



Training catalogue 2019

Introduction: People are the key to IBEC's success

IBEC's mission is achieved by carrying out different objectives, one of which is to train the next generation of experts in healthcare technologies. **IBEC aims at preparing researchers to deliver brilliant research while giving them the opportunity to make the next steps onwards in their professional careers.**

Looking back at the evolution in the training offered at IBEC in the last few years, we are convinced about the value and impact of skills training not only on people's behavior, but also on the development of researchers at all career levels at IBEC.

The different training courses complement their expertise with the continuing development of transferable skills and competencies that can help them to be better prepared for today's rapidly changing environments, thus ensuring that are given the opportunity for professional development and for improving their employability. A main driver has been the realization that, of the increasing numbers of PhDs only a small proportion will find employment long term in the academia.

The Training Catalogue for 2019 is fully aligned with the current IBEC Strategic Plan (2018-2020) and the European Charter for researchers. Some of the training actions have been planned in the Action Plan of the Human Resources Strategy for Researchers. Moreover, our commitment to offer excellent training is even stronger for IBEC as a Severo Ochoa Centre of Excellence.

The views of supervisors have an impact upon attendance levels. Supervisors are vital in developing researchers' awareness of the importance of skills development. To a great extent it has been taken seriously in the research groups and we encourage to continue fostering and duly supporting personal and professional development.

Everything takes time and year after year we are improving in the trainings we offer, and this is a sign that IBEC really care about their people. Analysing the positive impact of the trainings offered in the participants we intend to build on the successes of the 2018 Training Programme, and to ensure we protect what is of value.

This Training Catalogue is a summary of the transversal skills, scientific tools and techniques, health and safety and languages courses offered to the IBEC community. It is a work in progress as we adapt the existing courses and develop new ones, to stay up-to-date with the evolving needs of our researchers. We want to highlight the high quality of trainers, a good mix internal and external trainers, with academic and non-academic background.

As in last year, we also have included the courses organized by BIST, some of which are totally or partially funded. We'd like to thank BIST to support the training activities of the seven research centres (CRG, IRB, ICFO, ICIQ, ICN2, IFAE, and IBEC) thus improving the skills and abilities of our researchers and supporting their professional development.

We'd like to thank the PhD Committee for their collaboration and dedication in collecting the training necessities of IBEC's early-stage researchers, as well as their contributions in defining some of the courses in this Training Catalogue.

Some of the training activities are funded by the Spanish Ministry of Economy, Industry and Competitiveness under the Severo Ochoa grant SEV-2014-0425 (2015-2019).

Carolina Marí, Head of Human Resources

Categories of training activities

A. Transferable skills

- **Communication: Writing and Oral skills**
- **Leadership and management skills**
- **Entrepreneurial skills and Technology Transfer**
- **Gender & Diversity**

B. Scientific tools and techniques

- Visualizing Data; Image J and Video processing; Statistical Analysis; Matlab; Tips and tricks to achieve good results at the bench; Image creation and photographic edition; Excel, etc.

C. Health & Safety

- Courses focused on job requirements in the laboratory and offices, safety course, health promotion courses such as yoga classes.

D. Languages

- English, Spanish, Catalan

Registration instructions and other practical aspects

As of February 2019, a new registration system will be available at our IBECNET.

With this new Intranet functionality, we will avoid time-consuming and repetitive tasks, such as sending and receiving emails.

Instructions for the process of inscription:

- Click on the button “Training” at the IBECNET.
- Click on the course you are interested to attend. Your data will be uploaded automatically from our database.
- Eligibility check by the HR Unit based on predefined eligibility criteria, representativity of different areas, research groups and Units and chronological order of inscriptions.
- You will receive an email from HR where you will be asked to confirm your attendance at the Intranet. You will be then registered.
- Once you have confirmed your supervisor will be informed by email.
- Notifications from participants and HR can be sent via Ibecnet.

At the Ibecnet, there will be 2 periods for inscriptions:

- From February to mid-July, for the courses within this period.
- From mid-July to December for the courses within this period.

Once you have confirmed your attendance you must give at least 3 days (72 hours) notice if you wish to cancel, so that we have the possibility of finding another person to take your place. If you fail to do this, you will not be permitted to participate in a future course.

In case of unavoidable, last-minute cancellations such as illness, please send an urgent email to hr@ibecbarcelona.eu or call extension 31144/ 20563 so that we can try to fill your place.

Any IBEC member may participate in training activities free of charge; however, in some courses there is an eligibility criteria depending on career experience or other considerations. These are specified in the description of each course. In most of the courses free spots are offered to IBEC Alumni members.

When the training activity extends beyond lunchtime, a lunch a standing meal will be covered by IBEC.

Courses organized by IBEC will take place at IBEC:

Parc Científic de Barcelona (PCB):

Tower I, floor 11
Parc Científic de Barcelona
Baldri Reixac 4-8

Campus Diagonal – Besòs UPC:

Edifici C (floors 5, 6 and part of basements C and I)
Av. d'Eduard Maristany 16
08019 Barcelona

Training Catalogue Overview 2019 (by category and chronological order)

