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PGR Manager: Planning and booking your training

Graduate School



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Planning your training using PGR Manager

During your research degree you will use [PGR Manager](#) (PGRM) to conduct your training needs analysis, plan your training, and book training events.

In order to pass your upgrade, you will need to show that you have reflected on your existing skills, identified and prioritised areas for development and made progress towards your training goals. You should develop and review your training plan in conjunction with your supervisors, who will be able to see your development plans and attendance records on PGRM. Training requirements should be reviewed regularly and updated as needed.

This document is a guide to using [PGR Manager](#) to plan your training. For in-depth guidance on how to plan your professional development, we recommend that you attend our 'Getting Started' series of training events, specifically the session 'Planning your training and skills development'.

PGR Manager training and development pages

To find the PGR Manager training and development pages, go to the Development section on the bottom right-hand side of your student project page (**Figure 1**). Here you will see the words 'Analysis', 'Training plan' and 'Log'. Click on 'Analysis' to be taken to the skills analysis tool.

The screenshot shows a web interface for a student project. The title is "On where president people door body moment". The student is "Sergent Harper" and the supervisor is "Dr Meier Coates". The project status is "Active", mode is "Full Time", and stage is "Transferred". A table shows key dates: Project start (30 Nov 2020), Progress review (20 Apr 2021), and Project end (30 Nov 2024). A red vertical bar highlights the date "23 Feb 2021" under the "Reminder sent" column. On the right side, there is a "DEVELOPMENT" section highlighted with a red box, containing links for "Analysis", "Training plan", and "Log".

	Date completed	Deadline	Reminder sent
Project start	30 Nov 2020		
Progress review		20 Apr 2021	23 Feb 2021
Project end		30 Nov 2024	

Figure 1

Skills analysis tool

Figure 2 shows the PGR Manager Skills Analysis tool which you will use to complete your skills audit.

