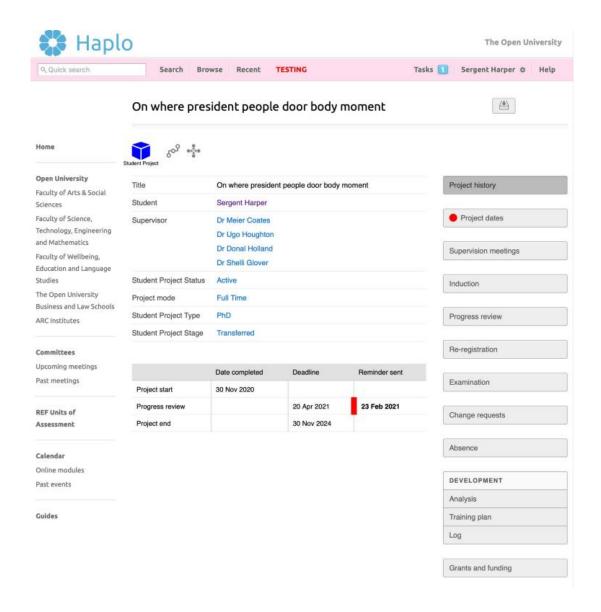


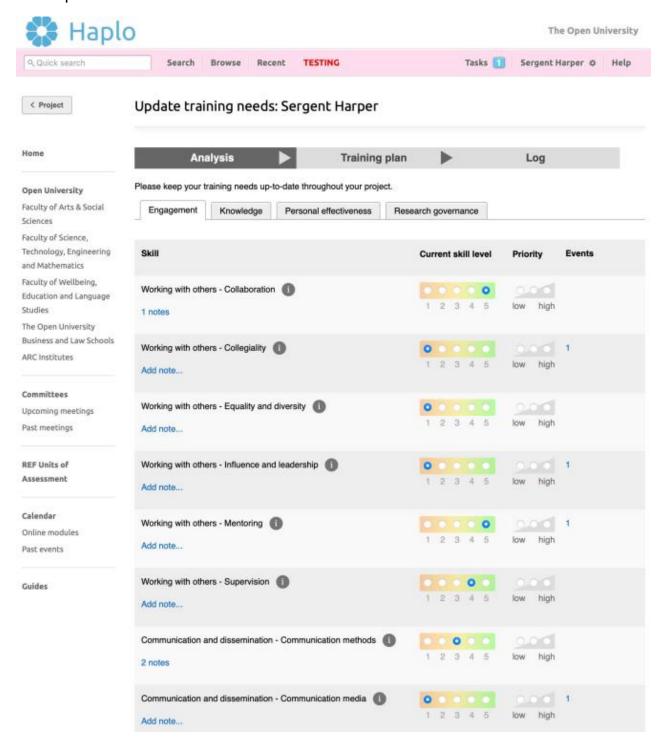
Training and Development on PGR Manager

The training and development functions of PhD Manager incorporate training needs analysis, training plan, and training events. This is contained in the Development section of the project page (bottom right-hand side of the student project page). It is completed by the student and available to the supervisory team.

