




	Library and Knowledge Services Training Programme: August/September 2023				
	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</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>	Thu, 24 Aug 2023 11:00–11:20	Visit our website. The booking form is on the right hand side of this page: <a href="https://royalpapworth.nhs.uk/research-and-development/library-services/training">https://royalpapworth.nhs.uk/research-and-development/library-services/training</a> Please choose the session you would like to book and submit the form.
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>	Wed, 30 Aug 2023 11:00–11:30  Wed, 20 Sep 2023 11:00–11:30	<p>Image below shows what the form looks like</p>  <p><b>Booking form</b></p> <p>Name Required  <input type="text"/></p> <p>Email address Required  <input type="text"/></p> <p>Job title Required  <input type="text"/></p> <p>Department Required  <input type="text"/></p> <p>Please select the training session that you would like to book. Required  <input type="checkbox"/> Advanced: Literature Searching - 6/1 - 9:00-10:00 </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>	Thu, 14 Sep 2023 11:30–12:00	

Developing your academic and research skills	<b>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>	Fri, 22 Sept 2023, 14:00–15:00	<p>Visit our website. The booking form is on the right hand side of this page: <a href="https://royalpapworth.nhs.uk/research-and-development/library-services/training">https://royalpapworth.nhs.uk/research-and-development/library-services/training</a> Please choose the session you would like to book and submit the form.</p> <p>Image below shows what the form looks like</p> <div data-bbox="1684 521 2103 1165" data-label="Form">  <p><b>Booking form</b></p> <p>Name Required  <input type="text"/></p> <p>Email address Required  <input type="text"/></p> <p>Job title Required  <input type="text"/></p> <p>Department Required  <input type="text"/></p> <p>Please select the training session that you would like to book. Required</p> <p><input type="checkbox"/> Advanced: Literature Searching - 6/1 - 9:00-10:00</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>	Wed, 27 Sept 2023 15:00–16:00	

	<b>Critical Appraisal Basics</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>	Please check website for online training options	<p>Visit our website. The booking form is on the right hand side of this page: <a href="https://royalpapworth.nhs.uk/research-and-development/library-services/training">https://royalpapworth.nhs.uk/research-and-development/library-services/training</a> Please choose the session you would like to book and submit the form.</p> <p>Image below shows what the form looks like</p> <div data-bbox="1682 521 2098 1163" data-label="Form">  <p><b>Booking form</b></p> <p>Name Required  <input type="text"/></p> <p>Email address Required  <input type="text"/></p> <p>Job title Required  <input type="text"/></p> <p>Department Required  <input type="text"/></p> <p>Please select the training session that you would like to book. Required</p> <p><input type="checkbox"/> Advanced: Literature Searching - 6/1 - 9:00-10:00</p> </div>
	<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>	<p>Wed, 23 Aug 2023 13:00–14:00</p> <p>Thu, 28 Sept 2023 11:00-12:00</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, 8 Sept 2023 10:00–11:00	

	<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	<p>Visit our website. The booking form is on the right hand side of this page: <a href="https://royalpapworth.nhs.uk/research-and-development/library-services/training">https://royalpapworth.nhs.uk/research-and-development/library-services/training</a> Please choose the session you would like to book and submit the form.</p> <p>Image below shows what the form looks like</p>  <p><b>Booking form</b></p> <p>Name Required  <input type="text"/></p> <p>Email address Required  <input type="text"/></p> <p>Job title Required  <input type="text"/></p> <p>Department Required  <input type="text"/></p> <p>Please select the training session that you would like to book. Required</p> <p><input type="checkbox"/> Advanced: Literature Searching - 6/1 - 9:00-10:00</p>
	<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	
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>	For groups upon request	

	<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, 17 Aug 2023 13:00–14:00	<p>Visit our website. The booking form is on the right hand side of this page: <a href="https://royalpapworth.nhs.uk/research-and-development/library-services/training">https://royalpapworth.nhs.uk/research-and-development/library-services/training</a> Please choose the session you would like to book and submit the form.</p> <p>Image below shows what the form looks like</p> <div data-bbox="1684 521 2098 1163" data-label="Form">  <p><b>Booking form</b></p> <p><b>Name Required</b> Name <input type="text"/></p> <p><b>Email address Required</b> Email address <input type="text"/></p> <p><b>Job title Required</b> Job title <input type="text"/></p> <p><b>Department Required</b> Department <input type="text"/></p> <p>Please select the training session that you would like to book. Required</p> <p><input type="checkbox"/> Advanced: Literature Searching - 6/1 - 9:00-10:00</p> </div>
	<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>	Upon request, please contact the library	
	<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 designers</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	