writing for science, engineering and technology

INTENSIVE COURSE

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 (+ abstract).
- 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

Doctoral and postdoctoral 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

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-set>



→ Academic writing for science, engineering and technology

SEMESTER COURSE

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

Doctoral and postdoctoral researchers.

Provider & webpage

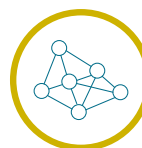
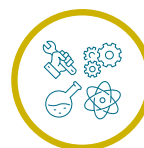
Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-set>

“It exceeded my expectations, I think this is a really useful course for my PhD.”

“Very useful course; I learned a lot and could easily apply the techniques handled in the course to my paper and texts.”

“The course was extremely useful and I have learned very unexpected nuances of Academic English. The teacher is great.”

→ 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

Doctoral and postdoctoral researchers.

Provider & webpage

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/effective-posters>

→ Dutch as a Foreign Language

INTRODUCTORY 40-HOUR COURSE DUTCH FOR DOCTORAL RESEARCHERS



General description

In this course, absolute beginners learn to communicate effectively in a Dutch-speaking environment. The practical training comprises exercises on basic Dutch grammar and vocabulary in the context of realistic conversations. Course materials consist of a textbook, video and audio CDs.

Target group

Doctoral and postdoctoral researchers in Science, Engineering & Technology.

Course materials

Vanzelfsprekend. R. Devos, H. Fraeters, P. Schoenaerts en H. Van Loo. Leuven (Acco), 2018.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/dutch-as-a-foreign-language>

→ Dutch at your fingertips

DUTCH AS A FOREIGN LANGUAGE
FOR INTERNATIONALS AT KULAK



General description

Are you tired of not understanding your Dutch speaking colleagues in the staff room? Or do you want to have a chat with your Dutch speaking neighbours? Join our Dutch language course at Kulak!

It is an academic course that combines classes (with a teacher) and blended learning (online exercises). The course treats vocabulary and grammar, but also speaking, listening, writing and reading skills.

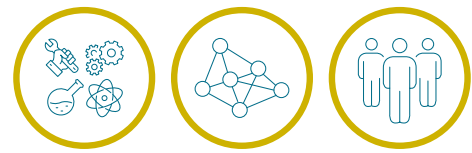
Target group

All researchers at Kulak and Bruges who want to improve their Dutch. The group will be divided into two levels (basic level and advanced) by way of a placement test.

Provider & webpage

Leuven Language Institute (ILT) and KU Leuven Campus Kulak Kortrijk —
<http://admin.kuleuven.be/dutch-at-your-fingertips>

→ 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.

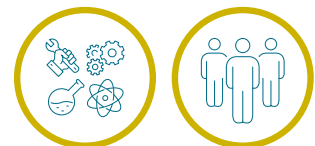
Target group

Doctoral and postdoctoral researchers.

Provider & webpage

Science communication — <http://admin.kuleuven.be/falling-walls>

→ How to visually succeed in scientific publishing



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 ‘How to visually succeed in scientific publishing’ 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 research integrity at all times.

Target group

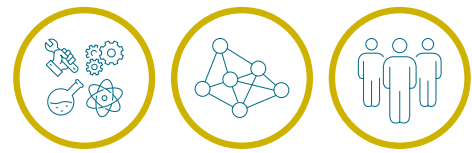
Doctoral researchers.

Provider & webpage

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/visually-succeed-bms>
Arenberg Doctoral School — <http://admin.kuleuven.be/visually-succeed-set>

“Very interesting workshop. I learned many useful tips and tricks that I will definitely use in my future career.”

→ Intercultural communication



General description

Working in international or intercultural teams can be challenging. This workshop helps you to become more aware of cultural differences and barriers in communication with people from various ethnic/cultural backgrounds. You will expand your frame of reference and apply the TOPOI-model to deal with cultural differences and conflicts. Doing so you will learn to overcome language barriers, avoid the pitfalls of prejudice and discrimination and develop an open professional attitude which will allow you to build respectful and sustainable relationships throughout your (international) research career.

Target group

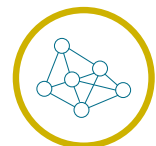
All doctoral and postdoctoral researchers.

Provider & webpage

HR-department — <http://admin.kuleuven.be/intercultural-communication>

In case of any questions about training your intercultural competences, international collaboration or dealing with diversity or discrimination at work, feel free to contact: diversiteit@kuleuven.be

→ Interpersonal skills



General description

This two day practical oriented workshop covers these topics:

- how to adapt your communication style to personality differences
- active listening and assertive communication
- giving and receiving feedback

This course helps you develop 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.

Target group

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

Provider & webpage

HR-department — <http://admin.kuleuven.be/interpersonal-skills>



→ 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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/medical-writing>





→ Pitching / Public Speaking

General description

You are working already for a long time on a specific topic. When a friend asks you to explain your research topic you get lost in words, you start to notice that your body blocks and on top of that you seem to lose the interest of your friend.

By using 'a simple 8-step framework' you will be able to convince people and make them fall in love with your ideas.

Target group

PhDs and postdocs applying in the near future.

Provider & webpage

Arenberg Doctoral School — <http://admin.kuleuven.be/pitching>

“The right word may be effective, but no word was ever as effective as a rightly timed pause.” – Mark Twain

→ Poster presentation practice



General description

Has your poster proposal been accepted and would you like to practice presenting it? In this half-day workshop, we will start by briefly discussing best practices, and reviewing the language and lay-out of your poster. You will then present your poster and receive feedback.

Target group

Doctoral and postdoctoral researchers in the Humanities and Social Sciences. Participants have preferably attended a session on creating scientific posters.