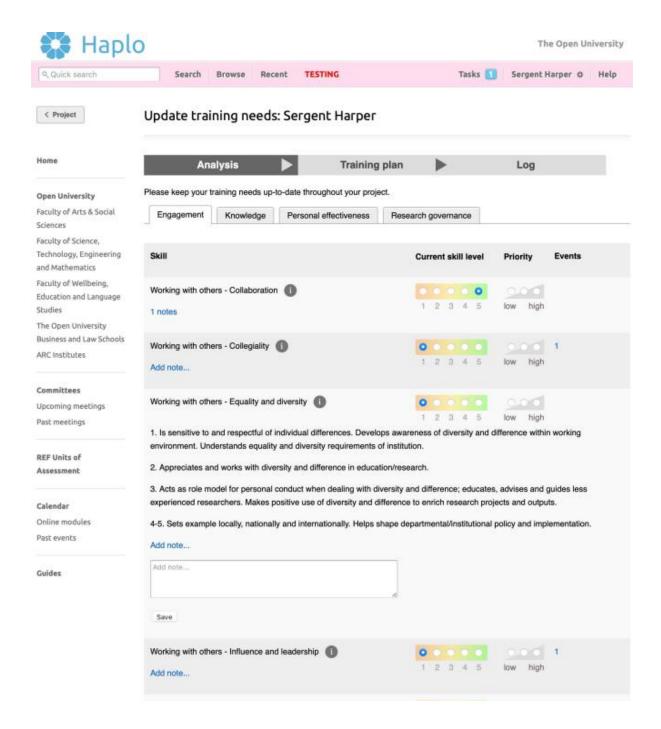


Analysis

This area provides a training needs analysis which allows levels and priorities to be set, with links to training and development events. These skills are defined by the OU and by clicking on the information button a description of the skill is available.



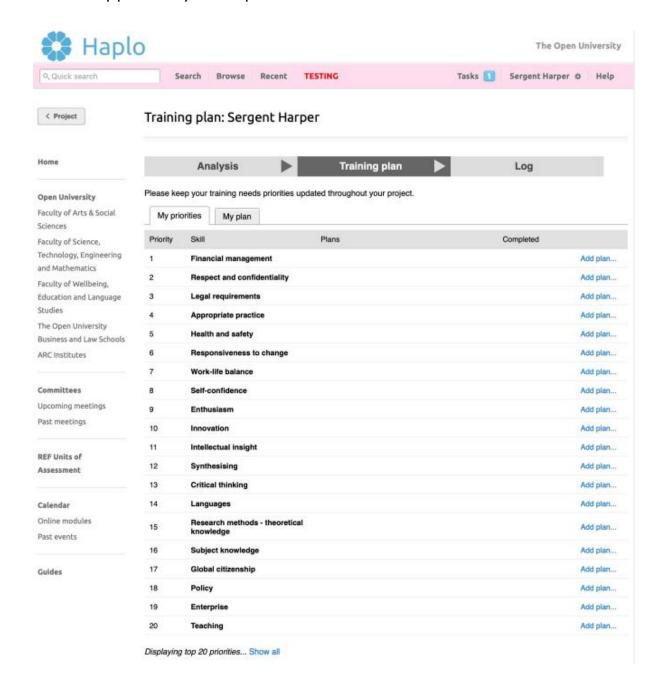
- The current skill level and priority can be set, as well as adding any significant notes.
- If training and development events have been arranged by the OU and have been connected to a skill, then these are visible via the events column.



Training Plan

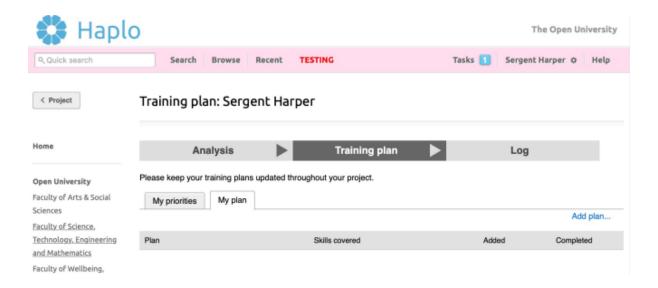
The Training plan is split into two areas:

- 'My priorities' and 'My plan'.
- The training plan can be submitted throughout the academic year with no approval by the supervisor.



