

ELENA – PSTS1: Complementary Skills 3 Day Residential Course: ESRs – 16-19 April 2018
Sir Christopher Wren Hotel and Spa, Thames Street, Windsor, Berkshire SL4 1PX

<u>Agenda designated in DoA</u>		Monday Arrivals PM	Tuesday (A) <i>from 0830</i>	Wednesday (B) <i>from 0900</i>	Thursday (C) <i>from 0900</i>	Friday Depart	Follow-up	Notes
<p><i>Professional writing</i> <i>Communications</i> <i>Planning & running meetings</i> <i>Performance reporting</i> <i>Presentation skills</i> <i>Outreach – events & media</i></p> <p><i>This course is being pitched at Introductory/ Intermediate levels</i></p> <p><i>ESRs provided with the Agenda in advance and be given a couple of tasks to help prepare in advance</i></p> <p><i>In attendance:</i> <i>Nigel Mason – OU</i> <i>Rhonda Smith + 1/2 MIN personnel & day tutors</i></p> <p><i>ELENA Co-ordinator & Project Manager to be present</i></p>	Morning Session		<p>0830-0900 A.1 The Day's Agenda <i>Rhonda Smith</i></p> <p>0900-1100 A.2 Social Media & Science <i>with Alec Walker-Love, ESCI: European Science Communications Institute</i></p> <p>1100-1130 <i>Refreshment break</i></p> <p>1130 - 1300 A.3 Communicating Science 1 <i>with Lesley Anson, Scientific Writer & Editor (formerly with Nature)</i></p> <p>1300-1345 <i>Lunch break</i></p>	<p>0900-0930 B.1 Review of Day One & Day Two Agenda <i>Rhonda Smith</i></p> <p>0930-1100 B.2 Elevator Pitches Preparation & Pitching <i>Rhonda Smith & Charlotte Reid</i></p> <p>1100 - 1130 <i>Refreshment break</i></p> <p>1130-1300 B.3 Media Communications 1 <i>with Sue Nelson, Boffin Media (regular contributor to BBC)</i></p> <p>1300-1345 <i>Lunch break</i></p>	<p>0900-0930 C.1 Review Day Two (including presentations) & Day Three Agenda <i>Rhonda Smith</i></p> <p>0930-1100 C.2 Online Outreach to targeted stakeholders. Webinar exercise: Industry, Investors, Innovators <i>Rhonda Smith with Annabel Mead & Megan Crouch</i></p> <p>1100 - 1130 <i>Refreshment break</i></p> <p>1130 – 1300 C.3 Planning & running meetings - Plenary tutorial & Group Exercise 1 (4 targets) <i>Rhonda Smith with Annabel Mead & Megan Crouch</i></p>	ESRs depart	<p>ESRs post course to:</p> <p>(1) finalise their Group Course Report</p> <p>(2) Complete their own individual evaluation of their performance over course (Personal Development Plan): what went well/ what needs improving; how do I plan to continue to improve; what did I learn; what am I going to explore further; what am I going to arrange re: Outreach</p> <p>(3) Update their CVs with the new experiences/skills from the course</p> <p>All 3 documents to become part of the overall 'learning portfolio' of each ESR (and to be referred to at next PSTS2)</p> <p>ESRs to begin process of thinking about submission as a group/project to:</p> <p>(1) <u>ESOF20 July 2020</u> – Trieste (science communications session + exhibition) and/or</p> <p>(2) <u>Researcher Night</u> held each year</p>	

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	Monday pm Arrivals	Tuesday (A)	Wednesday (B)	Thursday (C)	Friday Depart	Follow-up	Notes
Afternoon Session	ESRs & Tutors arrive 1700 Registration & Refreshments 1730-1900 Welcome: Coordinator /Project Manager. Introduction to course: Rhonda Smith (MIN) Evening social event: Ice-breaker activity 1930/2000 Dinner	1345 – 1500 A.4 Communicating Science 2 with Lesley Anson, Scientific Writer & Editor (formerly with Nature) 1500-1530 Refreshment break 1530 -1645 A.5 Group Course Report: whole & small group task to write/edit & produce report with illustrations Rhonda Smith 16:45-1730 A.6 Performance Reporting & Personal Development Plans – Introduction Rhonda Smith 1830-1930 A.7 Evening debate activity: <i>Scientists – why communicate?</i> Rhonda Smith/Charlotte Reid 1930/2000 Dinner	1345-1500 B.4 Media Communications 2 with Sue Nelson, Boffin Media (regular contributor to BBC) 1500-1530 Refreshment break 1530 - 1700 B.5 Presentations: to suit audience, occasion & location: Science Soap Box Rhonda Smith & Charlotte Reid Group course Report work continues 1930/2000 Dinner	1345-1530 C.4 Planning & running meetings - Group Exercise 2 & presentations (4 targets) Rhonda Smith with Annabel Mead & Megan Crouch 1530-1600 Refreshment break 1600 – 1700 C.5 Key learnings from the course & follow-up tasks C.6 Evaluation Forms & Future Plans for PSTS courses C.7 Presentation of Certificates & Farewells 1700 Minerva Team departs	ESRs depart	As above	