Provider & webpage

Leuven Language Institute (ILT)

Humanities and social sciences: — <http://admin.kuleuven.be/poster-presentation-hss>

Biomedical sciences: — <http://admin.kuleuven.be/poster-presentation-bms>

→ Presentation and seminar skills for humanities and social sciences



General description

Conference presentations are part and parcel of every doctoral students' career, but giving an academic presentation for an audience of peers and specialists can feel like a daunting task. In this highly interactive seminar, we'll look at all the elements that contribute to a successful presentation, so you can face your next conference with confidence. Objectives include:

- 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

Doctoral and postdoctoral researchers. Participants are expected to have a good command of English, allowing them to communicate fluently.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-presentations-hss>





→ 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

Doctoral and postdoctoral researchers.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-set>

→ Presentation coaching



General description

Would you like to try out your presentation just before you're due to go to a conference? Sign up for a free one-to-one coaching session. The presentation coach will listen to your presentation and provide feedback on language, organisation and delivery. Feedback will focus on the key areas for improvement; for a more systematic approach to academic presentations, consider signing up for our Presentation Skills courses.

Target group

Junior researchers. Available on a first come, first served basis. The number of slots per year is limited to 20.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/presentation-coaching>



→ 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

Doctoral and postdoctoral researchers.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/presentation-skills>



→ 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

Doctoral and postdoctoral researchers.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/academic-writing-set>

→ Science Figured Out: Workshop 'Pitching your research' & video recordings



General description

Scientists thrive in their trusted environment, whether it's their lab, their office space or the stage at a scientific conference. Science Figured Out takes young researchers out of their comfort zones and places them in front of a camera with a clear assignment: share your passion for research with the general public! Tell us about your research in a clear and convincing 3-minute pitch.

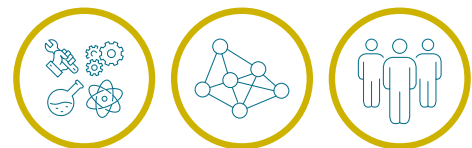
Target group

Doctoral researchers and postdocs.

Provider & webpage

Scriptie VZW en KU Leuven: — <https://www.sciencefiguredout.be/about-project>
<http://admin.kuleuven.be/ScienceFiguredOut>

→ Summer school: Let's talk science



General description

This two-day summer school is all about communicative competences: a great chance for you to plunge headfirst into the world of science communication. The plenary session 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/>



→ 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.

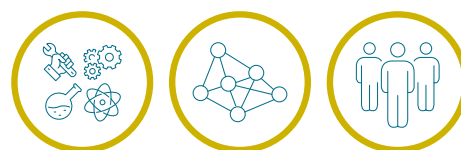
Target group

Researchers preferably in the process of writing a paper.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/writing-clinic>

→ 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

Doctoral and postdoctoral 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.

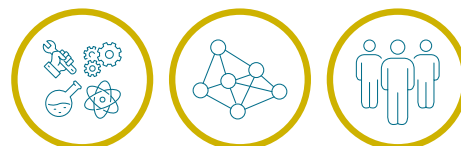
Target group

Doctoral and postdoctoral researchers.

Provider & webpage

Doctoral School Biomedical sciences— <http://admin.kuleuven.be/writing-medical-journals>

→ Writing personal statements



General description

This writing workshop is aimed at researchers who are writing their personal statement in view of research grant or other applications. Prior to the session, you will be invited to submit either a draft of your personal statement, or a short text about yourself and your research. During the workshop, guidelines are given with regard to typical language and style features, and suggestions for review are provided.

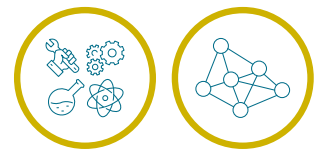
Target group

Doctoral, postdoctoral and tenure track researchers.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/writing-personal-statements>

→ 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.

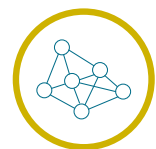
Provider & webpage

Doctoral School Biomedical sciences— <http://admin.kuleuven.be/writing-scholarships-bms>

Arenberg Doctoral School — <http://admin.kuleuven.be/writing-scholarships-set>

“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

Doctoral and postdoctoral researchers preferably at the writing stage of dissertation/research project.

Provider & webpage

Leuven Language Institute (ILT) — <http://admin.kuleuven.be/writing-skills>



→ 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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/writing-phd-thesis>



→ 21st Century training in transdisciplinary skills



General description

Worldwide, universities and research centers are joining efforts to tackle global challenges. Our planet and our society face problems that no single institution or organization can address on its own. They require the co-creation and open sharing of knowledge across institutions, disciplines, and societal sectors, connecting the local with the global level. In this context, research needs to become more mission-driven and responsible, system-oriented, and transdisciplinary. Science evolves towards a new paradigm.

The KU Leuven Institute for the Future launched the program '21st Century training in transdisciplinary skills'. It offers learning through team work, workshops, immersive experiences and independent study. The program allows you to strengthen your understanding of transdisciplinarity and complexity and involves real co-creation with stakeholders on a societal challenge.

Two programs are available:

- **TDI** (Transdisciplinary Insights): You will work in a team of Bachelor's, Master's students and other PhD researchers from diverse backgrounds to tackle a complex societal challenge.
- **TDR** (Transdisciplinary Research): You will work in a multidisciplinary team of PhD researchers to address issues in how the scientific research system works and how it interfaces with broader society.

Target group

Doctoral researchers.

Provider & webpage

KU Leuven Institute for the Future — <http://admin.kuleuven.be/transdisciplinary-skills>

→ **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 online module elaborates on the different aspects of engaging (or 'activating') students.

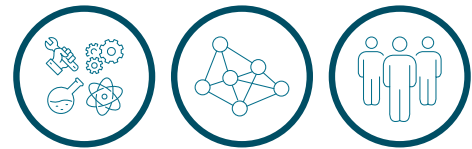
Target group

(Junior) teaching assistants or doctoral researchers.

