




	Library and Knowledge Services Training Programme: March/April 2024				
	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)	<ul style="list-style-type: none"> Overview of services available How to borrow a book How to renew a book 	<ul style="list-style-type: none"> 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, 13 Mar 2024 11:00–11:20	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form.
Made easy sessions to build your understanding	Knowledge & Library Hub: Library Resources Made Easy	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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, 3 Apr 2024 11:00–11:30	<p>Image below shows what the form looks like</p>  <p>Booking form</p> <p>Name Required Name <input type="text"/></p> <p>Email address Required Email address <input type="text"/></p> <p>Job title Required Job title <input type="text"/></p> <p>Department Required 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>
	E-books Made Easy	<ul style="list-style-type: none"> How to search for an e-book How to get the best from the different e-book collections available 	<ul style="list-style-type: none"> 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	Academic Writing	<ul style="list-style-type: none"> The principles of academic writing How to write in a formal academic style The basics of essay writing and planning How to overcome common difficulties in academic writing 	<ul style="list-style-type: none"> 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 	Wed, 3 Apr 2024 12:00–13:00	<p>Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training 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>Booking form</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>
	Citing, Referencing and Plagiarism Awareness	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	Tue, 23 Apr 2024 14:00–15:00	

	Critical Appraisal Basics	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	Please check website for online training options	<p>Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training 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="1680 521 2098 1163" data-label="Form">  <p>Booking form</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>
	Evidence Searching Skills for Beginners	<ul style="list-style-type: none"> Concepts involved in planning a basic search strategy Introduction the library Hub How to search the Hub effectively 	<ul style="list-style-type: none"> 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 	<p>Wed, 27 Mar 2024 11:00–12:00</p> <p>Wed, 10 Apr 2024 15:00-16:00</p>	
	Systematically Structured Evidence Searching (Advanced)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	Wed, 17 Apr 2024 10:00–11:00	

	Endnote Online	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<p>Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training 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>Booking form</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>
	Writing an Abstract	<ul style="list-style-type: none"> Understand why abstracts are important Learn the three types of abstracts Critique example abstracts Begin to plan your own abstract 	<ul style="list-style-type: none"> 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	
Continuous professional development	Health Literacy Awareness	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	For groups upon request	

	Reflective Writing	<ul style="list-style-type: none"> The principles of reflective writing How to find your reflective voice Understand how reflective writing can improve your practice 	<ul style="list-style-type: none"> You are working on revalidation You are working on a reflective academic piece of writing 	<p>Wed, 6 Mar 2024 16:00–17:00</p> <p>Fri, 26 Apr 2024 14:00–15:00</p>	<p>Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training 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>Booking form</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> </div>
	How to Create a Conference Poster	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> You want to concisely communicate your study findings through a conference poster. 	<p>Tue, 5 Mar 2024 13:00-13:45</p> <p>This session will be held in person at the HLRI.</p>	
	Data Visualization for Conference Posters and Reports	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> You are designing a conference poster designers You are presenting a report Please note this is not a statistics training session. 	<p>Upon request, please contact the library</p>	