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Consortium of European Social Science Data Archives
European Research Infrastructure Consortium

Training Methods

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CESSDA Data Management
Expert Guide:

Train the Trainers

12-13 April 2018, Ljubljana



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Starter Package

Tips for Trainers



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Starter Package

Package for trainers that contains materials for local workshops

- » PDFs of the online chapters
- » Today's presentations + handouts
- » High-resolution images used in the Module
- » Flyer of the Module

- » Example workshop outlines
- » Example exercises + model answers
- » Example workshop evaluation form
- » ...

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What else would you need?



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Two example workshop outlines

- » One Day workshop
- » Up to 30 participants
- » Based on the CESSDA Data Management Expert Guide

1: Research Data Management

2: Ethical and legal considerations in Research Data Management

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1: Research Data Management

» General workshop on RDM

Presentation: Introduction to RDM (based on the module content)

Assignment block

Presentation: Best practices and where to find information (partially based on the module content)

Assignment block



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» Includes: Description of the program, links to the module, assignment suggestions, background reading, etc.

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2: Ethical and legal considerations in Research Data Management

- » Content-specific workshop on ethical and legal considerations in RDM

Presentation: Personal data and copyright: Basic concepts (based on the module content)
Assignment blocks



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- » Includes: Description of the program, links to the module, assignment suggestion, background reading, etc.

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Other topics for workshops?



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Other topics for workshops?

documentation

data management planning

sensitive data

GDPR

storing

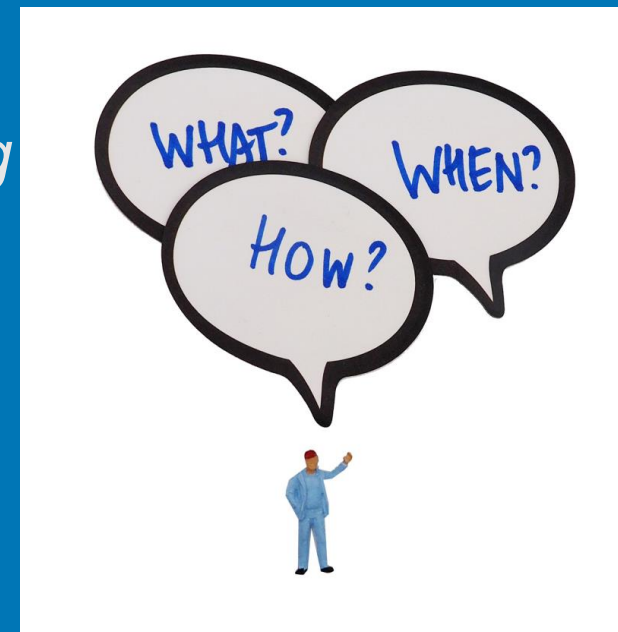
data curation

sharing

Focus on specific (data) problems

archiving

social media data



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Tips for Trainers



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(DANS)*

Tips for Trainers

What works well in a one-day RDM workshop for researchers?

Active learning is

- » making processes visible
- » directly experiencing methods
- » critical reflection on practice

This can be done through

- » practical tasks and exercises
- » developing an own DMP, consent form, etc.
- » group discussions of real-case data challenges



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Tips for Trainers

Target audience

Workshop set-up

Engaging with the participants

Practical matters



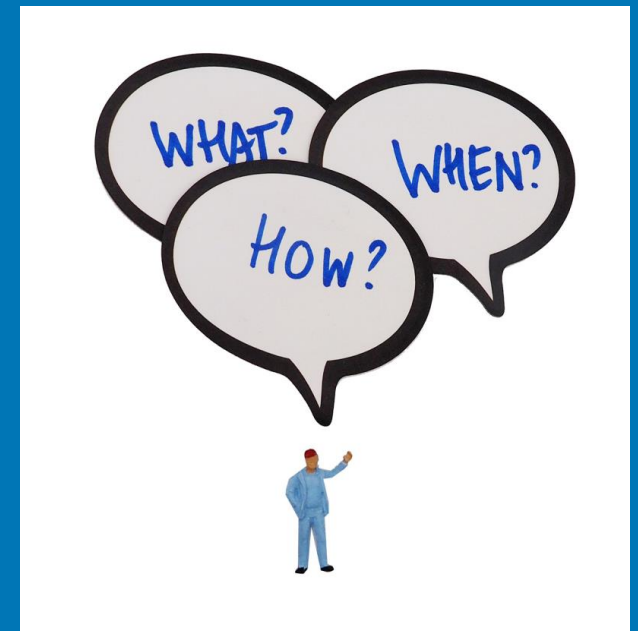
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*Ellen Leenarts
(DANS)*