Provider & webpage

KU Leuven Learning Lab — <http://admin.kuleuven.be/activating-students>

→ **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).

Provider & webpage

Research Coordination Office (DOC) — <http://admin.kuleuven.be/phd-lecture>

→ 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

Lcie Entrepreneurship Academy — <http://admin.kuleuven.be/lcie-entrepreneurship>

→ Exploitation of research – technology & knowledge transfer



General description

This training course introduces doctoral and postdoctoral 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>

FLAMES: Flanders Training Network for Methodology and Statistics



General description

Flanders Training Network for Methodology and Statistics (FLAMES) is an inter-university training network rooted in the five Flemish universities.

This network aims to provide doctoral students and young empirical researchers with best-in-class training in methodology and statistics.

Throughout the year FLAMES offers several InterUniversity (IU) courses, a Summer School, and a variety of other training events, organized at the Flemish universities, with a rotating system. Please consult the event webpage to see the full offer.

- Introduction to Categorical Data Analysis with R
- Method in Research Design
- Methods in Data Collection
- Survival Analysis in R
- Theory and Practice of Questionnaire construction and analysis
- Missing data
- Graphics in R
- Tools for Multivariate Data analysis

FLAMES Summer School (FSS):

The yearly two-weeks Summer School is aiming at providing practical methodological and statistical training to young researchers (particularly PhD students) from all disciplines. Whether you are a complete dummy, a starter with a limited knowledge, or a more experienced researcher with a broad basic knowledge in the world of methodology and statistics, the FLAMES summer school offers courses on your level, which emphasizes everyday research practice.

Target group

PhD students and postdoctoral researchers, in need for training statistics and methodology.

Provider & webpage

Flames — <https://www.flames-statistics.com/>

→ **Funder compliancy**



General description

Most funders, be it the **European Commission (H2020, ERC, MSCA), the FWO, or KU Leuven internal funds**, expect compliance on the way results of their funding are published and the way research data collected or generated during a scholarship are treated. As compliancy is monitored by these funders a good understanding of what is expected and how you can comply is required. Sessions are organised on two themes: publishing in Open Access, and writing a Data Management Plan (DMP).

The session on Open Access funder compliancy (Horizon2020 & FWO) shortly explains the concept and benefits of Open Access, focusses in detail on the exact requirements of the funder and how to achieve Open Access including the use of KU Leuven's institutional repository Lirias, and finishes with an overview of support provided by different services at KU Leuven.

The session on how to write a good DMP shortly highlights the reasons why funders (Horizon2020, FWO, Internal KU Leuven funding) demand a management plan and what such plan should contain, but mainly provides practical do's and don'ts in view of what reviewers will check and comment upon when receiving a DMP. Broad attention is given to working with personal data and to the concept of data sharing.

Target group

1st year doctoral researchers and 1st year postdoctoral researchers.

Provider & webpage

The Research Coordination Office (with support from KU Leuven Libraries, ICTS & local IT, Legal Office & TTO): — <http://admin.kuleuven.be/open-access-in-FWO>
<http://admin.kuleuven.be/open-access-in-Horizon>
<http://admin.kuleuven.be/Internal-funding-DMP>
<http://admin.kuleuven.be/FWO-DMP>
<http://admin.kuleuven.be/H2020-DMP>

→ **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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/good-clinical-practice>

→ HSE in laboratories



General description

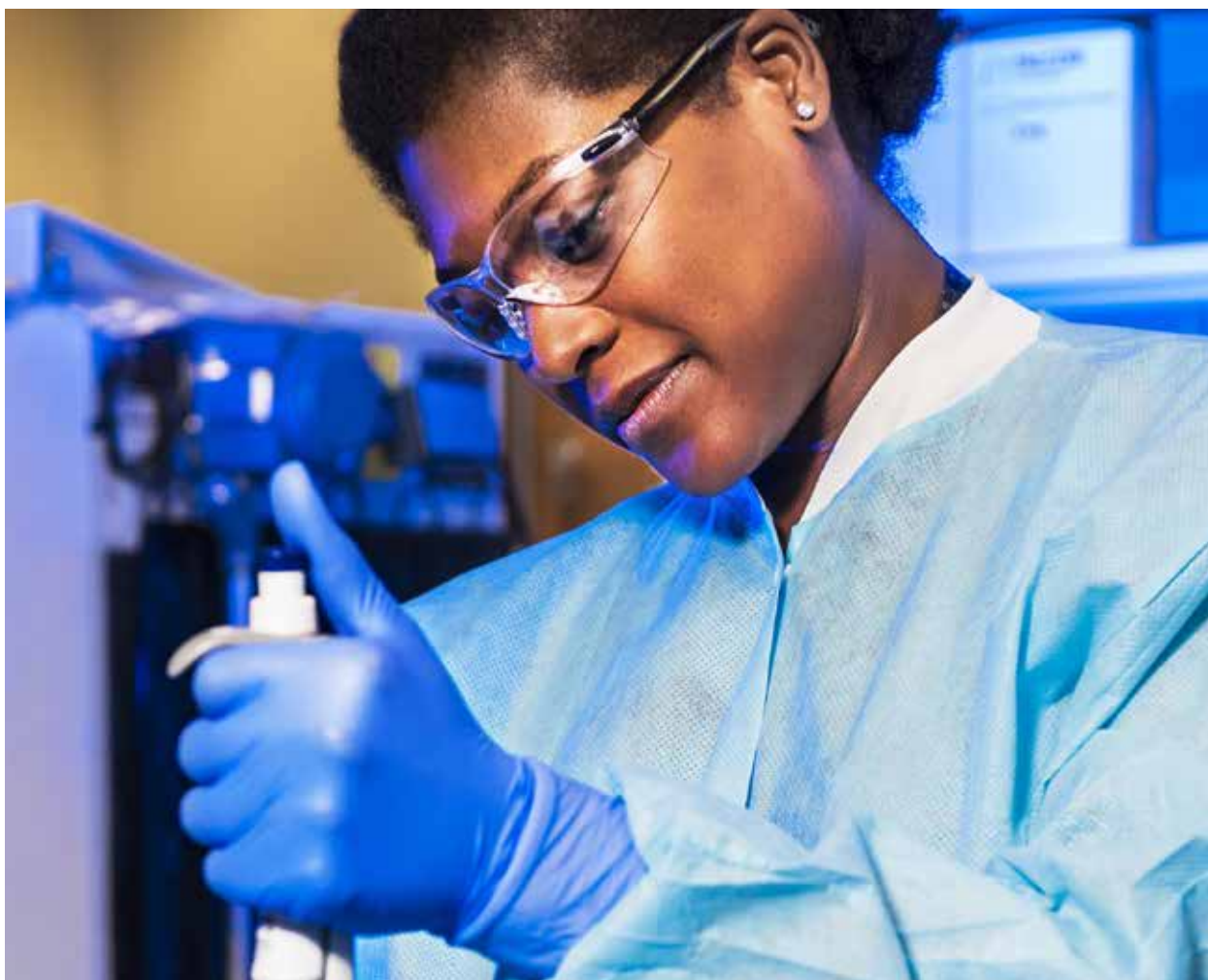
Working in a laboratory isn't just about research, discovery and innovation. It entails a number of specific risks that require specific measures and precautions. During this training, we zoom in on key safety-, health- and environment-related aspects (HSE) which you need to keep in mind when active in a laboratory. Through this training, we will help you prepare 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