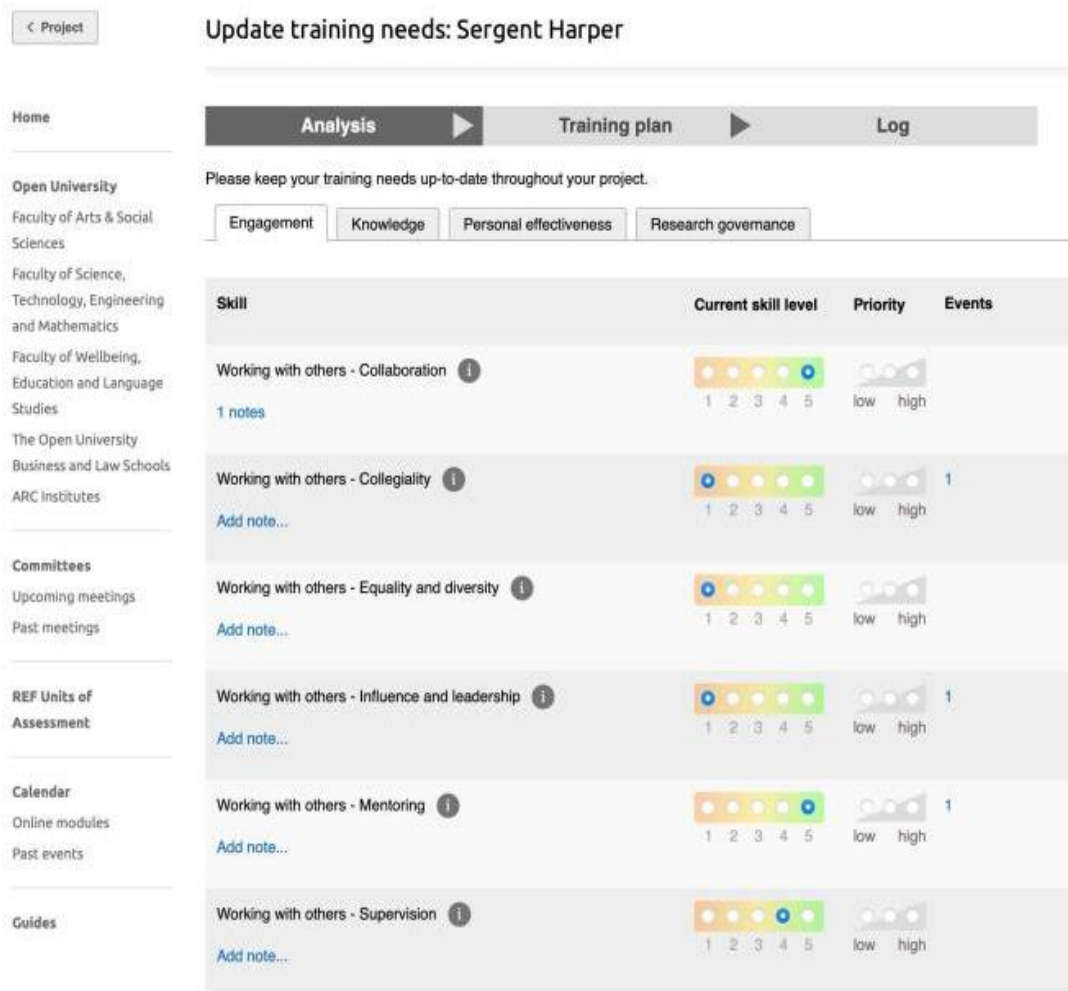


Figure 2

The four RDF domains (Engagement, Knowledge, Personal Effectiveness and Research governance) can be seen as tabs across the top of the page. The 12 sub-domains appear down the page (this screenshot shows part of the sub-domain 'Working with others') and the 63 skills appear within each sub-domain.

Remember, you don't need to complete the skills analysis in one sitting. For each skill, click on the 'i' (**Figure 2**) to see a description of the various levels of competency (**Figure 3**). Decide which level you are currently on, score yourself and set your development priority from 'low' to 'high'. You will review your skills audit regularly so it might be helpful to think of 'high' priority skills as those you need to develop and evidence between now and upgrade.

Update training needs: Sergeant Harper

Analysis Training plan Log

Please keep your training needs up-to-date throughout your project.

Engagement Knowledge Personal effectiveness Research governance

Skill	Current skill level	Priority	Events
Working with others - Collaboration <i>i</i> 1 notes	1 2 3 4 5	low high	
Working with others - Collegiality <i>i</i> Add note...	1 2 3 4 5	low high	1
Working with others - Equality and diversity <i>i</i>	1 2 3 4 5	low high	

1. Is sensitive to and respectful of individual differences. Develops awareness of diversity and difference within working environment. Understands equality and diversity requirements of institution.

2. Appreciates and works with diversity and difference in education/research.

3. Acts as role model for personal conduct when dealing with diversity and difference; educates, advises and guides less experienced researchers. Makes positive use of diversity and difference to enrich research projects and outputs.

4-5. Sets example locally, nationally and internationally. Helps shape departmental/institutional policy and implementation.

[Add note...](#)

Add note...

Save

Working with others - Influence and leadership *i*

1 2 3 4 5 low high 1

[Add note...](#)

Figure 3

Training plan

On the training plan screen, with the 'My priorities' tab selected, you will see the skills you have identified listed in priority order, as **Figure 4** shows.

Training plan: Sargent Harper

Analysis Training plan Log

Please keep your training needs priorities updated throughout your project.

My priorities My plan

Priority	Skill	Plans	Completed
1	Financial management		Add plan...
2	Respect and confidentiality		Add plan...
3	Legal requirements		Add plan...
4	Appropriate practice		Add plan...
5	Health and safety		Add plan...
6	Responsiveness to change		Add plan...
7	Work-life balance		Add plan...
8	Self-confidence		Add plan...
9	Enthusiasm		Add plan...
10	Innovation		Add plan...
11	Intellectual insight		Add plan...
12	Synthesising		Add plan...
13	Critical thinking		Add plan...
14	Languages		Add plan...
15	Research methods - theoretical knowledge		Add plan...
16	Subject knowledge		Add plan...
17	Global citizenship		Add plan...
18	Policy		Add plan...
19	Enterprise		Add plan...
20	Teaching		Add plan...