CATEGORY	TITLE	DATES	AIMED AT	ORGANISED BY
A. Communication	Say it so it stays: Oral presentation skills training for scientists	16 th and 21 st May	PhD students and Postdocs	IBEC
A. Communication	Becoming a Scientific Writer, putting 'why' before 'how'	10 th October	PhD students and Postdocs	IBEC
A. Communication	Learning to write clearly, the 'how' of good scientific writing	7 th November	PhD students and Postdocs	IBEC
A. Leadership & management skills	Group coaching: communication and collaboration in research groups	Throughout the year	All IBEC members of the same research group (up to 3 research groups in 2019)	IBEC
A. Leadership & management skills	Coaching for Group Leaders	Throughout the year	Group Leaders	IBEC
A. Leadership & management skills	How to succeed in your PhD	2 groups: 17 th & 18 th January & 7 th and 8 th February	1 st year PhD students	BIST
A. Leadership & management skills	Mentoring Skills for Mentors & Mentees	17 th January	Group Leaders & postdocs in the Mentoring Programme	IBEC
A. Leadership & management skills	Time management & personal effectiveness	6 th & 7 th March	All IBEC members	IBEC
A. Leadership & management skills	Leadership in Action	13 th to 15 th March	Postdoctoral researchers	BIST
A. Leadership & management skills	Convivir con el Cambio	2 groups: 28 th March and 4 th April	Administration	IBEC
A. Leadership & management skills	Guiar el cambio y manejar tensiones	2 nd and 10 th April	Heads of Administration	IBEC
A. Leadership & management skills	Career development event for Postdocs: from academia to... a World of opportunities	8 th May	Postdoctoral researchers	IBEC
A. Leadership & management skills	Mindfulness for improved self-mastery & resilience	9 th & 23 rd May	All IBEC members	IBEC
A. Leadership & management skills	Effective researcher: Grad School	15 th to 17 th May	2 nd & 3 rd year PhD students	BIST
A. Leadership & management skills	Leadership & management skills for Junior Group Leaders	9 th to 11 th July	Junior Group Leaders	BIST
A. Leadership & management skills	Research Integrity	18 th September	PhD students	IBEC
A. Leadership & management skills	Cross cultural communication	26 th September	All IBEC members	IBEC
A. Leadership & management skills	Career options for Scientists	4 sessions in October (TBD)	PhD students and Postdocs	BIST
A. Leadership & management skills	How to interview effectively and get the best candidate	2 nd half 2019. To be determined	Group Leaders and Senior researchers	IBEC
A. Leadership & management skills	Laboratory and Research Management	October (TBD)	Seniors Postdocs, Senior Researchers and Lab Managers	BIST

A. Entrepreneurial skills and Technology Transfer	How to reach the Industry	21 st March	All IBEC members	IBEC
A. Entrepreneurial skills and Technology Transfer	Entrepreneurship	2 nd July	All IBEC members	IBEC
A. Entrepreneurial skills and Technology Transfer	Tech Transfer and IP rights: Contract strategy and negotiation	14 th November	All IBEC members	IBEC
A. Gender & Diversity	Gestión del Acoso Laboral	23 rd & 25 th January	All IBEC members	IBEC
A. Gender & Diversity	Integration of Gender dimension into research	6 th June	All IBEC members	IBEC
B. Scientific tools & techniques	Matlab: basic and intermediate level	9 th January	Master students, PhD students	IBEC
B. Scientific tools & techniques	Image creation and photographic edition with Illustrator Photoshop	14 th February	PhD students	IBEC
B. Scientific tools & techniques	Statistical analysis applied to research data	14 th , 20 th March, 11 th and 25 th April	PhD students	IBEC
B. Scientific tools & techniques	Tips and tricks to achieve good results at the bench	27 th March and 13 th November	Master Students and 1 st year PhDs (mandatory)	IBEC
B. Scientific tools & techniques	Image J	25 th June	Master students, PhD students and Postdocs	IBEC
B. Scientific tools & techniques	Data Visualization	17 th October	PhD students and Postdocs	IBEC
B. Scientific tools & techniques	MS Excel	TBD	Administration Personnel	IBEC
B. Scientific tools & techniques	MS Power Point	TBD	Administration Personnel	IBEC
C. Health & Safety	How to work safely with biological agents and biological samples	5 th February	Researchers at all career stages	IBEC
C. Health & Safety	Primeros auxilios	3 rd April	All IBEC members	IBEC
D. Languages	English (intermediate & advanced)	October-December January-March April-June	All IBEC members with an IBEC-labour contract + all PhD students and Postdocs.	IBEC (PCB and Besos)
D. Languages	Spanish for beginners	February-April and October-December	All IBEC members with an IBEC-labour contract + all PhD students and Postdocs.	IBEC

A. Transferable skills

Subcategory:

Communication: Oral & Writing skills

Say it so It stays: Oral presentation skills training for scientists

The course's aim is to improve scientists' effectiveness and confidence when presenting their research to peers and public and multi-disciplinary scientific audiences.

Using Science Weavers' unique *six threads approach*, participants will learn and practice all aspects of preparing and delivering a scientific presentation.

Dates:

16th and 21st May, from 9.30 to 17:30

In person class sessions = 14 hours. Two whole days.

In addition to the class sessions, there will also be some homework between sessions.

Target group:

PhD students and post-docs (maximum 10 participants).

Participants should be advanced English speakers who are able to converse easily about their research in English.

Training content:

- Learn what makes a science presentation really effective
- Realise the importance of the audience
- Understand the key steps in preparation
- Clarify the importance of message and purpose
- Find story techniques to enhance engagement
- Develop & use visual aids appropriately
- Practise performance skills
- Identify own strengths and weaknesses

Strengthen critical awareness of successful presentations to enhance their on-going learning.

Trainer:

Dr. Elinor Thompson is an independent consultant, who promotes interdisciplinary collaboration in science and medicine. Originally trained as a medical doctor and public health specialist, she has been developing leadership interventions for scientists since 2000. She is co-designer/consultant director, of an innovative programme, known as Intervals, at the Barcelona Biomedical Research Park (PRBB). She is also an Invited Professor in the Department of Experimental and Health Sciences, Pompeu Fabra University, Barcelona

Becoming a Scientific Writer, putting 'why' before 'how'. Day 1, Process and Structure

Becoming a Scientific Writer, putting 'Why' before 'How', consist of two workshops that provide a holistic overview of the most important skills you will need to become an efficient and effective scientific writer, so they are not separated by levels, but by different approaches to the same subject. We highly recommend you attend both workshops, as they are correlated, although the registration will be done separately. Therefore, you can register for only one workshop, or for both, as they provide a powerful combination of complementary skills for scientific writing.