Mandatory for first-year doctoral researchers who work in laboratories.

Provider & webpage

HSE department — <http://admin.kuleuven.be/hse-lab>





→ Imaging, microscope and analysis

General description

The increasing importance of high-resolution, high-quality bio-imaging in frontline life science research has led to a growing demand for training courses in imaging techniques.

The goal of the Bio-Imaging Core (BIC) is to support imaging from in vitro to in vivo, from millimeter to Ångström, from morphology to mechanism and from image to information. BICs mission is to facilitate research and lower as much as possible the threshold for scientists to get access to know-how for microscopy experiments and measurement time.

Therefore, BIC has created a short course on Imaging, microscopy, and analysis for PhD researchers and postdocs.

In this 2-day course, we want to introduce the basics and showcase advanced techniques. We will highlight modern 3D imaging like confocal and light sheet approaches and discuss quantitative techniques. Next to methods for acquiring state-of-the-art images, we will introduce tools for analyzing images; we will demonstrate common procedures and strategies, and review the code of conduct for processing. Finally, we will touch on the possibilities available in-house.

Target group

Doctoral and Postdoctoral researchers.

Provider & webpage

Doctoral School Biomedical Sciences — <http://admin.kuleuven.be/imaging-microscope-analysis>





→ 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:

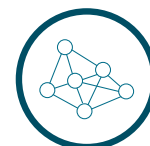
- **Limo:** learn how to use the KU Leuven Libraries' extensive collection of paper and electronic resources.
- **Databases:** get help finding high quality research articles in the available databases of the KU Leuven Libraries.
- **Reference Managers:** get the best out of Endnote online, Mendeley and Zotero.

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

KU Leuven Libraries — <https://bib.kuleuven.be/kubic>



→ Information retrieval and scholarly communication for biomedical sciences

General description

Learning Centre Désiré Collen offers a course about Information Retrieval & Scholarly Communication. In this course you'll:

- learn more about the databases/search platforms Pubmed, Embase, the Cochrane library, Web of Science, ...
- learn how to build a proper search strategy for a (systematic) review
- understand what bibliometrics are all about
- why and how reference management software can make your life way easier
- learn the importance of Research Data Management and Open Access

Target group

Doctoral researchers preferably at start of PhD.

Provider & webpage

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/info-publication-skills>



→ Information retrieval and scholarly communication for science, engineering and technology

General description

The Campus Arenberg Library offers a course about Information Retrieval & Scholarly Communication. In this course you'll:

- learn more about the databases/search platforms Web of Science, Scopus, IEEE Xplore Library, SciFinder ...
- learn how to build a proper search strategy for a literature review
- understand what bibliometrics are all about
- why and how reference management software can make your life way easier
- learn the importance of Research Data Management and Open Access

Target group

Doctoral researchers preferably at start of PhD.

Provider & webpage

Campusbibliotheek Arenberg — <http://admin.kuleuven.be/information-retrieval>





→ 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

Doctoral 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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/prodrugs>

→ LStat short courses in statistics



General description

The Leuven Statistics Research Centre (LStat) offers a wide range of short courses in statistics on a basic, intermediate and advanced level with software applications.

A selected set of courses is offered in an open educational concept, in the sense that, for example, also contingents of students of our Master of Statistics partake in them.

This ensures stimulating interaction.

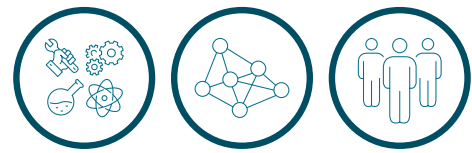
Target group

PhD students and postdoctoral researchers, in need for training on statistics.

Provider & webpage

Lstat — <https://lstat.kuleuven.be/training>

→ Making knowledge clips in the studio



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. Afterwards you will receive individual support to produce and edit your clip. As a participant, you determine the pace of this training.