Displaying top 20 priorities... [Show all](#)

Figure 4

My Plan

- Once you have established your training needs and decided on your priorities, you should work with your supervisors to agree how you will develop the skills you have identified.
- Click on 'Add plan...' for each skill you would like to develop between now and upgrade.
- This will generate a dialogue box where you can enter a plan for that skill.
- For each skill you need to develop, you should comment on your current abilities in this area and add specific details of how you will develop it.
- **Figure 5** shows you how a plan for the 'Communication methods' skill might look.

< Project

Training plan: Sergent Harper

Home

Open University
Faculty of Arts & Social Sciences
Faculty of Science, Technology, Engineering and Mathematics
Faculty of Wellbeing, Education and Language Studies
The Open University Business and Law Schools
ARC Institutes

Committees
Upcoming meetings
Past meetings

REF Units of Assessment

Calendar
Online modules
Past events

Guides

Analysis ▶ Training plan ▶ Log

My priorities My plan

Preview Save

+ Development need
Public Speaking Skills

+ Project
On where president people door body moment

+ Researcher
Sergent Harper

+ Skill
Communication methods

+ Date
27 Sept 2021

+ Completion date
30 Nov 2021

+ What skills do you already have in this area?
Presentations during my Masters degree course

+ What skills do you need to develop in this area?
Being able to communicate my research to a non academic audience

+ Development support identified (training courses, etc.)

Figure 5

- To help you plan, you can search the [PGRM calendar](#) (see **Figure 12 and Figure 13** below) by skill to identify events designed to support the development of a particular skillset.
- When you have completed an action, you can return to the plan and update this. You can see your progress towards all your plans under the 'my plan' tab (**Figure 6**).

Training plan: Sergent Harper

Analysis Training plan Log

Please keep your training plans updated throughout your project.

My priorities My plan Add plan...

Plan	Skills covered	Added	Completed
Public Speaking Skills	Communication methods	27 Sep 2021	30 Nov 2021

Figure 6

How to find and book your training

Using the PGRM calendar

The PGRM calendar contains details of most of the training available to PGRs across the university: internal events organised by: Graduate School, Faculties, the Library and different departments as well as some external events.

For an at-a-glance guide to training organised by the Graduate School, you will find a printable version of our annual training programme on:

- [Graduate School Network Training and Development page](#)
- Graduate School Network Team – select the 'Files' tab at top

You can also browse available training via the PGRM [Calendar](#). When you log onto your PGR Manager project page, you can see a calendar button on the left-hand side (**Figure 12**).

Where side the area

Home

Open University

Faculty of Arts & Social Sciences

Faculty of Business and Law

Faculty of Science, Technology, Engineering and Mathematics

Faculty of Wellbeing, Education and Language Studies

Committees

Upcoming meetings

Past meetings

REF Units of Assessment

Calendar

Online modules

Past events

Guides

Title: Where side the area

Student: Mrs Kaye Campbell

Supervisor: Prof Max Atkins, Dr Alexi Owens, Prof Evay Nicholls, Prof Adi Newton

Student Project Status: Active

Project mode: Full Time

Student Project Type: MPhil

Student Project Stage: Transferred

	Date completed	Deadline	Reminder sent
Project start	25 Aug 2022		
Re-registration, submission		11 Aug 2023	11 Jul 2023
Progress review		28 Feb 2024	03 Jan 2024
Upgrade		25 Jun 2023	25 Apr 2023, 25 Feb 2023
Project end			

Project history

Project dates

Supervision meetings

Induction

Upgrade

Progress review

Re-registration

Examination

Change requests

Absence

DEVELOPMENT

Figure 12

Click on this to see the events calendar (**Figure 13**). You can either scroll through this in chronological order to see upcoming events or filter by skill to see the sessions most relevant to your development needs.

Library Research Support PGR Drop-in

03 Oct 2024, from 11:00 to 12:00

Location: Faculty and ARCs, Faculty of Arts & Social Sciences, Faculty of Business and Law, Faculty of Science, Technology, Engineering and Ma...

