 

**Medical Sciences Division Training Needs Analysis (TNA) for Graduate Students**

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Student’s Name: Status: PRS/DPhil/Confirmed Year of Study: 1 -2- 3 - 4

Funded by: Date: Supervisor:

Please confirm that you have discussed your TNA with your supervisor

A **Training Needs Analysis** (TNA) is the process that you engage in with your supervisor to identify your **training** and development needs.

You are required as a minimum to complete this TNA during your first term, and at the time of transfer and confirmation of status. You should upload the completed TNA form onto GSS. It is recommended that you first attempt to complete this before discussing it with your supervisor.

You should fill in the first column in all 5 sections. The amount of detail provided in the next two columns of training experienced and planned is likely to vary depending on your stage.

Training opportunities can be identified on the [Divisional Skills Training website](http://www.medsci.ox.ac.uk/skillstraining). **Table 1** below matches these training opportunities with the skills that they provide. This TNA is based on the [Vitae Research Developer Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) (RDF).

**RESEARCH PRACTICE AND SKILLS - Recommended for first year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training and/or experience | Ideas for further development |
| I have a good understanding of a variety of different research methods and techniques, especially those relevant to my research project (gained by literature review). |  |  |  |
| I have good understanding of the principles of experimental design and the use of appropriate statistical tests. |  |  |  |
| I am familiar with identifying and using -   * library resources * citing and referencing * information technology skills necessary for my research project |  |  |  |

**RESEARCH PLANNING AND TIME MANAGEMENT SKILLS - Recommended for first year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training and/or experience | Ideas for further development |
| I have experience of -   * presenting a plan and outcomes of research. * setting targets and timescales for different stages of a research project. |  |  |  |
| I am aware of the research funding environment and the schemes available to me. |  |  |  |

**ETHICAL AND LEGAL UNDERSTANDING - Throughout your research**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training and/or experience | Ideas for further development |
| I understand:   * standards of good research practice * how to avoid plagiarism * and have experience of submitting my work or ethical approval * issues relating to privacy and confidentiality |  |  |  |

**COMMUNICATION AND NETWORKING SKILLS - Throughout your research**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I am able to effectively communicate my research -   * through my writing skills * have the necessary English language skills * am able to verbally present and defend my research |  |  |  |
| I have experience of   * presenting research at conferences * writing and publishing papers |  |  |  |

**CAREER DEVELOPMENT - To be completed anytime, but likely towards the latter part of research**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I manage my own career progression, e.g.: -   * setting realistic and achievable career goals, * identifying and developing ways to improve my employability * establishing a career network. * by planning to write research grants |  |  |  |
| At interview I am able to -   * present my own skills and personal attributes * present an effective CV, applications, and at interview |  |  |  |

**Table -1-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESEARCH PRACTICE & SKILLS** | **RESEARCH PLANNING & TIME MANAGEMENT** | **ETHICAL & LEGAL UNDERSTANDING** | **COMMUNICATION & NETWORKING SKILLS** | **CAREER DEVELOPMENT** |
| Advanced Light Microscopy | Viva Preparation | Introduction To Research Ethics | Viva Preparation | GRAD Challenge |
| NMR Course | Research Techniques Day | \* Research Integrity Online Course | Poster Production | Medical Communications Workshop |
| Statistical Data Analysis with R for Genomics | Transfer of Status Assessment Workshop | \*Avoiding Plagiarism Oxford University certification course | Transfer of Status Assessment Workshop | Teaching and Learning Skills Development Part 1 - Tutorial and Small Group Teaching |
| Biophysical Biochemistry | Get That Grant – Funding Workshop | [Ethical Issues in International Research](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/082) | Writing Skills – Thesis & Papers | Teaching and Learning Skills Development Part 2 - Lecturing and Large Class Teaching |
| Comparative Genomics | [How to plan your PhD](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/215) - Podcast | Conducting Ethical Research: Consent and Confidentiality | Writing Skills - Reports | Developing Learning & Teaching |
| Comparing Biological Data Using Nonlinear Model Fitting | The Balanced Researcher - Podcast |  | 3 Minute Thesis Competition | Public Speaking Workshop |
| Computational Biochemistry | Managing Your Supervisor |  | English Language | Presentation Skills |
| Electron Microscopy | Managing Your Research |  | DPhil Day | DPhil Day |
| Introduction to Statistics |  |  |  | Springboard Development Programme for Women |
| Introductory Bioinformatics |  |  |  | Navigator Development Programme for Men |
| MATLAB (online) |  |  |  | Organising Your Research For Publication |
| NMR |  |  |  | The Imposter Syndrome - Podcast |
| Quick Start Data Presentation & Analysis |  |  |  | Get That Job |
| Research Techniques Day |  |  |  | Making A Difference – How To Make Inroads Into Applying Your Research. |
| Introduction to Statistics |  |  |  |  |
| Statistics with SPSS |  |  |  |  |
| Viva Preparation |  |  |  |  |
| X-Ray Crystallography |  |  |  |  |
| [7 secrets of highly successful research students](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/216) - Podcast |  |  |  |  |
| Concepts and main aspects of RNA-Seq |  |  |  |  |

**\*These courses are mandatory and should be completed during your first term.**