

MEICOM

ITNA TRAINING NEEDS ANALYSIS

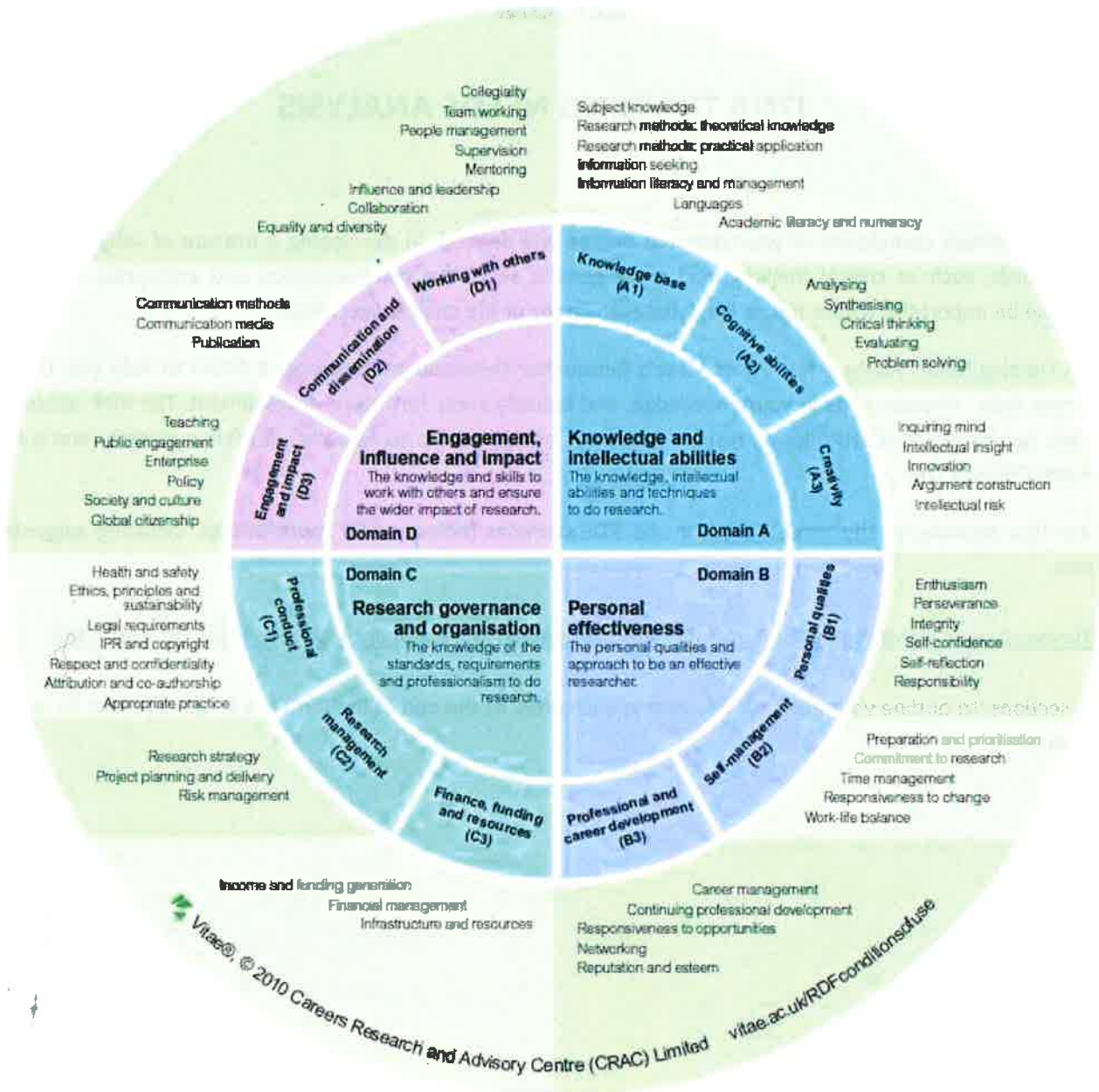
Successful and timely completion of your research degree will depend on developing a mixture of subject-specific skills, intellectual skills, such as critical thinking, and more generic skills, like communication and enterprise. Many of these skills will also be important in your future life, whatever career or life choices you make.