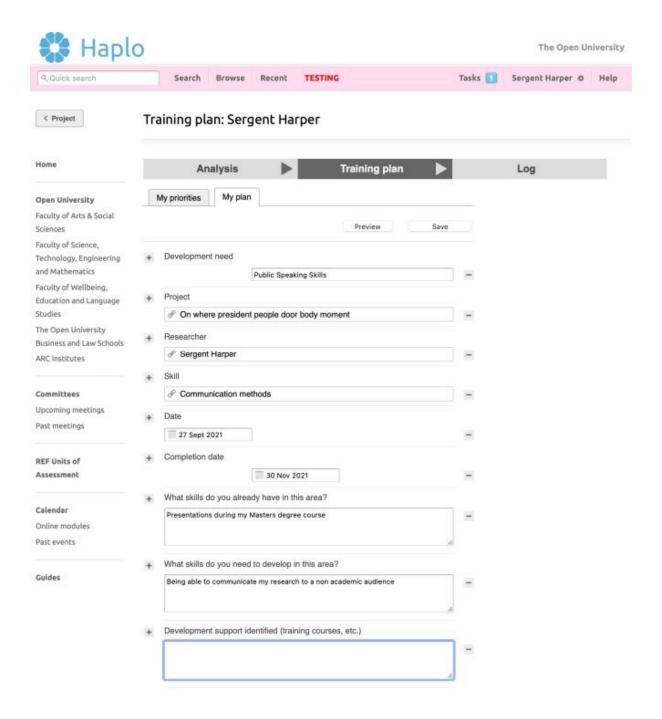
'My Priorities'

- Once a student has completed their training analysis this will then populate on the 'My priorities' list.
- Priorities are ordered based on the responses submitted during the analysis.
- Where students have created plans, these are also displayed against the relevant skill.

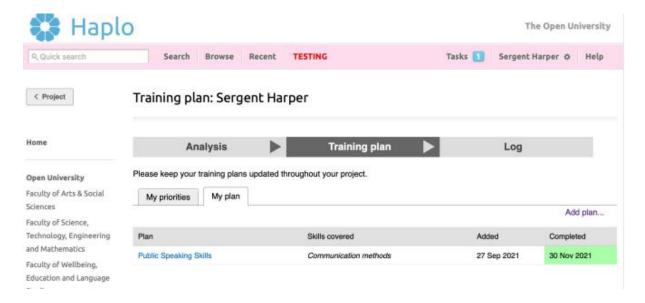


'My Plan'

- Plans contain the 'objectives agreed between the student and the supervisor.
- Use the 'Add plan...' button to start the process.
- Once a plan has been completed, the student can return to the plan and update it. Completed plans will display in their 'Log'.



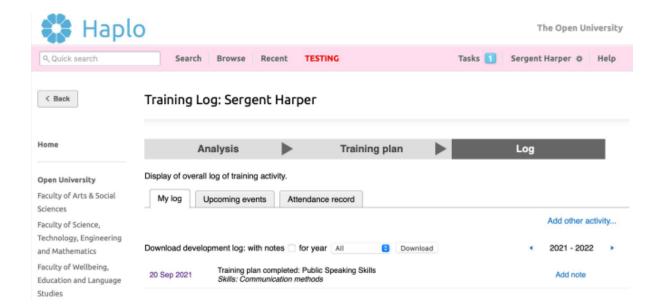
- Each plan contains the specific details the student aims to achieve to develop a particular skill
- The system links the 'skills you need to develop' to the framework outlined in the analysis.
- Students can also select from the list of upcoming 'events' to indicate they may attend to help develop the skill.



Log

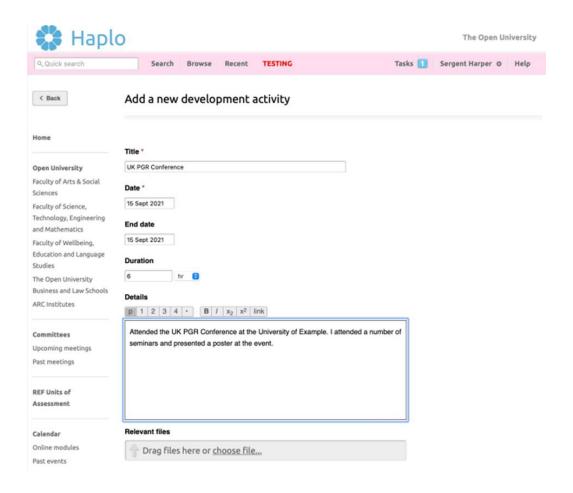
The Log is split into three areas:

- 'My Log'; 'Upcoming events' and 'Attendance record'.
- This is a central location where all activities are displayed.



