Starter Package

Tips for Trainers
Starter Package
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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

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

» 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
- storing
- sharing
- archiving
- sensitive data
- GDPR
- data curation
- social media data

Focus on specific (data) problems
Tips for Trainers
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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
Tips for Trainers

Target audience

Workshop set-up

Engaging with the participants

Practical matters
Think of the best workshop ever

Target audience
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 +)
Think of the best workshop ever

Workshop set-up
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!
Think of the best workshop ever

Engaging with the participants
Our experience

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 discussions
» Use live polling (especially for larger groups)
Think of the best workshop ever

Practical matters
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
Any questions?