The aim of this workshop will be to help publishing scientists develop a more impartial, analytical view of their own writing behavior and of their readers' perception of the finished product.

Dates:

10th October.

In person class sessions = 7 hours, from 10 to 18H.

Target group:

PhD students (as of 2nd year) and post-docs

Training content:

Participants will develop a deeper understanding of the structure of scientific papers, with a renewed focus on the purpose of each section and the connections between them. They will gain a global framework for conceptualising the entire publishing process, how to create an expectation in the reader and then deliver on that expectation, and how to make the qualitative jump from a passive scientific account to an active scientific argument. We will then apply this knowledge to the practical task of constructing a scientific manuscript from scratch.

This training workshop is highly interactive with extensive elements of partner work, exercises and group discussion, and a special emphasis on sharing and learning from participants' own expertise and experience. To increase applicability, we work with real-life cases from the participants.

Trainer:

Dr. Gavin Lucas, director of The Paper Mill, is a scientist with 14 years of experience as a biomedical researcher, and 11 years of experience as an academic author's editor, consultant and trainer. In addition to his own solid track-record as a publishing scientist on national, European and international research projects, as an academic author's editor and consultant, he has helped plan, critique, and polish over 250 original scientific articles for dozens of institutes in diverse fields, as well as numerous FP7 and H2020 proposals. He also has extensive experience as a trainer in scientific writing and other topics, and provides consultancy on scientific productivity at academic institutes and agencies.

Learning to write clearly, the 'how' of good scientific writing. Day 2, Language

Becoming a Scientific Writer, putting 'Why' before 'How', consist of two workshops that provide a holistic overview of the most important skills you will need to become an efficient and effective scientific writer, so they are not separated by levels, but by different approaches to the same subject. We highly recommend you attend both workshops, as they are correlated, although the registration will be done separately. Therefore, you can register for only one workshop, or for both, as they provide a powerful combination of complementary skills for scientific writing.

This workshop "Learning to write clearly, the 'how' of good scientific writing" aims to help participants improve their writing skills through awareness of the elements of clear writing. Participants will learn linguistic tools to transmit scientific messages.

Dates:

7th November.

In person class sessions = 7 hours, from 10 to 18H.

Target group:

PhD students and post-docs

Training content:

In this workshop, the focus is on language. We will we will work on some of the the most common problems of language construction that make scientists' writing unclear. Starting with words, and moving on to sentences and paragraphs, we will consider why we are prone to these problems, and will practice some intuitive editing tools to address them. The key message is that, to become a good scientific writer, you don't need to be a great writer, just a good scientist. This training workshop is highly interactive with extensive elements of partner work, exercises and group discussion, and a special emphasis on sharing and learning from participants' own expertise and experience. To increase impact and applicability, we work with real-life cases from the participants whenever possible.

Trainer:

Dr. Gavin Lucas, director of The Paper Mill, is a scientist with 14 years of experience as a biomedical researcher, and 11 years of experience as an academic author's editor, consultant and trainer. In addition to his own solid track-record as a publishing scientist on national, European and international research projects, as an academic author's editor and consultant, he has helped plan, critique, and polish over 250 original scientific articles for dozens of institutes in diverse fields, as well as numerous FP7 and H2020 proposals. He also has extensive experience as a trainer in scientific writing and other topics and provides consultancy on scientific productivity at academic institutes and agencies.

Subcategory: **Leadership and management skills**

Group coaching: communication and collaboration in research groups

Coaching grupal: comunicación y relaciones de colaboración en grupos de investigación

The aim of the course is to improve communicative and relational competencies in a research group. We will understand what the identity of the research group is and the way of working and relating in the group, thus we aim to create strong relations, show awareness and consideration for others, promote supportive relationships based on trust and learn listening skills and how to give and receive feedback.

It is highly recommended that the group coaching sessions are combined with individual coaching sessions for Group Leaders (see next course).

Dates:

3 half day sessions (one session per month). Dates to be negotiated with the Group Leader.

In person class sessions = 10 hours.

In 2019 up to 4 research groups will be trained.

Target group:

All IBEC members from the same research group.

Training content:

Based on a first session between the consultants and the Group Leader a specific program will be created according to the needs of the research group.

Contents common for all research groups, but not restricted to are the following:

- Communication: Know how to give and receive feedback, listen and ask. How to be more effective about exchanging information and ideas with others.
- Collaboration: Knowing how to establish agreements (ask and offer) and establish relationships of trust.
- Relationship: know how to recognize others, establish support alliances, share and support in situations of difficulty, understand how you complement with the others. How to balance between giving and receiving.
- Explore the reorganization of the group so that it gains autonomy.

Methodology:

Group coaching, systemic analysis to understand the group as a relational system and case studies.

Trainers:

Elena Palma: Founder of Tiempo de Aprender. Senior consultant Facilitator of Change in Organizations. Psychologist for the UB. Transformational Coach by Institut Gestalt & People Tech Solutions (Washington). Systemic coach. Certified in MBTI (Myers-Briggs Type Indicator). Systemic Projects and advice with Management Teams.

David Valls: Systemic consultant and facilitator of transformation in organizations. Senior coach with international certificate (ICFPCC). Trainer of trainers and Consultant in Neurolinguistic Programming by the NLP University (Santa Cruz, CA). Higher Engineer in Electronics and Technical Engineer in Telecommunications from Ramón Llull University.