Welcome Back Session: General Briefing for all PGRS

07 Oct 2024, from 11:30 to 13:00

Location: Library Seminar Room 7 (...), Prof Lindsay O'Dell, Faculty and ARCs, Faculty of Arts & Social S..., Faculty of Business and L..., Faculty of Science, Te...

How to get started on your research degree

08 Oct 2024, from 10:30 to 12:30

Location: Library Seminar Room 1&2, Dr Helen Bowers-Catton, Faculty and ARCs, Faculty of Arts & Social S..., Faculty of Business and L..., Faculty of Science, Te...

Planning and managing your research project

08 Oct 2024, from 14:00 to 16:00

Location: Library Seminar Room 1&2, Dr Helen Bowers-Catton, Faculty and ARCs, Faculty of Arts & Social S..., Faculty of Business and L..., Faculty of Science, Te...

PACE Workshops Block 1 (Pre-Upgrade) - Academic genres (...)

09 Oct 2024, from 10:30 to 12:30

Location: Dr Julia Molinar, Faculty and ARCs, Faculty of Arts & Social S..., Faculty of Business and L..., Faculty of Science, Te...

Welcome Back: Resources for all PGRS - online

09 Oct 2024, from 11:30 to 13:00

Skills

- Engagement
- Communication and dissemination
- Communication media
- Communication methods
- Publication
- Engagement and impact
- Enterprise
- Global citizenship
- Policy
- Public engagement
- Society and culture
- Teaching
- Working with others
- Collaboration
- Collegiality
- Equality and diversity
- Influence and leadership
- Mentoring
- Supervision
- Knowledge
- Cognitive abilities
- Analysing
- Critical thinking
- Evaluating
- Problem solving
- Synthesising
- Creativity
- Innovation
- Inquiring mind

Figure 13

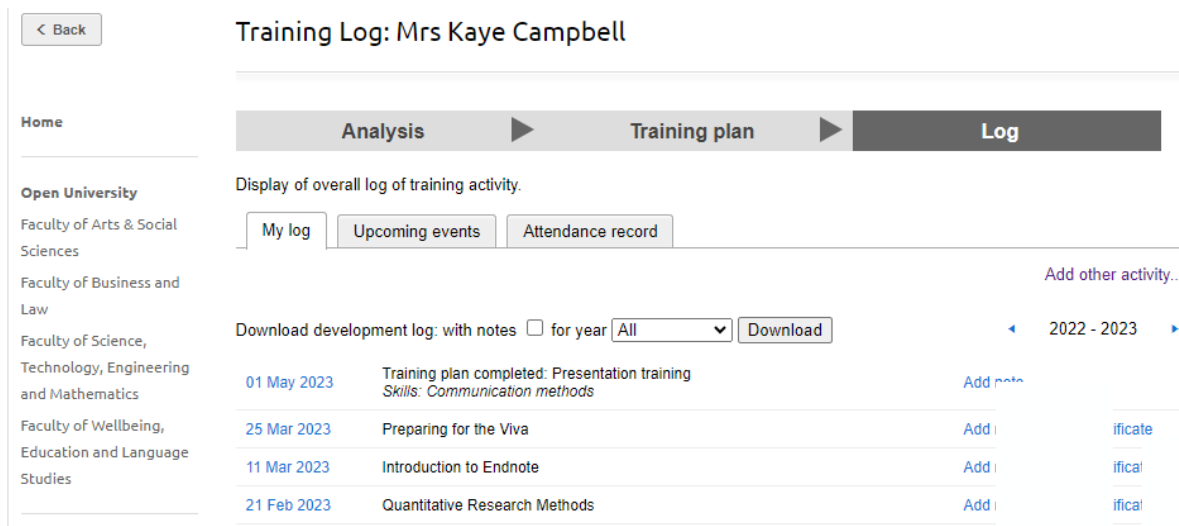
To book a place on a training session, click on the title of the event you would like to attend. All the sessions you book will form part of your training record in the 'log' and 'attendance records' sections of your training plan on PGR Manager ([Figure 7](#) and [Figure 11](#), further below).