Think of the best workshop ever

Target audience



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Our experience

Target audience

- » Groups of 20 - 30 researchers max
- » Sometimes specifically for junior researchers
- » But: Mixed audience can help discussion
- » For researchers who do research with people (social sciences +)



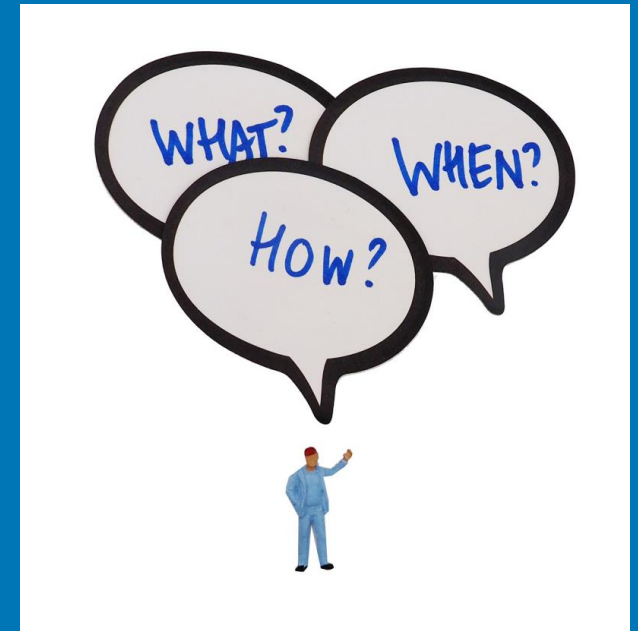
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Think of the best workshop ever

Workshop set-up



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Our experience

Workshop set-up

- » Introduction: Get to know each other!
- » Presentations: Short and interactive
 - » Experts, case studies, personal experiences, tool demonstrations
- » Exercises: Pick concise tasks and plan enough time
 - » Break out groups & panel discussion of key findings
- » Closing: Include a round-up session
- » Preparation: Have participants read up, prepare exercises, or send materials

Be create and adapt examples to your audience and your needs!



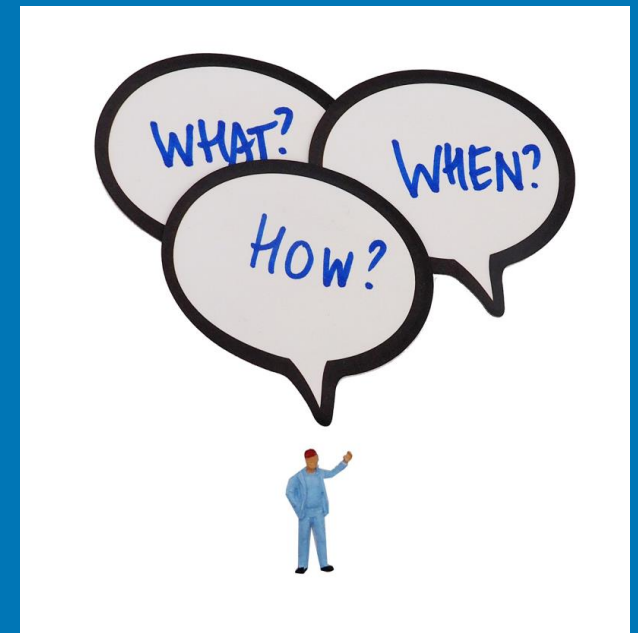
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Think of the best workshop ever

Engaging with the participants



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Engaging with the participants

- » Ask participants beforehand to
 - » Send questions or topics
 - » Send materials from their own research (e.g.: DMP, consent form)
- » Start the day with an introduction round
- » Move around the room during group discussion
- » Use live polling (especially for larger groups)