Coaching for Group Leaders

The coaching process consists of 7 individual sessions between Coach and Coachee, with a duration of around 1hour. They are performed with a maximum interval of 15 days between sessions. The time between sessions pretends that the coachee can carry out actions and assimilate the changes. The coach at that time is present virtually or by telephone.

Individual coaching sessions. (In 2019 up to 4 coaching processes will be offered)

Target group:

Group Leaders, with priority for those involved in the group coaching (see above mentioned course).

Content:

First meeting: The purpose of this meeting is to jointly and consensually establish a goal of improvement.

During the 7 individual sessions with confidential character, the agreed objective of improvement will be worked on together.

Last meeting: The purpose of this meeting is to assess together the results of the process and ensure that improvements in relation to the agreed objective have been achieved.

Trainer:

Elena Palma: Founder of Tiempo de Aprender. Senior consultant Facilitator of Change in Organizations. Psychologist for the UB. Transformational Coach by Institut Gestalt & People Tech Solutions (Washington). Systemic coach. Certified in MBTI (Myers-Briggs Type Indicator). Systemic Projects and advice with Management Teams.

How to succeed in your PhD



BIST centers have organized an interactive two-day course: “How to succeed in your PhD?” which has been designed for first year doctoral researcher and will look at practical ways to increase your effectiveness and meet the challenges of your PhD.

Dates:

2 groups: January 17th and 18th and February 7th and 8th
In person class sessions = 16 hours

Residential course at:
Centre ESPLAI Hostel
C/ Riu Anoia 42-54
El Prat de Llobregat

Target Group:

1st year PhD Students.
54 places in total for all BIST centres.

Training content:

- Self-reflection
- Effective communication
- Team working
- Time management
- PhD project planning
- Creativity for promoting collaborative research
- Conflict management

Trainer:

The course will have a team of 4 trainers: 2 trainers formed by BIST with the framework of VITAE and 2 trainers from BIST, who will provide a range of resources to help researchers to develop and articulate their skills and plan their continuing professional development.

Mentoring Skills

The aim of the two workshops is to prepare Scientists for their roles of Mentor and Mentee within the IBEC mentoring programme.

Mentors will learn about the Programme and the key skills to encourage and support the learning of their mentees and consider how to manage the different stages in the process. They will also identify what their personal developmental objectives are in their own career paths.

Mentees (Post Doc researchers) will be introduced to the IBEC Mentoring Programme and will be prepared for their role as Mentee, before they start the programme.

Dates:

17th January 2019

For Mentors: 3 hours from 10:30 to 13:30

Lunch networking for both mentors and mentees

For Mentees: 2,5 hours 14:30 to 17h

Follow-up and mutual learning session: 28th November

Target group:

Group Leaders (mentors) and Postdoc researchers (mentees) participating in the IBEC's Mentoring Programme.

Training content:

For Mentors:

- Welcome, introductions and sharing expectations.
- What is Mentoring and what is the role of a Mentor
- The learning contract and learning styles
- The Mentoring journey; different phases and what to prepare.
- Building trust; Listening and Observing.
- Questions to probe and to discover.
- Giving and receiving feedback.
- The use of documents to record and reflect.
- How the Mentoring Programme runs
- Personal Preparation.
- Conclusion and review of the training.

For Mentees:

- Objectives for today and the overall programme
- Individual Expectations.
- What is Mentoring?
- The features of the IBEC Mentoring Programme.
- What does it mean to be a mentee?
- Preparation of Learning Action Plan
- Follow up of the scheme.

- Next steps

Trainer:

Louise Schubert works both as an Organization Consultant and Executive Coach and has more than 30 years' experience working as a specialist in Learning and Development. She is accredited by the European Mentoring and Coaching Council (EMCC) at Senior Practitioner level; she has an MSC in Organization Consulting and is also certified as a Coach Supervisor. Over the last 4 years she has been helping organizations to set up Mentoring programmes and also works as a Mentor herself with Oxford Brookes University, in the UK. She is English and has lived in Spain for the last 25 years.

Time management and personal effectiveness

This workshop aims at inspiring participants to get most out of their working time by giving them insight in the principles, techniques and methods of time management and personal organisation, and helping them to put these into practice.

Dates:

6th and 7th March from 9.00 - 6pm.

In person class sessions = 14 hours

Target group:

All IBEC members. Maximum 16 participants.

Training content:

- Day 1: how to deal with deadlines, stress & burnout, and planning
- Day 2: how to improve productivity of a brainworker

Detailed contents:

- Exercise: The proactive attitude
- Working with deadlines: Student Syndrome, Parkinson's Law, Buffer management
- Understanding and responding to Stress & Burnout
- Priority management: The difference between important & urgent
- The visual correct planning
- Attention management:
- Fighting interruptions
- The clean desk policy (industry) & the perfect mess theory (academia)
- Assertive communication
- Finalising the personal action plan

The course is conceived as an interactive, practice oriented workshop during which the trainer will make his point using real life examples

Trainer:

Tom Jacobs holds a Masters in Psychology & Education from the Ghent University and looks back on years of experience in the private sector, although it always remained his ultimate passion to teach adults, in particular in the non-profit sector, aiming at the transfer of know-how from one environment to the other. Since 2005 he becomes a freelance trainer/consultant in the fields of personal and team organisation. Besides an important part of training at the Doctoral Schools of the universities of Ghent, Antwerp and Brussels he is a guest professor at the Vlerick Business School for the Master Class on Project Management.