Adding booked events to Outlook

To automatically add booked events to your Outlook calendar, follow the [Calendar subscriptions](#) instructions on PGRM.

Training Log

The Training Log (**Figure 7**) shows all the sessions you have attended (as long as you have booked a place on the event via PGR Manager, and the facilitator of the event has marked attendance).



The screenshot shows the 'Training Log' page for Mrs Kaye Campbell. The page has a navigation bar with three tabs: 'Analysis', 'Training plan', and 'Log'. Below the tabs, there is a section for 'Display of overall log of training activity.' with three buttons: 'My log', 'Upcoming events', and 'Attendance record'. There is also a link for 'Add other activity...'. Below this, there is a section for 'Download development log: with notes' with a checkbox, a dropdown menu for 'for year' set to 'All', and a 'Download' button. The main content is a table of training activities:

Date	Activity	Action
01 May 2023	Training plan completed: Presentation training Skills: Communication methods	Add note
25 Mar 2023	Preparing for the Viva	Add Certificate
11 Mar 2023	Introduction to Endnote	Add Certificate
21 Feb 2023	Quantitative Research Methods	Add Certificate

Figure 7

The Training Log has three tabs:

1 'My Log'; 2 'Upcoming events' and 3 'Attendance record'

1 My Log

This displays a record of all the activities you have completed on PGR Manager—such as updating your training plans and attending training.

On this page, you can add the details of any external conferences or training workshops you have attended (or any internal events that were not listed on PGR Manager). If you wish to, you can upload a certificate or screenshot as evidence.

To do this, click on 'Add other activity' (see **Figure 8**). This will take you to a page (**Figure 9**) where you can enter details of an activity you have attended and

upload any evidence of your attendance (such as a presentation or attendance certificate).

