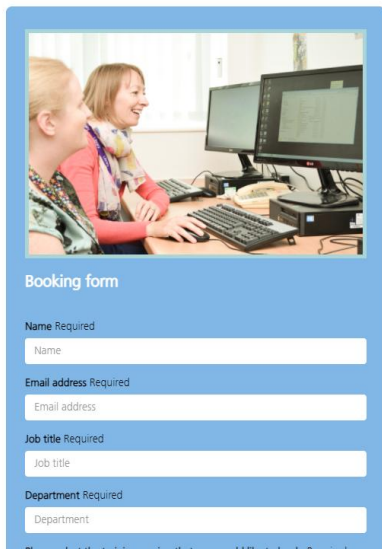
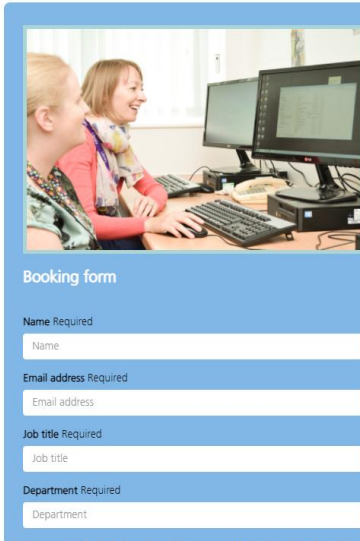


# Library and Knowledge Services Training Programme: November/December 2025

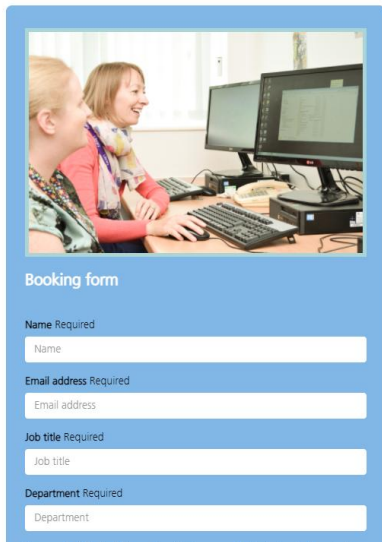
We love running our training sessions and are always happy to share our knowledge! However, we've noticed a few too many disappearing acts lately—people booking but not confirming or not showing up. While we totally understand that life happens, we'd really appreciate a quick reply if you can't make it. That way, we can offer the spot to someone else who's eager to join. Think of it like a dinner reservation—no one likes an empty table! Thanks for your understanding, and we look forward to seeing you (for real!) soon.

|                                                | Session name                                                    | What will you learn?                                                                                                                                                                                                                                                                                                                          | Who is it for?                                                                                                                                                                                                                                                                           | Dates and times                          | How to book                                                                                                                                                                                                                                    |
|------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Getting you started                            | <b>Get To Know Library Services (Induction)</b>                 | <ul style="list-style-type: none"> <li>Overview of services available</li> <li>How to borrow a book</li> <li>How to renew a book</li> </ul>                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>You are new to Royal Papworth</li> <li>You have been at Royal Papworth for a while but need a refresher on how to access Library Services</li> </ul>                                                                                              | Tue, 4 Nov 2025<br>12:00–12:20           | <p><b>All sessions are virtual unless stated.</b></p> <p>Visit our website to book. The booking form is on the right hand side of <a href="#">the training page</a>: Please choose the session you would like to book and submit the form.</p> |
| Made easy sessions to build your understanding | <b>Knowledge &amp; Library Hub: Library Resources Made Easy</b> | <ul style="list-style-type: none"> <li>The NHS Knowledge &amp; Library Hub: one place for all our e-resources</li> <li>How to access the Hub</li> <li>What's available on the Hub</li> <li>How to do a basic search</li> <li>Getting access to full texts of journal articles</li> <li>Access to databases and point-of-care tools</li> </ul> | <ul style="list-style-type: none"> <li>You are new to using Library Services</li> <li>You want to access all our e-resources from one place</li> <li>You want to do a general search of what's available on a topic</li> <li>You want to know what journals we have access to</li> </ul> | Tue, 24 Sep 2025<br>12:30–13:00          | <p>Image below shows the booking form</p>                                                                                                                  |
|                                                | <b>E-books Made Easy</b>                                        | <ul style="list-style-type: none"> <li>How to search for an e-book</li> <li>How to get the best from the different e-book collections available</li> </ul>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>You are new to using e-books</li> <li>You would like to know how to download e-book chapters</li> <li>You'd like to know which e-books are available</li> </ul>                                                                                   | Upon request, please contact the library |                                                                                                                                                                                                                                                |