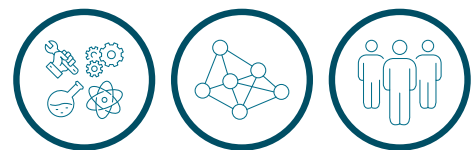
Target group

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

Provider & webpage

KU Leuven Learning Lab — <http://admin.kuleuven.be/talking-head>

→ Managing your publications with Lirias



General description

Lirias is KU Leuven's institutional publication database. It provides the master data for your personal publication lists (e.g. KU Leuven Who's Who pages), for exporting your output to our main regional funder, the FWO, and for populating your ORCID iD. Lirias is also the source for publication data in the Flemish Research Portal (FRIS) and for reporting on KU Leuven's annual outputs to the Flemish Government. Additionally, Lirias hosts electronic copies of diverse outputs, both to support KU Leuven's deposit obligation and Green Open Access. Lirias is OpenAIRE compliant.

In this Lirias information session, you are guided through the processes of adding publications to the database, adapting publications, uploading a text, exporting your publications and using your ORCID iD.

Target group

1st year doctoral researchers and 1st year postdoctoral researchers.

Provider & webpage

The Research Coordination Office — <https://www.kuleuven.be/Lirias>

→ Responsible metrics – how to use metrics correctly when assessing the impact of (your) output



General description

Publishing the outcomes of your research is one of the duties of a researcher. But how do you know if your findings are being noticed, reused or appreciated, and by whom? Lots of metrics claim to provide this information. But what do these metrics actually measure? What exactly are the impact factor, the h-index, altmetrics, etc? How are they calculated and do they truly measure what they claim? Learn how to interpret these metrics correctly and find ways to use them responsibly to show how your output has impacted different target groups.

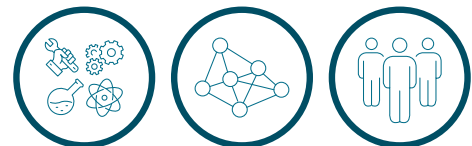
Target group

Doctoral researchers, postdoctoral researchers.

Provider & webpage

The Research Coordination Office – <https://admin.kuleuven.be/impact>

→ 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. Afterwards you will receive individual support to produce your clip. As a participant, you determine the pace of this training.

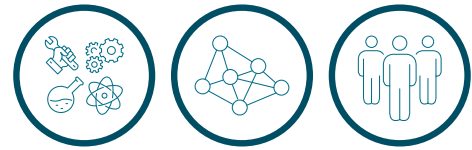
Target group

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

Provider & webpage

KU Leuven Learning Lab – <http://admin.kuleuven.be/screencasting>

→ **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 online module with optional follow-up session focuses on the basics of teaching with topics such as 'how to prepare for class', 'how to interact with your students' and 'classroom management'. It provides insight into the basics of course design.

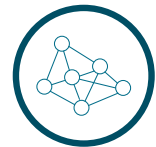
Target group

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

Provider & webpage

KU Leuven Learning Lab — <http://admin.kuleuven.be/start-to-teach>

→ **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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/statistics-exam>



→ Strategic management in the pharma sector

General description

- Understanding and insights into the general firm-economical concepts and management concepts
- Ability to synthesize a business model for a company
- Ability to execute and interpret an internal and external analysis of a company
- Being in a position to apply the theoretical concepts, tools and frameworks in a particular exercise
- Understanding of patentability of products and processes in the pharma context
- Interpretation of a license agreement concerning a pharmaceutical product or process
- Being able to make a critical analysis about patents and access to medicine/medicines

Target group

Doctoral Researchers with approved Research Seminar milestone and Postdoctoral researchers.

This course is only available in Dutch!

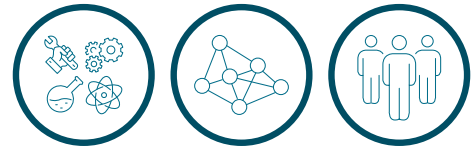
Provider & webpage

Doctoral School Biomedical Sciences

<http://admin.kuleuven.be/strategisch-management-farma>



→ 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 online module challenges you to think and reflect on your supervising skills. It focuses on the supervising process and its possible challenges.

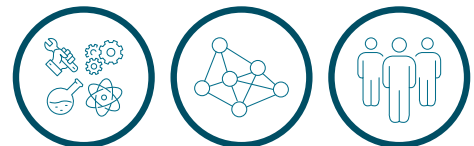
Target group

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

Provider & webpage

KU Leuven Learning Lab — <http://admin.kuleuven.be/master-thesis>

→ Supporting academic writing



General description

Does your course include writing assignments for students? Do you want to learn what a good writing assignment consists of and how to evaluate it? And how you can help your students become better writers? This online module offers information and practical tips on supporting and assessing writing skills.

Target group

(Junior) teaching assistants or doctoral researchers.

Provider & webpage

KU Leuven Learning Lab — <http://admin.kuleuven.be/supporting-academic-writing>



→ Systematic review

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

Doctoral School Biomedical sciences — <http://admin.kuleuven.be/systematic-review>

→ Using animated infographics to present information clearly



General description

We often work with complex data and knowledge which are difficult to communicate. How can you present this information in a clear and attractive way? Animated infographics are a possible solution. They offer the possibility to visualize complex subjects and to present them step by step. We will teach you all the do's and don'ts to consider when you create infographics.

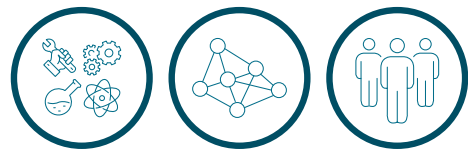
Target group

Doctoral and postdoctoral researchers.

Provider & webpage

KU Leuven Learning Lab — *Available from January 2021*

→ VSC training and ICTS workshops



General description

Vlaams Supercomputer Center (VSC) offers a number of courses that target users with no prior experience with using High Performance Computing (HPC) Cluster. Most courses are offered at least once a year or once per semester. There are several Linux courses, to start working with the cluster, in addition to the HPC introductory course.

