

The CESSDA Expert Tour Guide Tips for Trainers

This document contains a collection of tips for trainers who want to give a **one-day RDM workshop** for researchers.

In general, a workshop should be designed to encourage **active learning** by making processes visible, containing practical exercises and room for critical reflection and discussion.

Below, we offer some concrete examples of what worked well for our trainers.



Target audience

- » For a one-day hands-on workshop, groups of 20 - 30 researchers usually work well
- » It can be useful to limit the audience to junior researchers, but a mixed audience (of experienced researchers, junior researchers and data support staff) can be very useful, as participants contribute different experiences to the discussions
- » We tend not to restrict the discipline of the audience but rather indicate that our training is suitable for all *researchers who do research with people*.

Workshop set-up

- » *Introduction:* Starting the day with a short introduction round to get to know each other. If the group is too big, online polling systems (like mentimeter) may work to get some information on the group
- » *Presentations:* Keep the presentations short and interactive. Try and vary presenters, for example, think of inviting experts on specific topics, researchers who present their experiences, demonstrate specific tools, etc.
- » *Exercises:* Select concise exercises and plan enough time. To encourage interaction, have break-out sessions or small group discussions followed by a panel discussion where key findings are discussed.
- » Plan in time for a *round-up* session at the end of the workshop
- » *Preparation:* It can be useful to ask participants to read background literature, prepare small exercises or send materials beforehand which can then be used during the workshop.
- » Instead of labelling your workshop RDM, you can also try and focus on a specific challenge or problem researchers have and invite a speaker from the field that can share his/her experience

Engagement with participants

- » You can ask participants beforehand to send questions or topics they would like to discuss or have them send materials from their own research (e.g. a DMP or an example consent form)
- » Try to get people off their chairs, for instance by throwing a ball from one person to the next during the introduction round
- » During group work, move around the room to listen in and ask what is being discussed in the different groups
- » Live polling (for instance mentimeter) can be useful to create interaction and discussion in particular with a larger audience

Practical matters

- » Always offer lunch or pizza!
 - » Announce the workshop well in advance, e.g. in local university newsletters and provide a clear workshop program in the announcement.
 - » Assess the workshop room beforehand to ensure that it is a nice room that fits for a workshop and group work and that all equipment (internet, power for laptops) is available.
 - » Plan enough time for (lunch) breaks and for sessions to run over
 - » Make slides and handouts available (afterwards) to participants
 - » Prepare an evaluation round or form to receive feedback from participants
- Be creative and adapt exercises and examples to suit *your* audience and *your* purposes.

Useful links for further reading

To train the trainer materials

- » <https://carpentries.github.io/instructor-training/22-practices/>
- » <http://galaxyproject.github.io/training-material/topics/training/tutorials/good-practices/slides.html>
- » <https://www.mygoblet.org/training-portal/materials/train-trainer-course-materials>
- » <https://open-science-training-handbook.gitbooks.io/book/content/>

To available exercises

- » Dataone: <https://www.dataone.org/education-modules>
- » UKDS: <https://www.ukdataservice.ac.uk/manage-data/handbook>

To training websites

- » <https://www.fosteropenscience.eu/resources>
- » <https://www.ukdataservice.ac.uk/manage-data/training>