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| Developing your academic and research skills | <b>Introduction to Academic Writing</b>                         | <ul style="list-style-type: none"> <li>The principles of academic writing</li> <li>How to write in a formal academic style</li> <li>The basics of essay writing and planning</li> <li>How to overcome common difficulties in academic writing</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>You are studying for an academic course at university level</li> <li>You want to feel more confident in your use of English in academic writing</li> <li>You are returning to study after a long break</li> </ul>                                                                            | Tue, 11 Nov 2025<br>13:30–14:30          | <p><b>All sessions are virtual unless stated.</b></p> <p>Visit our website to book. The booking form is on the right hand side of <a href="#">the training page</a>: Please choose the session you would like to book and submit the form.</p> <p>Image below shows the booking form</p> <div data-bbox="1664 499 2045 1046">  <p><b>Booking form</b></p> <p>Name Required<br/><input type="text"/></p> <p>Email address Required<br/><input type="text"/></p> <p>Job title Required<br/><input type="text"/></p> <p>Department Required<br/><input type="text"/></p> </div> |
|                                              | <b>Citing, Referencing and Plagiarism Awareness</b>             | <ul style="list-style-type: none"> <li>Awareness of the plagiarism pitfalls and how to avoid them</li> <li>Understand the terms 'citation', 'reference list', 'direct quote', 'paraphrasing', 'summarising' &amp; 'bibliography'</li> <li>How to cite your sources</li> <li>Learn how/when to use direct quotation vs paraphrasing vs summarising</li> </ul> | <ul style="list-style-type: none"> <li>You are a student or planning on returning to study.</li> <li>You are writing an assignment or research paper and you need to cite your sources</li> <li>You want to be confident in referencing</li> <li>You worry about plagiarism</li> </ul>                                              | Thu, 11 Dec 2025<br>11:00–12:00          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                              | <b>How to Interpret and Critically Appraise Research Papers</b> | <ul style="list-style-type: none"> <li>Understand what critical appraisal is</li> <li>Know what to look for in a paper in order to critically appraise it</li> <li>Be able to interpret basic statistics within a research paper</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>You are studying for an academic course at university level</li> <li>You are undertaking an audit or project for clinical practice and need to evaluate different interventions</li> <li>You want to increase your confidence in understanding the statistics in journal articles</li> </ul> | Upon request, please contact the library |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|  | <b>Evidence Searching Skills for Beginners</b>                 | <ul style="list-style-type: none"> <li>• Concepts involved in planning a basic search strategy</li> <li>• Introduction the library Hub</li> <li>• How to search the Hub effectively</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>• You have very little experience searching for quality evidence</li> <li>• You use Google Scholar but you often think you should be searching more thoroughly</li> <li>• You feel your confidence will grow if you revisit the key concepts</li> </ul>                                             | Thu, 13 Nov 2025<br>13:00–14:00                   | <p><b>All sessions are virtual unless stated.</b></p> <p>Visit our website to book. The booking form is on the right hand side of <a href="#">the training page</a>: Please choose the session you would like to book and submit the form.</p> <p>Image below shows the booking form</p>  |
|  | <b>Systematically Structured Evidence Searching (Advanced)</b> | <ul style="list-style-type: none"> <li>• How to map your search concepts to the thesaurus</li> <li>• How to use proximity searching</li> <li>• How to use truncation</li> <li>• How to define the search question and structure a search using PICO</li> </ul> | <ul style="list-style-type: none"> <li>• You have searched the healthcare databases before and need help to refine your strategy</li> <li>• You'd like to learn some more systematic search techniques</li> <li>• You have attended the beginner training session and want to build on your learning</li> </ul>                            | Fri, 21 Nov 2025<br>11:00–12:00                   |                                                                                                                                                                                                                                                                                                                                                                               |
|  | <b>Endnote Online</b>                                          | <ul style="list-style-type: none"> <li>• How to collect and manage an online reference library</li> <li>• How to share references with colleagues</li> <li>• How to insert references into your document in Microsoft Word</li> </ul>                          | <ul style="list-style-type: none"> <li>• You want to make your life easier by using software to create a bibliography</li> <li>• You want to collect and manage references easily</li> <li>• You want to be able to switch quickly between different styles of bibliography</li> <li>• You need to share references with others</li> </ul> | Please check website for online training options. |                                                                                                                                                                                                                                                                                                                                                                               |