Other courses target researchers who develop their own code. The HPC programming languages such as C/C++/Fortran are regularly taught, together with advanced parallel programming techniques using the OpenMP (shared-memory programming) and MPI (distributed-memory programming). There are also dedicated sessions on version control, code optimization and debugging techniques. Furthermore, multiple trainings are offered for Python programmers covering basics, HPC, machine learning and data science topics. Specific info session about singularity containers, the Worker and Atools frameworks (used for parameter exploration) are annually offered.

If you are not involved in HPC, there are still courses and info sessions organised by ICTS, the KU Leuven central IT office, that could be interesting for researchers, such as sessions on how to use the tools like web surveys and Box that are available at KU Leuven. An introduction to LaTeX, still widely used to create scientific publications or an info session on how to use the poster printing infrastructure at KU Leuven.

Beside these workshops, ICTS also organizes free workshops about DingNet. DingNet creates an experimental environment for Internet of Things (IoT) applications and research in Leuven and Heverlee by providing a free LoRaWAN communication infrastructure. During this workshop all information will be provided to get optimally started with DingNet yourself.

Target group

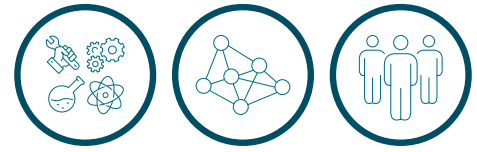
Doctoral and postdoctoral researchers (also open for Master students and Professors).

Provider & Webpage

ICTS — www.kuleuven.be/icts/workshops, www.kuleuven.be/dingnet

VSC — <https://www.vscentrum.be/training>

→ 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

KU Leuven Libraries — <http://admin.kuleuven.be/bib-info>



CAREER DEVELOPMENT

→ Online career tool



General description

In collaboration with an external partner, the YouReCa career center has developed a brand new, tailor made, online career tool for researchers. This online tool will be an incredible asset in gaining insight in your professional profile and in taking a jump start to brand yourself.

This tool will take you through 5 questionnaires. You will discover your core strengths, natural talents & interests, skills and career & company drivers. You will also get personalized output on jobs that suit you and the ideal type of company and working environment.

Besides discovering who you are and what you want you get hands on tips & tricks on creating a strong elevator pitch, designing a powerful cv and building a professional network on LinkedIn. You will get an overview of all the possible steps of a job application process: starting from a telephone interview to negotiating your work conditions.

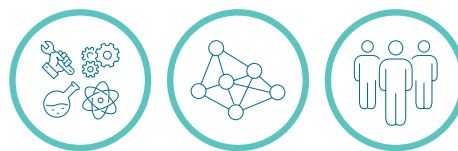
Target group

Doctoral researchers (3rd or 4th year of their PhD) and postdoctoral researchers who are actively preparing for a career on the non-academic job market.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/digital-career-tool>

→ Discover your career profile



General description

This career workshop takes the output of the digital career tool to the next level. With a first idea of who you are, what you can do and what you want, we help you to further deepen the output of the online tool and support you to summarize it into an authentic career profile. Being more self-aware facilitates you to better recognize fulfilling career paths and matching job opportunities. This workshop is characterized by input, feedback and inspiration both by the trainer as well as your peers.

We highly recommend attending this workshop before participating in any of the two other career workshops: 'Brand your career profile' and 'Prepare your job interview'.

Target group

Doctoral researchers (3rd or 4th year of their PhD) and postdoctoral researchers who are actively preparing for a career on the non-academic job market.

Provider & webpage

YouReCa Career Center

For doctoral researchers: <http://admin.kuleuven.be/discover-profile-phd>

For Postdoctoral researchers: <http://admin.kuleuven.be/discover-profile-postdoc>

→ Brand your career profile & networking



General description

This is the second workshop in the series of Career Development workshops offered by the YouReCa Career Center. The focus here is to strategically build and brand your career profile.

Your findings of the previous workshop 'Discover your Career Profile' are used as input to build and professionalize your LinkedIn profile and to improve your non-academic CV and cover letter. Since most of the jobs are promoted via networks and because LinkedIn is THE tool to enhance and use your professional network you will also find information and exercises about the power of targeted networking and its fundamentals.

How do you put yourself out there in a confident and authentic way? How do you use your LinkedIn profile to start networking? How do you network on- and offline in a pleasant way? Making sure you get noticed by the right people? How do you map your personal job market? All these topics will be addressed in a very practical and interactive way.

We do recommend to attend the workshop 'Discover your Career Profile' before participating in this workshop.

Target group

Doctoral researchers (3rd or 4th year of PhD) and postdoctoral researchers who are actively preparing for a career on the non-academic job market.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/brand-profile>

→ Prepare your job interview



General description

How can I go to a job interview with self-confidence? What questions should I expect and what is the question behind the question? How can I best prepare myself? What does the process of a job interview look like? What are the do's and don'ts? How can I demonstrate that I would be a good fit for the job? As soon as you are invited for a job interview, these questions might come to mind. In this workshop, we will give you a unique insight into a recruiter's mind. We will discuss theories and tools they use in an interview and inspire you to prepare for them. Our focus will be both on the content of your message as well as your non-verbal communication. Using practical exercises, we will prepare and empower you to go through a job interview feeling more at ease and confident. We highly recommend attending the workshops 'Discover your career profile' and 'Brand your career profile' before participating in this workshop.

