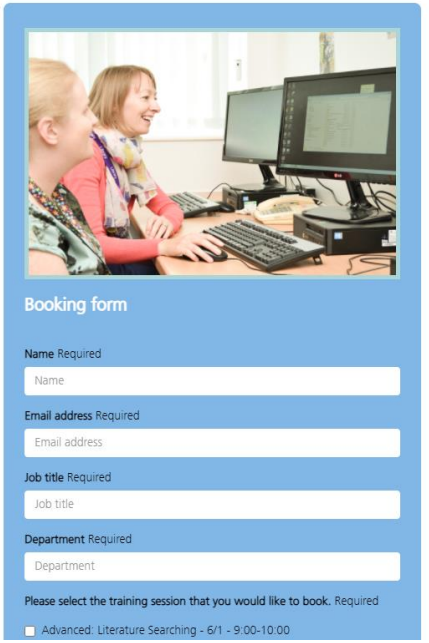
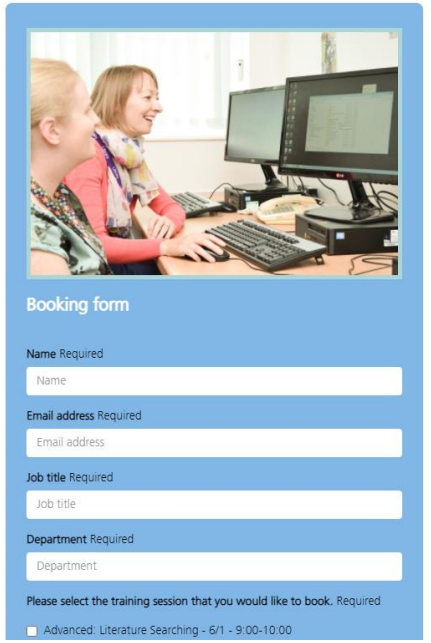
Royal Papworth Library Services	**Library and Knowledge Services Training Programme: July 2022**				
	Session name	**What will you learn?**	**Who is it for?**	**Dates and times**	**How to book**
Getting you started	**Get To Know Library Services**	• Overview of services available • How to borrow a book • How to renew a book	• You are new to Royal Papworth • You have been at Royal Papworth for a while but need a refresher on how to access Library Services	Wed, 6 July, 2022 10:00–10:20	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like** Booking form Name Required Name Email address Required Email address Job title Required Job title Department Required Department Please select the training session that you would like to book. Required Advanced: Literature Searching - 6/1 - 9:00-10:00
Made easy sessions to build your understanding	**Knowledge & Library Hub: Library Resources Made Easy** NEW	• The NHS Knowledge & Library Hub: one place for all our e-resources • How to access the Hub • What's available on the Hub • How to do a basic search • Getting access to full texts of journal articles • Access to databases and point-of-care tools	• You are new to using Library Services • You want to access all our e-resources from one place • You want to do a general search of what's available on a topic • You want to know what journals we have access to	Wed, 27 July, 2022 11:00–11:30	
	E-books Made Easy	• How to search for an e-book • How to get the best from the different e-book collections available	• You are new to using e-books • You would like to know how to download e-book chapters • You'd like to know which e-books are available	Wed, 13 July, 2022 11:00–11:30	

Developing your academic and research skills	**Academic Writing**	• The principles of academic writing • How to write in a formal academic style • The basics of essay writing and planning • How to overcome common difficulties in academic writing	• You are studying for an academic course at university level • You want to feel more confident in your use of English in academic writing • You are returning to study after a long break	Upon request. Please email the library.	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like** 
	Critical Appraisal Basics	• Understand what critical appraisal is • Know what to look for in a paper in order to critically appraise it • Be able to interpret basic statistics within a research paper	• You are studying for an academic course at university level • You are undertaking an audit or project for clinical practice and need to evaluate different interventions • You want to increase your confidence in understanding the statistics in journal articles	Upon request. Please email the library.	
	Evidence Searching Skills for Beginners	• Concepts involved in planning a basic search strategy • Introduction the library Hub • How to search the Hub effectively	• You have very little experience searching for quality evidence • You use Google Scholar but you often think you should be searching more thoroughly • You feel your confidence will grow if you revisit the key concepts	Thu 28 July 2022 11:00–12:00	

	Endnote Online	• How to collect and manage an online reference library • How to share references with colleagues • How to insert references into your document in Microsoft Word	• You want to make your life easier by using software to create a bibliography • You want to collect and manage references easily • You want to be able to switch quickly between different styles of bibliography • You need to share references with others	Upon request. Please email the library.	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like** Booking form Name Required Email address Required Job title Required Department Required Please select the training session that you would like to book. Required Advanced: Literature Searching - 6/1 - 9:00-10:00
	Citing, Referencing and Plagiarism Awareness	• Awareness of the plagiarism pitfalls and how to avoid them • Understand the terms 'citation', 'reference list', 'direct quote' 'paraphrasing', 'summarising' & 'bibliography' • How to cite your sources • Learn how/when to use direct quotation vs paraphrasing vs summarising	• You are a student or planning on returning to study. • You are writing an assignment or research paper and you need to cite your sources • You want to be confident in referencing • You worry about plagiarism	Upon request. Please email the library.	

	Writing an Abstract 	• Understand why abstracts are important • Learn the three types of abstracts • Critique example abstracts • Begin to plan your own abstract	• You are writing a piece for publication or for a conference • You are writing a dissertation or thesis • You are considering writing something for publication in the future	Upon request. Please email the library.	**Image below shows what the form looks like** 
Continuous professional development	**Health Literacy Awareness**	• Understand what is meant by the term health literacy and how it impacts patients' health and well-being • Learn about some techniques to support patients with poor health literacy	• You communicate with patients on a regular basis • You explain treatment options to patients and want to make sure they are making informed decisions • You write patient information leaflets • You are just generally interested in the topic	Upon request. Please email the library.	
	Reflective Writing	• The principles of reflective writing • How to find your reflective voice • Understand how reflective writing can improve your practice	• You are working on revalidation • You are working on a reflective academic piece of writing	Thu, 14 July, 2022 11:00–12:00 Thu, 21 July, 2022 14:00–15:00	

	How to Create a Conference Poster	• Set up a template within which to create your poster(s) • Understand your organisation's corporate branding requirements • Stand out from the crowd - size and design elements • Relevance to your audience • Effectively, and with impact, communicate your key message	• You want to concisely communicate your study findings through a conference poster.	Upon request. Please email the library.	
	Data Visualization for Conference Posters and Reports	• How to communicate complex information in formats accessible to a broad audience • How using visual representations removes the noise from the data, while highlighting the patterns and trends.	• You are designing a conference poster designers • You are presenting a report • Please note this is not a statistics training session.	Upon request. Please email the library.	