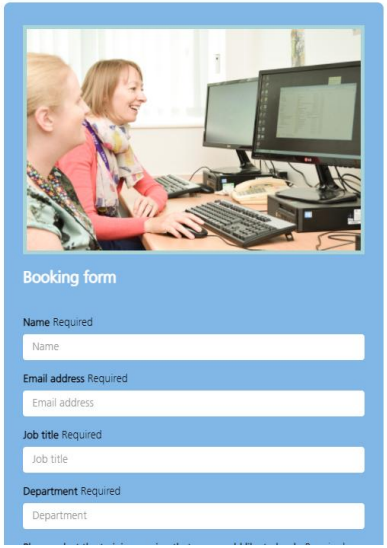
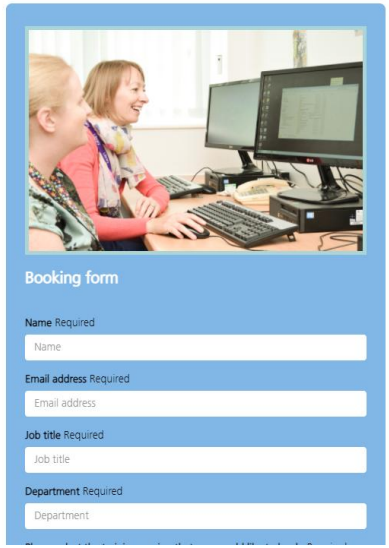
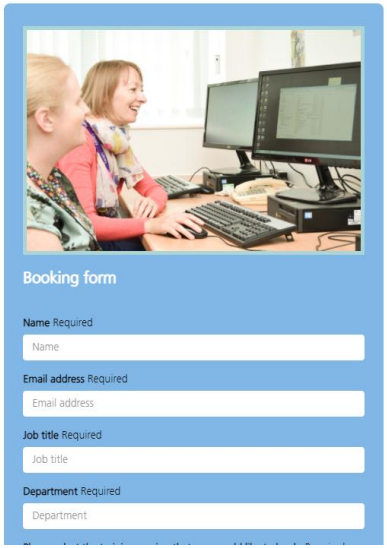
Library and Knowledge Services Training Programme: January/February 2026

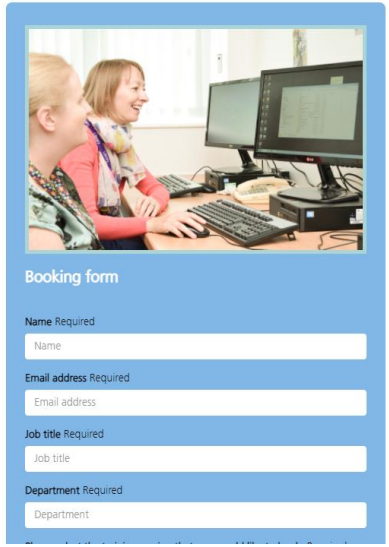
Royal Papworth Library Services

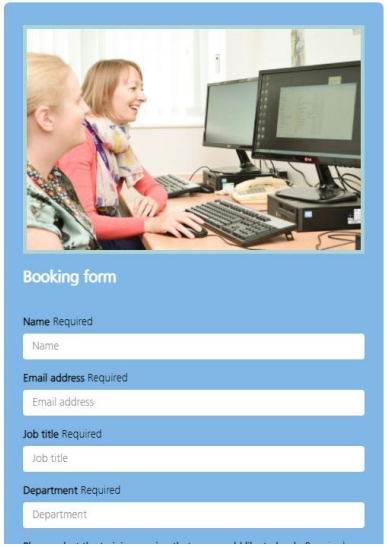
We love running our training sessions and are always happy to share our knowledge! However, we've noticed a few too many disappearing acts lately—people booking but not confirming or not showing up. While we totally understand that life happens, we'd really appreciate a quick reply if you can't make 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.

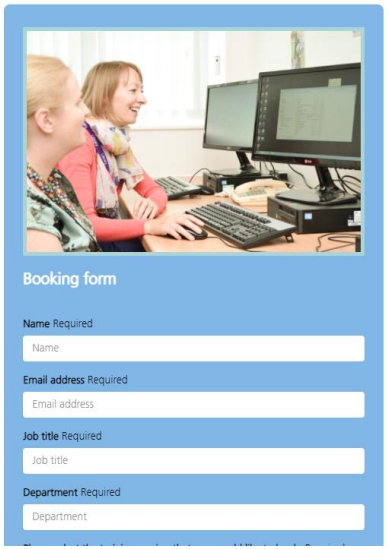
	Session name	What will you learn?	Who is it for?	Dates and times	How to book
Getting you started	**Get To Know Library Services (Induction)**	• Overview of services available • How to borrow a book • How to renew a book	• You are new to Royal Papworth • You have been at Royal Papworth for a while but need a refresher on how to access Library Services	Wed, 14 Jan 2026 15:00–15:20	**All sessions are virtual unless stated.** Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form** 
Made easy sessions to build your understanding	**Knowledge & Library Hub: Library Resources Made Easy**	• 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, 14 Jan 2026 15:30–16:00	
	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	Upon request, please contact the library	

Developing your academic and research skills	**Core Skills in Academic Writing and Referencing**	• The principles of academic writing • Evaluating/appraising the evidence • Structuring and planning your essay • How to write in a formal academic style • How to overcome common difficulties in academic writing • How to cite your sources • How to reference in Harvard style • How to avoid plagiarism	• 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	Fri, 30 Jan 2026 10:00–11:30	**All sessions are virtual unless stated.** Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form**  **All sessions are virtual unless stated.**
	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 or book on combined session **Core Skills in Academic Writing and Referencing**	

	How to Interpret and Critically Appraise Research Papers	• 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 contact the library	Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form**  **All sessions are virtual unless stated.**
	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, 15 Jan 2026 13:00–14:00	
	Systematically Structured Evidence Searching (Advanced)	• How to map your search concepts to the thesaurus • How to use proximity searching • How to use truncation • How to define the search question and structure a search using PICO	• You have searched the healthcare databases before and need help to refine your strategy • You'd like to learn some more systematic search techniques • You have attended the beginner training session and want to build on your learning	Fri, 6 Feb 2026 09:30–10:30	

	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	Please check website for online training options.	Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form**  **All sessions are virtual unless stated.**
	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 contact the library	
	Writing for Publication	• Understand the benefits of getting published • Choose the right journal • The writing and publication process • Tips for language and style	• You are writing a piece for publication • You are considering writing something for publication in the future	A shortened version of this session is available online here.	

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	Thu, 22 Jan 2026 14:00-15:00 In person Tue, 24 Feb 2026 11:00-12:00 Virtual on Teams For face-to-face sessions for your department/team, please contact the library to arrange.	Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form**  Booking form Name Required Name Email address Required Email address Job title Required Job title Department Required Department **All sessions are virtual unless stated.**
	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, 12 Feb 2026 13:00–14:00	

	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.	Wed, 4 Feb 2026 11:00-12:00	Visit our website to book. The booking form is on the right hand side of the training page: Please choose the session you would like to book and submit the form. **Image below shows the booking form**  Booking form Name Required Name Email address Required Email address Job title Required Job title Department Required Department **All sessions are virtual unless stated.**
	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 • You are presenting a report • Please note this is not a statistics training session.	Upon request, please contact the library	