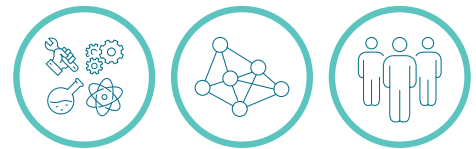
Target group

Doctoral researchers (4th year of PhD) and postdoctoral researchers who are actively preparing for a career on the non-academic job market.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/job-interview>

→ Individual cv consult



General description

If, after following the workshop 'Brand your Career Profile' you are still in need of some personal advice, this 30 minute individual CV counselling with your personal CV as starting point will help you further along. We focus on creating a tailor made CV for a specific job description/job ad. Prior participation to the workshop 'Brand your career profile' is mandatory

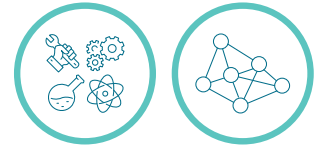
Target group

Doctoral researchers (4th year of their PhD) and postdoctoral researchers who are actively preparing for a career on the non-academic job market.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/cv-consult>

→ 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>



→ Career in academia for PhD



General description

Are you at the end of your PhD (4th year) and considering an academic career but not yet sure about it? Do you want to prepare yourself better? This workshop supports doctoral researchers near their defense to get a better view on their ambitions and to make more considered career choices.

Main questions that we will address during the workshop:

- What direction would I choose; applying for a post-doc position or a career outside academia? How can I get a better view on my skills, values and drivers and how do they help me to go an uncertain path in academia?
- What are career management skills and how to “grow” them?
- How to build an academic career? How can I get a clear image about this career path and how I fit in?
- What qualities are appreciated in academia?
- What is the vision of KU Leuven on a Postdoc position? What do I learn during this period and how to deal with insecurity? How can I ensure my employability?

The workshop is a career coaching workshop, helping you to sharpen career management skills. It provides ideas, tools, insights and space to share concerns and tips with peers. We will invite experienced experts (postdoc’s) that share their vision and experiences to help you answer career related questions.

Target group

Doctoral researchers at the end of their PhD (4th year), considering an academic career.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/career-in-academia-doc>



→ Career in academia for postdocs



General description

This learning group supports post-doctoral researchers in this pivoting moment in their career and aims to help them clarify the goal of their pursuit.

It facilitates making proactive choices within the postdoctoral training period to progress towards your long term career aspirations, whether in or outside academia. It triggers you to make optimal use of this Postdoctoral period to grow towards a more stable long term career perspective within a desirable timeframe.

Within this learning group we work with your (sharpened) learning questions. Frequent questions are:

- What direction do I want to go after completing my postdoc period: do I choose to build a career in academia or will I start my professional career elsewhere?
- What are my strengths and personal traits and are they helpful in a university context?
- What do I want to gain from this postdoctoral training period? How can I take on personal leadership and direct the postdoc more proactively so that it serves my professional growth and makes me desirable for the internal and/or external market?
- How do I build on my academic profile, taking into account the criteria / expectations of this university to increase my chances of an appointment?
- When should I disengage and step into a (stable) long term career path?
- How can I maintain a healthy balance between work and private life?

The workshop is a career coaching workshop, helping you to sharpen career management skills. It provides ideas, tools, insights and space to share concerns and tips with peers.

We will invite experienced experts (ZAP) that share their vision and experiences to help you answer career related questions.

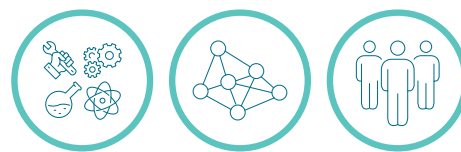
Target group

Postdoctoral researchers who are considering an academic career.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/career-in-academia-postdoc>

→ Career guidance



General description

The YouReCa Career center offers individual career guidance to all young researchers from KU Leuven. This service is additional to the collective career workshops for the orientation (what should I do after my PhD/postdoc) related questions and can be valuable if you need a professional coach to dive deeper in the output of the career workshops. Participation in our career workshops is a mandatory prerequisite to apply for individual guidance. However, we have seen from experience that other questions can lead you to seek out individual guidance. These might be: I am doubting if I want to continue my PhD, how can I handle the pressure/stress, how can I improve work relations, how can I take care of my well-being, etc. In this case, we invite you to register for individual career guidance. Based on your intake form, we will assess whether it is useful to attend one of our (career) workshops before starting individual guidance or if we want to get started right away.

Target group

For orientation related questions: Doctoral researchers in the 4th year and postdoctoral researchers. For other questions: all doctoral and postdoctoral researchers.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/career-guidance>

→ Career Talks



General description

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

During 'Career Talks', speakers share their personal career story and engage in a lively dialogue with each other and the audience. The speakers hold a PhD or postdoc and pursued a career in the private/public sector. Themes that are relevant to the speakers and the audience will be addressed (e.g. research outside academia, the value of a postdoc, how to network, transferable skills).

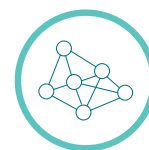
Target group

Doctoral and postdoctoral researchers reflecting upon career development.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/careertalks>

“Good speakers. Not only content wise, but certainly also the way they talked and presented. The atmosphere of the session was warm and welcome which makes it easier to ask questions. Good opportunity to network!”



→ **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

Late doctoral and postdoctoral researchers looking for opportunities outside academia.

Provider & webpage

Doctoral School Biomedical Sciences — <http://admin.kuleuven.be/skills-overview>



→ **Network your way to your next career move**

General description

This hands-on workshop is based on networking tips to enable you to make your next career move. Everyone has an already existing network built of friends and family. But how can you use your existing network for your next career move? The short answer: targeted!

In this workshop you will learn about:

- The power of targeted networking and its fundamentals
- What you want and what you can offer (e.g. transferable skills) to be able to make an impactful introduction of yourself
- How to build and maintain an effective network
- Practical online networking strategies, i.e. LinkedIn basics
- Relevant offline networking tips
- The power of the combination of online & offline networking and tools to do so

Target group

Belgian PhD candidates in the final stage of their PhD (final doctoral plan approved) and Postdocs who would like to improve their networking skills in order to help facilitating their transition to the corporate work environment. Participants need to be fluent in Dutch, both written and orally.