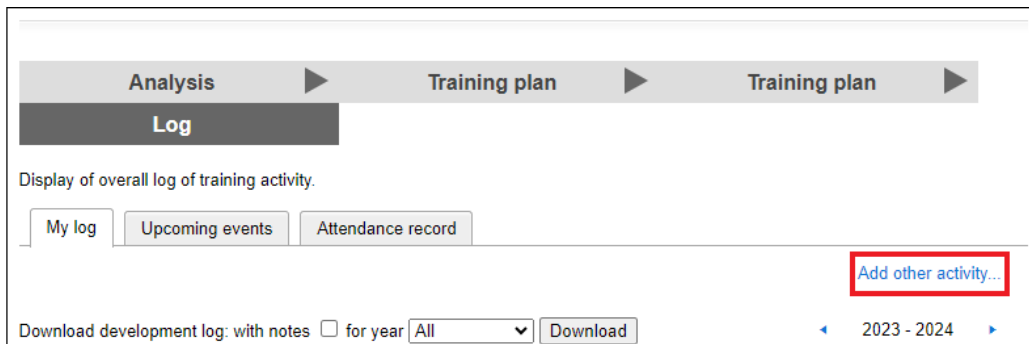


Figure 8

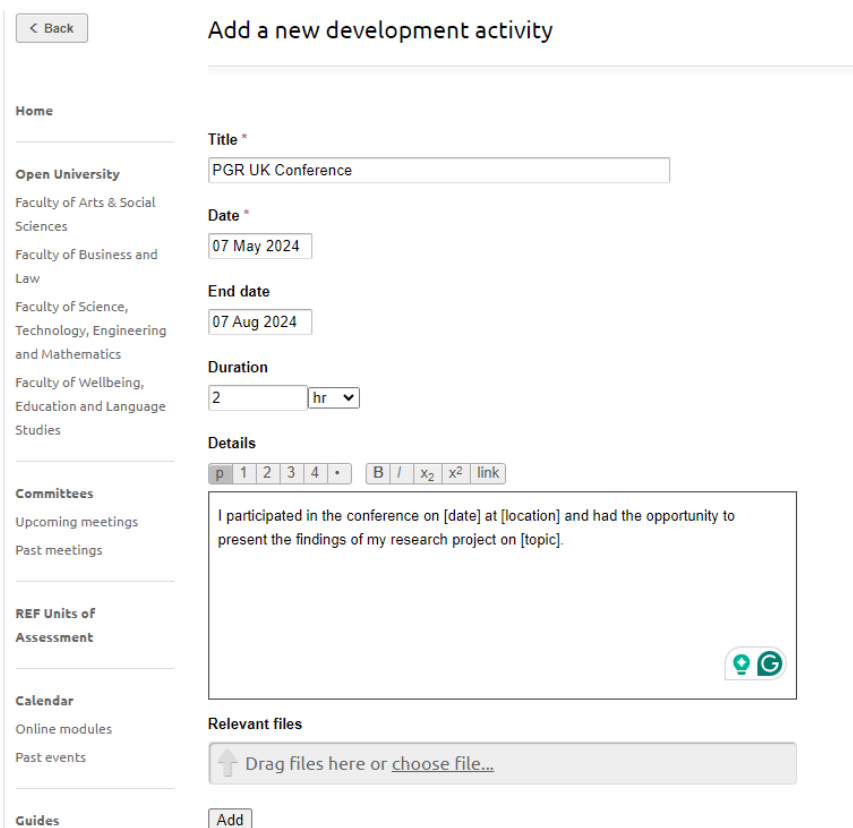


Figure 9

2 Upcoming events

- This tab displays upcoming events you have registered for (**Figure 10**).
- You can manage these by selecting one and editing the RSVP.

Training log: Mrs Kaye Campbell

Home

Open University

Faculty of Arts & Social Sciences

Faculty of Business and Law

Analysis > Training plan > Log

My log | Upcoming events | Attendance record

Date	Event	Status
21 Aug 2024	Test Event	Attending

Figure 10

3 Attendance log

This tab (**Figure 11**) displays a list of all events on PGR Manager that you have registered for and been marked as attended.

Training log: Mrs Kaye Campbell

Home

Open University

Faculty of Arts & Social Sciences

Faculty of Business and Law

Faculty of Science, Technology, Engineering and Mathematics

Analysis > Training plan > Log

My log | Upcoming events | Attendance record

Date	Event	Status
27 Mar 2024	Public speaking for doctoral researchers (<i>no show</i>)	Attendance TBC
02 Mar 2024	Quantitative Research Methods (<i>no show</i>)	Attendance TBC
28 Feb 2024	Public speaking for doctoral researchers (<i>no show</i>)	Attendance TBC
18 Feb 2024	Introduction to Endnote (<i>no show</i>)	Attendance TBC

Figure 11

Attendance is marked manually on PGR Manager and it may take 48 hours or longer.

Not all events require registration or have attendance marked.

Please contact the event organiser with any queries.

What to do if your attendance has not been recorded

1. **If you attended an online or hybrid Graduate School event** but didn't register, we may still be able to mark your attendance or you can upload evidence – see [My Log](#) above.
2. **If you attended a non-Graduate School event** please contact the event organiser, e.g. the Library or your Faculty.
3. **If the event you attended was organised by [Research Careers Development](#)**, your attendance will be recorded in [My Learning Centre](#). You should upload evidence to PGRM so your Training Log is complete (see **Figure 8** and **Figure 9** in 'My Log', above). This is particularly useful for [compliance training](#).
4. **If an event was not listed on PGR Manager**, you can upload evidence of your attendance yourself (see **Figure 8** and **Figure 9** in 'My Log', above)
5. **If you watched a recording of an event you were not able to attend**, again you can upload evidence (see **Figure 8** and **Figure 9** in 'My Log', above).

Don't forget!

All events are subject to updates and changes so please check PGR Manager and the [GS Training Team](#) for the latest information.

Other sources of training information

- The Graduate School Network [Training and Development page](#) has an overview of PGR training
- You can access online resources on the Graduate School [Research Skills](#) website
- Sign up to the [Graduate School Digest](#) to receive upcoming news and events - fortnightly
- The [PGR Community Noticeboard](#), [PGRM](#), OU campus screens, and the Common Room noticeboards display regular updates.

Any questions?

Please post a message on the [Graduate School Training Team](#) or [email the Graduate School](#).

Social media

@pacespaceou.bsky.social