Leadership in Action



Leadership in Action is a three day; activity based; residential training course. We will practice your leadership skills and gain an insight into leadership theory. Working with PostDoctoral staff from across the seven BIST centres, you will have the opportunity to gain insights from follow researchers across the disciplines and at different stages in their career. Your focus is to develop your leadership style so you are more impactful and effective in your workplace.

Dates:

From 13th to 15th March
In person class sessions = 24 hours

Residential course at:
Montserrat Hotel & Training Center EADA
Collbató (35 min. from BCN)

Target Group:

Postdoctoral researchers.
42 places in total for all BIST centres.

Training content:

At the end of the three days you will have:

- Learned how to mentor and coach staff
- Received feedback on your personal leadership style and the impact it has on others
- Practiced effective communication, negotiation, leadership, self-motivation and team management skills
- Been introduced to six key leadership theories that underpin the opportunity to develop as a resilient, flexible, effective leader.

What is the experience like?

- You will work in teams of six, led by a professional trainer
- You will engage in six team activities, that test your leadership and followership skills, each with a chance to lead and activity
- You will be well supported, working in a safe learning environment
- You will work with a peer coach who will provide support and feedback throughout the course
- You will have the chance to step away from the day to day pressures of your research to reflect upon your skills, motivations and career direction
- This is an active, interactive course. Six 'insight' workshops introduce the theory that you then go away and experiment with using business simulations

The course culminates in an activity where you contribute to a challenge set out by the research centres Allowing you to implement what you've learned in an initiative that can add value outside of the Leadership in Action programme.

Testimonials from previous editions:

"The activities. It is very practical experience, it's better than just theory. Short and effective talks, you really get the point. Constant feedback. And the buddies."

"The team of facilitators was awesome. Each one of them was an awesome speaker. I was amazed to see how much each lesson was interactive and followed by an aimed and useful practical activity. Maybe the best course I ever attended."

Trainer:

Caroline Broad started her 'entrepreneurial adventure' in 2011 as Broad Associates Ltd delivering interactive workshops that develop communication and collaboration skills. Caroline also works with businesses providing process improvement and knowledge management consultancy.

Caroline has lived in Cambridge for twenty years and gained her twenty years experience leading teams and delivering technical and transferable skills training whilst working in bioscience, educational charity and Hi-Tech sectors.

Convivir con el Cambio (In Spanish only)

Atendiendo a la situación actual de cambios y redimensionamiento del IBEC, los talleres buscan dar soporte al personal de Suport para poder manejar el cambio experimentado por el crecimiento del IBEC, atendiendo a sus necesidades actuales.

Dates:

Grupo 1: 28 de Marzo

Grupo 2: 4 de Abril

Total de 6 Horas: de 10 a 16:30 horas.

Target Group:

Personal de Administración.

Training content:

- Comprender el cambio y sus fases
- Vivir el cambio sin desgastarnos
- Manejar el cambio y crear alianzas con compañeros de la misma u otras Unidades

Trainer:

Elena Palma: Fundadora de Tiempo de Aprender. Consultora y Facilitadora del Cambio en las Organizaciones. Psicóloga por la UB. Coach transformacional por Institut Gestalt & People Tech Solutions (Washington). Coach sistémica por Farfala Barcelona y Emaná & Bert Hellinger Insatuut Nederland. Certificada en MBTI (Myers-Briggs Type Indicator). Proyectos sistémicos y Asesoría con Equipos Directivos y Gerencia en empresas multinacionales y PYMES.

Guiar el cambio y manejar tensiones (In Spanish only)

Atendiendo a la situación actual de cambios y redimensionamiento del IBEC, los talleres buscan dar soporte a los Jefes de Unidad de Suport para poder manejar el cambio experimentado por el crecimiento del IBEC. Se atenderán las necesidades actuales de los Jefes de Unidad que tienen por su grado de responsabilidad y el alcance e impacto de sus decisiones en sus equipos.

Dates:

2 y 10 de Abril
Total de 10 Horas en 2 sesiones de 9.00 a 14 horas cada una.

Target Group:

Jefes de Unidad en Administración.

Training content:

- Comprender y guiar el cambio y la incertidumbre
- Las tensiones en el cambio
- El impacto de los cambios en la interdependencia de las diferentes Unidades

Trainer:

Elena Palma: Fundadora de Tiempo de Aprender. Consultora y Facilitadora del Cambio en las Organizaciones. Psicóloga por la UB. Coach transformacional por Institut Gestalt & People Tech Solutions (Washington). Coach sistémica por Farfala Barcelona y Emaná & Bert Hellinger Insatuut Nederland. Certificada en MBTI (Myers-Briggs Type Indicator). Proyectos sistémicos y Asesoría con Equipos Directivos y Gerencia en empresas multinacionales y PYMES.

Career development event for Postdocs: from academia to... a World of opportunities

This career development event organised by a group of IBEC's Postdoctoral researchers aims to provide practical information and first-hand experiences from postdoctoral alumni that have moved to a non-academic career. Participants will get inspired by other postdocs experiences and will help them understand what their jobs entail, how was their transition, what difficulties they encountered, what did help them during the transition, etc. During the event participants will meet other postdocs Alumni and recruitment experts in the fields of Life Science & Healthcare sector to get information and advice regarding job transitions, thus helping postdocs to achieve their career goals.

Dates:

8th May from 10 - 1:30 pm.

In person class sessions = 3 hours + Networking

Target group:

Postdoctoral researchers (maximum 25 participants).

Training content:

- Intro: career development services within the BIST centres
- Alumni experience's when leaving Academia
- Round table: Discussion and questions
- Job transitions: the recruiter's point of view.
 - a. Life Science & Healthcare sector
 - b. Different kinds of jobs positions
 - c. Tips to find a job: how to create your CV, channels and, job search

Speakers:

IBEC's Postdoctoral Alumni (TBC)

Eva Ramiro and Gloria Solera, consultants from the Solutia Global Health Solutions SL., the HR Consultancy specialized in Life Sciences and Health profiles with experience of more than 20 years in HR management and as a strategic partner for the management of professional careers.