Provider & webpage

Doctoral School Biomedical Sciences — <http://admin.kuleuven.be/tips-on-networking>



→ Finding your professional way in the corporate world

General description

Recruiters outside academia mainly focus on skills and competencies, not exclusively on academic performance. Candidates holding a PhD on the other hand side often go into job interviews assuming that recruiters understand the value of a PhD and are not aware that they need to highlight exactly those transferable skills and competencies. You should start with recognizing those skills and subsequently train to sell them to the corporate labour market. To bridge that gap of expectations, a career development strategy can help to focus to reach the career goals. This half-day workshop aims to let you tap in to the four steps of a career development strategy:

- Career-Assessment Focus on what you want and what you have to offer. (And what you don't have to offer yet.)
- Option-Assessment What options are out there? Where, when and how to start searching for opportunities.
- Informational Interview Don't hide behind technology – the magic happens when people meet people.
- Job applications The difference between application documents for the corporate world and academia. Selling the transferable skills in a job interview.

Target group

International doctoral researchers who are in the 3rd or 4th year of their PhD and postdocs who are pursuing a career outside of academia.

Provider & webpage

Doctoral School Biomedical Sciences — <http://admin.kuleuven.be/finding-your-professional-way>

→ Professional Development Mentorship Programme



General description

The KU Leuven YouReCa Career Center is launching a Professional Development Mentorship pilot programme for **postdoctoral researchers in Humanities and Social Sciences of KU Leuven**. In this pilot edition, KU Leuven aims to stimulate professional partnerships between postdoctoral researchers and professionals holding a PhD who work outside of academia.

Objectives of the programme

- We want to promote an inspiring and fruitful relationship that will support researchers in their professional careers and personal growth.
- We want to offer new perspectives, connections and advice by working together to set short and long-term goals and meeting on a regular basis.
- We also want to facilitate intergenerational and intersectoral networking of science professionals.

Target group

Postdoctoral researchers in Humanities and Social Sciences of KU Leuven.

Provider & webpage

YouReCa Career Center — <http://admin.kuleuven.be/mentorship>



LEADERSHIP & MANAGEMENT

→ Coaching skills for postdocs



General description

The importance of coaching skills has been acknowledged by KU Leuven as an essential element of leadership. In this 2 day workshop we deliver insights, tools and models that support postdoctoral researchers to have a leverage on the professional development of doctoral researchers and other staff members in their research group.

We will explore how to:

- challenge others towards self-steering
- provide effective feedback
- build a learning environment with the help of a personal action plan
- ask powerful questions that provoke learning and active listening
- create consciousness

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.

Provider & webpage

HR-department — <http://admin.kuleuven.be/coaching-skills>

→ Female Brain Power, (Self-) Leadership Module for Female Professionals



General description

The training 'Female Brain Power' teaches the essential skills that professional women need to fully develop their female potential, enhance their power and take the lead. Based on neuroscience, this module provides effective strategies and solutions for women to significantly improve their (self-)leadership skills and strengthen their career position.

Target group

Female doctoral and postdoctoral researchers with at least two years professional experience.

Provider & webpage

Arenberg Doctoral School — <http://admin.kuleuven.be/femalebrainpower>

"I really learned to understand some critical aspects about myself and what I need"

→ Foundations of business development



General description

This executive teaching program - hosted by core faculty members of Flanders Business School - is ultimately geared towards valorization of (new) scientific knowledge at KU Leuven. The program aims to cover the fundamentals in management fields, and is purposely designed to allow the participants (even those that have no prior experience, or knowledge in these fields) to effectively start to challenge and nurture their ideas/business cases. Throughout the program we aim at providing the participants with relevant frameworks and models, conceptual tools, experience and confidence to embrace challenges and translate these into actionable opportunities.

Successful participants will end the program with:

- An open view on which market segments/customers their idea/opportunity will target and which business models are feasible/preferred
- An integrated view on some important management fields, to be applied when valorizing a specific idea or business concept
- A Flanders Business School certificate, proving their attendance

Target group

Postdocs, research staff and doctoral researchers reaching the end phase of their PhD (ATP is also welcome in this course).

Provider & webpage

Industrial Research Fund & Flanders Business School

– <https://www.kuleuven.be/english/research/iof/Science2Business>

– <http://www.flandersbusinessschool.be/nl>

→ Introduction to leadership for doctoral researchers



General description

This workshop is meant as an introduction in leadership and its different aspects for young researchers interested in taking up a supervisor role in the future. The topics we will handle in this training are:

- What are leadership styles and roles?
- Which one's more fitting?
- Which skills are involved?
- How do you bring subordinates to performance?

We'll walk you through three major roles within leadership; leading, managing and coaching. You will learn how adapting your leadership style (situational leadership) improves your impact.

Target group

Advanced doctoral researchers (not in their 1st year!) who like to explore their leadership skills.

Provider & webpage

HR-department — <http://admin.kuleuven.be/leadership>



→ Learning group 'leadership for postdocs'



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

FLANDERSBIO

What they do

Help to create value by organising networking and training activities, supporting internationalisation, providing services and building expertise.

Webpage

<http://flandersbio.be/en/home/>

IMEC ACADEMY

What they do

Specialized courses on nanoelectronics and digital technology and engages in research on educational technology.

Webpage

<https://www.imec-int.com/en/academy>

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://www.lcie.be>.

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**
<https://www.kuleuven.be/personeel/careercenter/youreca-career-center/yourecaENG>
- **Arenberg Doctoral School**
<https://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>