 Mentimeter



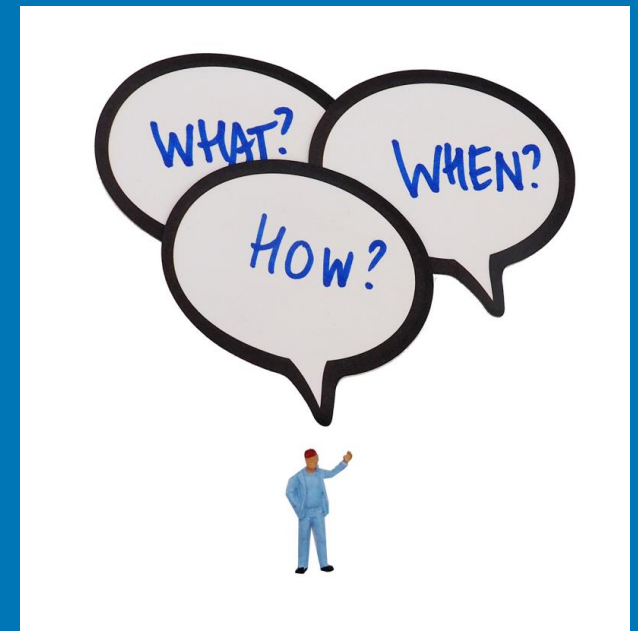
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Think of the best workshop ever

Practical matters



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Our experience

Practical matters

- » Always offer lunch or pizza!
- » Announce the workshop well in advance, e.g. in local university newsletters
 - » Provide a clear program in the announcement
- » Assess the room set-up beforehand
 - » Is it a nice atmosphere suitable for group work?
 - » Do you have internet access/power for laptops?
- » 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

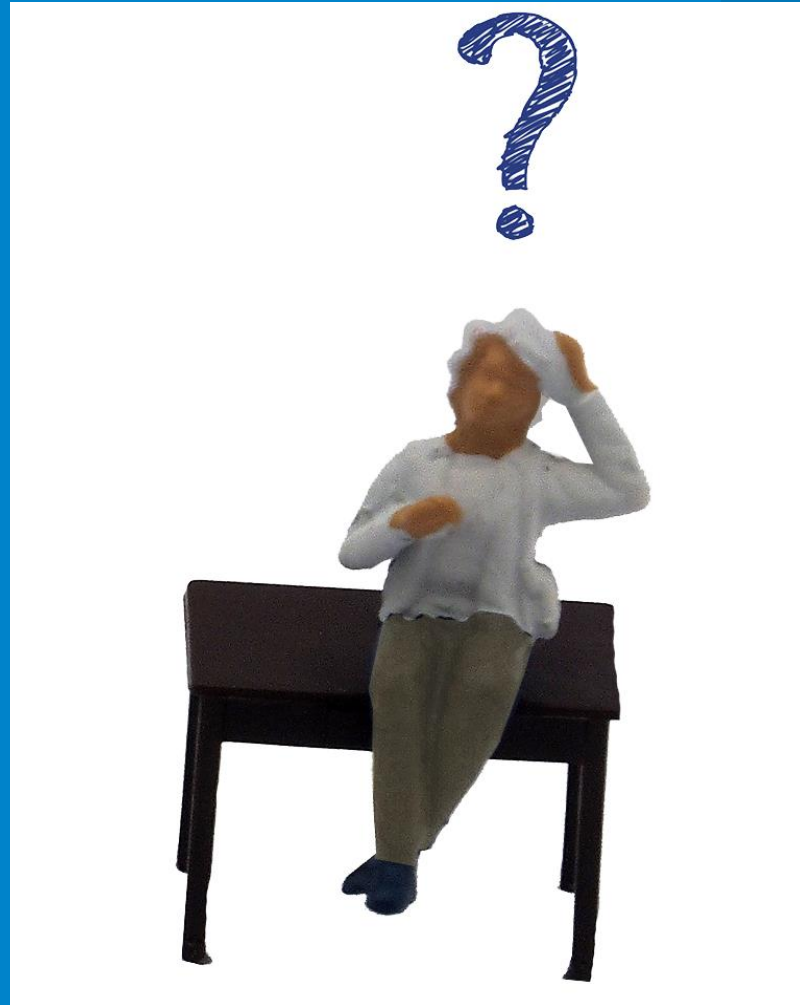


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Any questions?



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