Mindfulness for improved self-mastery and resiliency

Workshop of two ½ day sessions will feature the benefits of mindfulness, a tool to develop self-efficacy and improve stress management and resilience. This training is based on the MBSR (Mindfulness-based Stress Reduction, Center for Mindfulness, Univ. Massachusetts) program and has been designed as an experiential and interactive workshop, aiming to guide participants towards self-reflection and self-regulation. The program emphasizes the importance of stop and see before acting, and then learning to respond instead of reacting to stressful the events.

Dates:

9th and 23rd May from 9.30 - 1:30 pm.

In person class sessions = 8 hours + Pre-reading material

Target group:

All IBEC members (maximum 14 participants).

Training content:

- Mindfulness as a tool to develop self-awareness and personal efficiency
- Explore emotional intelligence and develop emotion regulation
- Understand and apply the principles of stress management
- Improve Personal Mastery and Resilience

Trainer:

Dr. Andrés Martín Asuero holds a MSc. a MBA and a PhD in Psychology from Univ. A. Barcelona. He completed his education in France (INSEAD) and USA (MIT and UMass).

Effective researcher: Grad School



GRADschools are three day practical learning and development programmes which enable researchers to reflect upon and develop their skills as doctoral researchers. The programme enables researchers to develop skills that can be applied in their current research and the next steps of their careers.

Dates:

Residential course from 15, 16 and 17th May.
In person class sessions = 24 hours

Place to be confirmed. The course is set up such that you will spend the nights at the venue, which is located out of the city to maximize the impact and your interactions. BIST will provide transportation by bus from Barcelona (BIST,C/ Urgell 187, Barcelona).

Target Group:

2nd and 3rd year of PhD.
45 places in total for all BIST centres.

Training content:

- Develop professional and personal effectiveness
- make a positive impact on career planning and management
- enhance self-awareness, engage with others and challenge assumptions
- broaden a range of skills for becoming a more effective researcher including communication, team working, project management, decision making, negotiating and creativity.

Additionally, researchers will be able to meet doctoral researchers from a variety of disciplines, backgrounds and countries and work with a range of experienced tutors as role models who openly share their career experiences both of research and other careers.

Trainer:

The workshop will be conducted by an experienced team of 2 VITAE consultants. VITAE is the UK organization championing the personal and professional development of researchers.

Leadership and Management skills for Junior Group Leaders



Being a leader in science is a role most people grow into but are rarely trained for. The aim of this workshop is to influence and support both the present scientific work and future careers of participating junior group leaders. The main focus will be to address the human aspects of doing science. It will provide a nurturing frame for practical training, as well as for scientific exchange and networking.

Dates:

3 day residential workshop held at a venue in Barcelona, away from the attendees' work institution.
Dates: from 9th to 11th July
In person class sessions = 24 hours

3 spots are reserved for IBEC.

Target Group:

Junior Group Leaders from BIST community.

Training content:

- Key communication skills
- Dealing with group dynamics
- Establishing and maintaining collaboration
- Dealing with conflicts
- Negotiation skills
- Building a motivated research group
- Recruiting the right people
- Dealing with different personalities
- Organizing your work: setting goals, setting priorities, delegating

The course will include a session dedicated to fostering interdisciplinary project ideas.

Trainer:

The workshop will be conducted by an experienced team of 2 Hfp consultants. Hfp consulting is a provider who exclusively focuses on training and coaching life scientists, that have developed and established such workshops for postdocs for example at EMBO, the PRBB or SystemsX.ch network.

Research Integrity: Research is an objective and neutral search for the truth – isn't it?

The goal of this interactive training session is to raise participants' awareness of some key research integrity issues. This includes understanding the concept of research integrity, visit some guidelines and explore some examples of research misconduct or questionable research practices, and how to avoid them. We will discuss about the motivations and frustrations of the scientific career, and how they can affect our day-to-day. We will see how conflicts of interest, biases or pressures can impact our work, and will see how to improve the quality of our research, ensuring it is robust and trustworthy. Best practices and techniques to improve will be covered and discussed, as well as concepts such as open science, data management, record keeping, and bias.

Dates:

18th September, from 9:30 to 1:30pm

In person class sessions =4Hours

Target group:

PhD students. Maximum 18 participants.

Training content:

- Introduction to research integrity
- Examples and types of research misconduct
- Guidelines and tools to avoid research misconduct: the importance of Data Management
- RI in practice: role play

Trainer:

Maruxa Martínez studied biology at the University of Barcelona and has since moved from doing research in academia (PhD in Cambridge University, UK) to scientific publishing at a private company (Scientific editor in Genome Biology, London) and back to academia, but this time doing science communication (Scientific editor at the Barcelona Biomedical Research Park, PRBB). She has a deep interest in research integrity (RI); she is part of the "Good Scientific Practice" working group at the PRBB and teach Research Integrity to PhD and Masters' students in biomedicine and other scientific disciplines.

Cross Cultural Communication

The aim of the course is to help participants understand their own communication style, how it impacts on others and how culture can influence communicative effectiveness. Using these insights, participants will practice techniques for managing cross-cultural communication challenges in the workplace.

Dates:

26th September, from 9 to 18H
In person class sessions: 8 hours

Target Group:

All IBEC members. Open to participants from other BIST centres.
Maximum 20 participants.