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|                                     | <b>Writing an Abstract</b>       | <ul style="list-style-type: none"> <li>Understand why abstracts are important</li> <li>Learn the three types of abstracts</li> <li>Critique example abstracts</li> <li>Begin to plan your own abstract</li> </ul>                            | <ul style="list-style-type: none"> <li>You are writing a piece for publication or for a conference</li> <li>You are writing a dissertation or thesis</li> <li>You are considering writing something for publication in the future</li> </ul>                                                                           | Upon request, please contact the library                                                                                                                                                                      | <p><b>All sessions are virtual unless stated.</b></p> <p>Visit our website to book. The booking form is on the right hand side of <a href="#">the training page</a>: Please choose the session you would like to book and submit the form.</p> <p>Image below shows the booking form</p>  <p><b>Booking form</b></p> <p>Name Required<br/>Name <input type="text"/></p> <p>Email address Required<br/>Email address <input type="text"/></p> <p>Job title Required<br/>Job title <input type="text"/></p> <p>Department Required<br/>Department <input type="text"/></p> |
|                                     | <b>Writing for Publication</b>   | <ul style="list-style-type: none"> <li>Understand the benefits of getting published</li> <li>Choose the right journal</li> <li>The writing and publication process</li> <li>Tips for language and style</li> </ul>                           | <ul style="list-style-type: none"> <li>You are writing a piece for publication</li> <li>You are considering writing something for publication in the future</li> </ul>                                                                                                                                                 | A shortened version of this session is available online <a href="#">here</a> .                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Continuous professional development | <b>Health Literacy Awareness</b> | <ul style="list-style-type: none"> <li>Understand what is meant by the term health literacy and how it impacts patients' health and well-being</li> <li>Learn about some techniques to support patients with poor health literacy</li> </ul> | <ul style="list-style-type: none"> <li>You communicate with patients on a regular basis</li> <li>You explain treatment options to patients and want to make sure they are making informed decisions</li> <li>You write patient information leaflets</li> <li>You are just generally interested in the topic</li> </ul> | <p>Mon, 10 Nov 2025, 13:30-14:30<br/>In person</p> <p>Tue, 16 Dec 2025 10:00-11:00<br/>Virtual on Teams</p> <p>For face-to-face sessions for your department/team, please contact the library to arrange.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|  | <b>Reflective Writing</b>                                    | <ul style="list-style-type: none"> <li>The principles of reflective writing</li> <li>How to find your reflective voice</li> <li>Understand how reflective writing can improve your practice</li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>You are working on revalidation</li> <li>You are working on a reflective academic piece of writing</li> </ul>                                         | Thu, 11 Dec 2025<br>13:00–14:00          | <p><b>All sessions are virtual unless stated.</b></p> <p>Visit our website to book. The booking form is on the right hand side of <a href="#">the training page</a>: Please choose the session you would like to book and submit the form.</p> <p>Image below shows the booking form</p>  |
|  | <b>How to Create a Conference Poster</b>                     | <ul style="list-style-type: none"> <li>Set up a template within which to create your poster(s)</li> <li>Understand your organisation's corporate branding requirements</li> <li>Stand out from the crowd - size and design elements</li> <li>Relevance to your audience</li> <li>Effectively, and with impact, communicate your key message</li> </ul> | <ul style="list-style-type: none"> <li>You want to concisely communicate your study findings through a conference poster.</li> </ul>                                                         | Tue, 4 Nov 2025<br>14:00-15:00           |                                                                                                                                                                                                                                                                                                                                                                               |
|  | <b>Data Visualization for Conference Posters and Reports</b> | <ul style="list-style-type: none"> <li>How to communicate complex information in formats accessible to a broad audience</li> <li>How using visual representations removes the noise from the data, while highlighting the patterns and trends.</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>You are designing a conference poster</li> <li>You are presenting a report</li> <li>Please note this is not a statistics training session.</li> </ul> | Upon request, please contact the library |                                                                                                                                                                                                                                                                                                                                                                               |