The ITNA Training Needs Analysis form uses Vitae's Researcher Development Framework (RDF) to help you think about your current skills, pinpoint gaps in your knowledge, and identify areas for future development. The RDF articulates the knowledge, behaviours and attitudes of researchers, from postgraduates to establish academic leaders and is endorsed by Research Councils UK.

There are four sections to the form, based on the RDF domains (below or for more details, including suggested skills levels see:

<https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view>

Use the sections to outline your goals for this year in each area. At the end of the form is a summary sheet to outline your specific plans.



Domain A: Knowledge and Intellectual Abilities

The knowledge, intellectual abilities, and techniques used in research
(Knowledge Base, Cognitive Abilities, Creativity)

- Expand my knowledge on the research topic. For that I am planning to read 4 different papers per week.
- In relation to techniques, I will organize myself to read the bases of the technique before do it and ask to a colleague with previous experience to observe he/she performing it.
- Do courses offered by the University of Vienna in areas I believe are important for my research or for my general formation as a scientist.
- Have weekly meetings with my supervisor to explore new ideas and discuss the project progression.
- Keep my notebook always update and revise the results I obtained with critical thinking.

Domain B: Personal Effectiveness

The personal qualities and approach to be an effective researcher (Professional and Career Development, Self-Management, Personal Qualities)

- Be determined to achieve my goals.
- Express my ideas clearly.
- Behave professionally, doing the required tasks on time.
- Organize myself with a weekly schedule.
- Always save and organize my data.
- Organize myself to work 8 hours per day and have a equilibrium between professional and personal life.
- Plan myself to do things in advance, considering deadlines.

Domain C: Research Governance and Organization

The knowledge of standards, requirements, and professionalism to do research (Professional Conduct, Research Management, Finance, Funding and Resources)

- Be polite when talking to people and giving feedback.
- Treat my colleagues in the lab with respect and try to collaborate with them as much as possible.
- Organize a folder with all receipts from travels and general expends related to my project.
- Monitor a Master or a undergraduation student.
- Participate in the organization of PhD symposiums on campus.
- Have a critical analysis of my results.
- Do a list in advance of the required products I will need to perform my experiments. Check the availability in the lab, otherwise order it in advance.
- Establish a good relationship with collaborators.

Domain D: Engagement, influence and impact

The knowledge and skills to work with others and ensure the wider impact of research (Working with Others, Communication and Dissemination, Engagement and Impact)

- Apprimorate my communication skills both in the research enviroments (giving talks) and for general public (talking to different people about my research and its importance)
- Do outreach activities in my home country and in Vienna for different types of public (for example, in universities and schools).
- Be professional when working with others.
- Practice to give good talks and pass the main mensage of the work.
- Learn German.

You can use this section to identify a small number of specific prioritised goals for your development year.
 This should be revisited at the end of the year to assess progress.

Identified skill area for development	Planned Activity	Success criteria (i.e. how will you know you've achieved your goal)	Deadline (when do you want to achieve it by?)
Intellectual Abilities	Literature readings	Read 4 different papers per week	2020
Intellectual Abilities	Weekly meetings with my supervisor	Always meet with my supervisor on Thursdays mornings	2020
Communication skills	Talks and seminars	8 talks/seminars per year	2020
Communication skills	Learn German	Do a German Course	2020
Personal Effectiveness	Organize my experiments and tasks	Keep an agenda/ Do a weekly schedule	2020

Signature (MEICOM ESR)

Carolina Javieres Saad Rodriguez Date 21/07/2019

Signature (Supervisor)

[Signature] Date 21/7/2019

Signature (Second or co-Supervisor)

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