Training content:

- Introduction to communication
- Getting to know your own communication style
- Understanding culture
- A framework for understanding culture: Exercises to deal with and appreciate diverse perspectives
- Cultural differences in communication
 - Managing conflict in various cultures
 - Important attributes for cross-cultural success: Best practices
- Working in a remote team
 - How culture impacts remote teams

- Characteristics of mature remote teams
- Your Action Plan

Trainer:

Alicia Marín has more than 18 years of international business experience. She is certified coach, team coach, trainer and facilitator. Associate professor at IE Business School (Madrid) for the subject Cultural Intelligence, since 2011.

Career options for Scientists



The career advice services of the 7 BIST centres organize a series of 4 workshops and round tables with the goal of giving predoctoral and postdoctoral researchers a competitive edge on the job market to make informed career choices as well as by providing practical help for recruitment and selection processes, be it within or outside the academic environment, thus improving their employability.

Dates:

October 2019 (to be determined)

Target Group:

PhDs and Postdoctoral researchers.

Training content (to be confirmed):

The 4 sessions will focus each on the following subjects related to career development:

- Self reflection (strengths and weaknesses)
- CV and cover letter
- Job Interview
- Social media (Linked-in, research gate, twitter, etc.)

Trainer/ Speakers:

To be confirmed

How to interview effectively and get the best candidate

The workshop will be an opportunity for interviewers to practice and perfect their interviewing techniques by sharing knowledge and good practices.

It is proven that the Competency Based Method of Interview can help us achieve better understanding and analysis of the candidate. Using the recognized principle that past and present behaviours are best predictors for future performance and evaluating not only his/her aptitude and technical skills for the job position, but also the alignment with the research group and IBEC, the recruitment process will be lead successfully and professionally.

The course is interactive and participants will have opportunities to carry out practical exercises.

Dates:

2nd half 2019, to be determined.

In person class sessions: 6 hours, from 14:30 to 17:30

Target Group:

Group Leaders, Heads of Unit and Senior Researcher.

Maximum 14 participants.

Training content:

- What are competencies and why use competencies for recruitment and selection
- Interview techniques
- Competency Based Interviews: framework at IBEC
- Soft skills for the interview: questioning techniques, listening, observing, verbal and no verbal communication, feedbacks
- Recruiting diversity: how to avoid gender bias and awareness of own cultural filters
- How to evaluate your interview

Trainer:

Paola Rigioli is psychologist and organizational development consultant. She has been working for more than 15 years assessing and coaching teams to achieve a better performance in their Jobs. She works designing training plans and recruitments solutions based on the competency methods contributing to an effective development of the organizations involved.

Laboratory and Research Management Leadership Skills for Lab Managers, Senior



Postdocs and Senior Researchers

We believe that interpersonal skills, essential for today's challenges in scientific work, can be acquired and developed. Our goal is to enable scientists to productively deal with challenges related to the human aspects of doing science. These aspects are traditionally not taught in academic training and we aim at filling this gap.

Dates:

Residential course of 3 days in October (dates to be confirmed).
In person class sessions = 24 hours

Target Group:

Lab Managers, Senior Postdoctoral Researchers and Senior Researchers from BIST community.

Training content:

- Key communication skills
- Dealing with conflicts
- Organizing your work: setting goals and priorities
- Dealing with different personalities
- Gender bias
- The art of giving and receiving feedback
- Delegation
- Mastering the job interview process
- Designing a competence portfolio of transferable skills for future career
- Strengthen your network within the BIST community

Trainer:

The workshop will be conducted by an experienced team of 2 Hfp consultants. Hfp consulting is a provider who exclusively focuses on training and coaching life scientists, that have developed and established such workshops for postdocs for example at EMBO, the PRBB or SystemsX.ch network.

Subcategory: **Entrepreneurial skills and Technology Transfer**

How to reach the Industry

The objective of the course is to understand the different pathways to transfer innovations to the companies and to the market.

Dates:

21st March.

In person class sessions: 2 hours, from 10 to 12H

Target group:

All IBEC members. Maximum 25 participants.

Training Content:

In the course we will enter into the details of the different pathways and strategies to transfer research results and innovations to the companies. First of all, we will see the characteristics and constraints of the innovation process in the companies. Once it is understood we will be able to review different strategies. **Trainer:**

Xavier Rúbies. PhD and MBA. Head of Tech Transfer in IBEC. Previous experience in managing positions in the industry as R&D Director.

Entrepreneurship

The objective of the course is to share the experience of company creation and management.

Dates:

2nd July.

In person class sessions: 1,5 hours, from 10 to 11:30 am

Target group:

All IBEC members. Maximum 25 participants.

Training Content:

During the session the process of company creation and management will be presented. As well as the skills to be developed by an engineer to run successfully the entrepreneurship process, it means planning, financing, contracting, sales, etc.

Trainer:

Lluís Chico, Industrial Engineer and Master, is Managing Director at Neos Surgery SL. Vice-President of the CataloniaBio & HealthTech.

Tech Transfer and IP rights: Contract strategy and negotiation

The objective of the course is to see how to plan the contract research strategy and the negotiation aspects involved.

Dates:

14th November.

In person class sessions: 2 hours, from 10 to 12H

Target group:

All IBEC members. Maximum 25 participants.

Training Content:

During the course we will enter into the details of the contract research process. Contracting a project plan, a license, etc always involve an strategy and negotiation skills. We will enter into some crucial aspects and constraints of the negotiation process. During the course we will work on a practical case study.

Trainer:

Xavier Rúbies. PhD and MBA. Head of Tech Transfer in IBEC. Previous experience in managing positions in the industry as R&D Director.