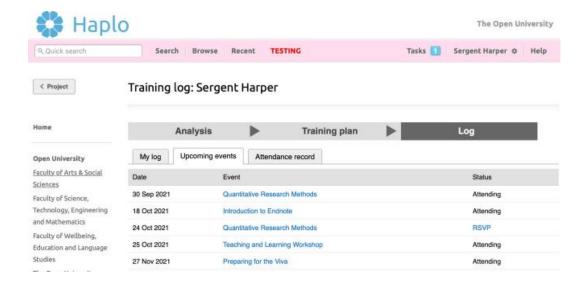
'My log'

- Displays completed activities
- Students can add activities which have taken place externally such as Conference attendance, by using the 'Add other activity...' option



'Upcoming events'

- This tab displays the student's events
- Events can be managed by selecting the Event and editing the RSVP.



'Attendance record'

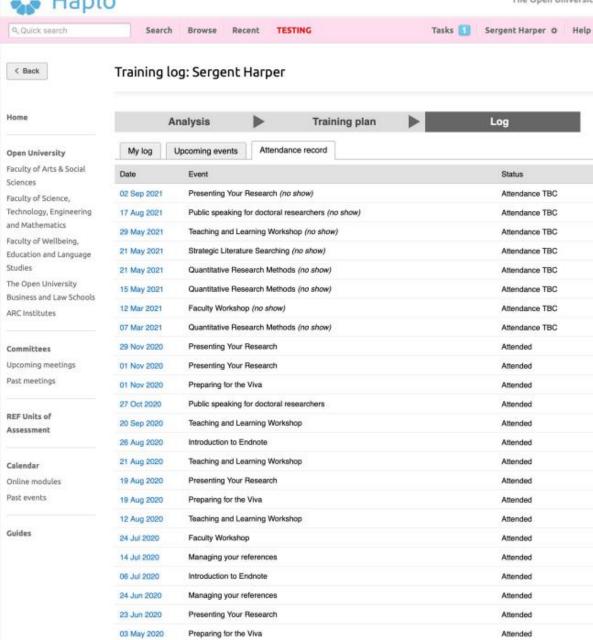
- Displays a list of all Events a student has RSVP'd attendance.
- Status will display student's attendance (or not) for an RSVP'd event.

Attended



06 Apr 2020

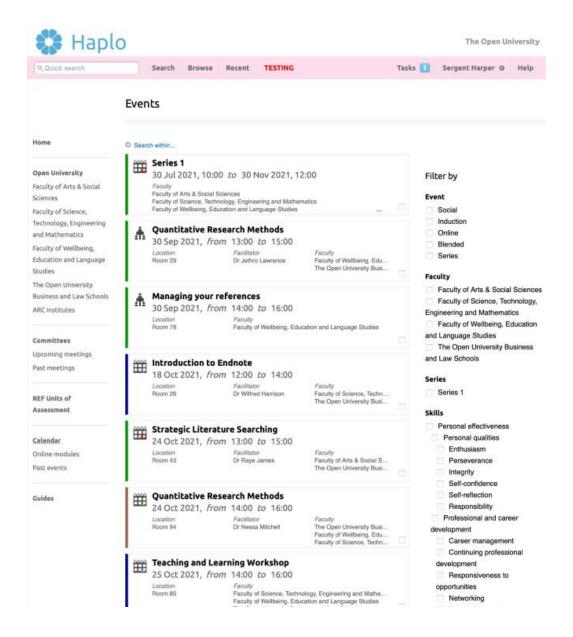
Preparing for the Viva



Calendar and Events

'Calendar'

- All events are displayed in chronological order.
- Students can use the 'Filter by' function to narrow their search for relevant events *
- Supervisors can also view the Calendar



Calendar and Events (cont.)

- Students can self-select events.
- Each event contains relevant details.
- Choosing 'Respond' allows a student to RSVP.
- Where an event has reached a maximum capacity a 'waitlist' option will appear.