Subcategory:

Gender and Diversity

Gestión del Acoso Laboral (In Spanish only)

Workshop sobre el acoso laboral y cómo detectar y gestionar los posibles casos. Queremos dar a conocer los diferentes conceptos de las discriminaciones y del acoso laboral, contextos y factores que favorecen el acoso, la tipología, las conductas, los grupos de riesgo y sobre todo los efectos que puede ocasionar en las personas y cómo abordarlo

Dates:

23 y 25 de Enero.

Curso de 6 horas de las 9:30 a las 13:00.

Target group:

Cualquier persona del IBEC.

Training content:

- Dar un marco conceptual básico sobre el acoso laboral. Conocer conceptos y tipologías.
- Facilitar mecanismos de identificación y detección de posibles situaciones de acoso: mobbing, acoso sexual, por razón de sexo y/o por razón de orientación sexual en el ámbito laboral. La Multicausalidad de la problemática.
- Herramientas y estrategias para abordar situaciones de acoso laboral.

Trainer:

Oriana Novau es psicóloga y psicoanalista con una dilatada experiencia en temas de acoso.

Integration of gender dimension into research

“Gender dimension” means integrating sex and gender analysis into research. With a focus on bio-medical and bio-engineering fields this workshop will show how Sex and Gender Analysis is to be integrated into all phases of basic and applied research—from setting priorities, to funding decisions, to establishing project objectives and methodologies, to data gathering, analyzing results, and evaluation.

Dates:

6th June, from 10:30 to 13:30.

In person class session: 3 hours

Target group:

All IBEC members

Training content:

- Sex/gender as conditions of quality in science knowledge making
- Using research process as the frame, demonstrate sources and effects of gender bias in results and outcomes (e.g. hypothesis formation, literature search, data collection and analysis, theoretical considerations, reporting, application/innovation etc.)
- Demonstrate examples of research that has included methods of gender analysis (e.g. vaccines, biomarkers, cancer immunotherapy, etc.)
- Cell sex: why it matters
- Issues in commercial supply of cell lines, and biobanks
- Issues and opportunities for innovation: e.g. lab-on-a-chip, predictive biomarkers,
- Lessons from Horizon 2020 on integrating gender dimension in proposals and in evaluation (conclusions from interim review; missed opportunities in innovation actions; role of Gendered Innovations, etc.)
- What to expect in Horizon Europe.

Trainer:

Dr. Elizabeth Pollitzer is founder and Director of Portia, an organization devoted to improving gender equality in STEM and promoting the inclusion of the gender dimension in STEM. She has 20 years' experience teaching and researching in the Departments of Computing and Management at Imperial College, University of London. Her original training was in Biophysics. She now applies this scientific background to her work as director of Portia. Portia was the coordinator of the genSET project, the Gender Summits were established as part of the genSET project.

B. Scientific tools and techniques

Matlab I and II

The workshop aims to provide participants with an accessible and comprehensive introduction to Matlab.

Dates:

9th January 2019

- Basic Level (from 9.00 - 13.00 h)
- Medium Level (from 14.00 – 18.00 h)

Target group:

PhD students (maximum 20 participants).

Training content:

The course is interactive, and participants will have opportunities to carry out practical exercises. IBEC provides MATLAB license for the course.

MATLAB - BASIC LEVEL

- Introduction to the MATLAB environment.
- Data types.
- Matrices and Operators.
- Scripts and Functions.
- Flow control.
- Basic plotting.
- Practical exercises.

MATLAB – MEDIUM LEVEL

- Importing/Exporting data.
- Introduction to Statistics: descriptive statistics, linear regression.
- Introduction to Signal processing: smooth a noisy signal and find peaks.
- Introduction to Image Processing: correct non-uniform background and detect foreground objects.
- Advanced plotting.
- Practical exercises.

Trainer:

Javier Burgués is a doctoral student in Engineering and Applied Sciences in the department of Engineering Electronics at the University of Barcelona. Since 2014 he is working under the advisement of Dr. Santiago Marco at the Institute for BioEngineering of Catalonia (IBEC). He

received his master's degree in Computer Science from the University of Southern California in 2013 and BS in Telecommunication Engineering from the University Autónoma of Madrid in 2010. His main research interests are the application of signal processing and pattern recognition techniques to chemical sensor data, integration of chemical sensors into robotic platforms and the development of bioinspired navigation algorithms for localization and mapping of chemical sources.

Image creation and photographic edition with Illustrator and Photoshop

Early stage researchers should be able to create and edit their scientific posters and presentations autonomously, to archiving skills of user interface of an image creating and editing software, creating texts, diagrams from scratch, to illustrate complex concepts and processes. Researchers should be able to create and edit their graphic content autonomously, seeking to optimize them in terms of clarity and quality; how to work with images to show or print them efficiently, maintaining the maximum level of quality and an optimal work flow.

Dates:

14th February, from 9 to 6 pm.
In person class session: 8 Hours

Target group:

PhD students, maximum 18.

Training content:

- Introduction to digital images.
- Editing images in Photoshop. Document measurements, Photoshop interface, edit images and graphics, crop, scale and composition an image, add text, special characters and basic shapes, creation of small simple animations (.gif or .mov)
- Drawings and illustrations. Drawing of geometric vector objects, graphics, transformation of objects: scale, rotate and skew

It will be necessary to bring own laptop to have opportunities to carry out practical exercises.

Trainer:

Cecilia Gorriz is an University Professor in the field of Online Design and Communication, with more than 7 years of teaching experience in design schools such as ESDi (URL), Bau (uVic) and Elisava (UPF). Specialties: Project Management, Web Design, E-commerce, Digital Communication Consulting.

Statistical Analysis applied to Research Data

The course will give an overview on important concepts and methods used to analyse Biological data. The emphasis will be on the understanding of statistical concepts and their interpretation in a research framework. The final goal is to have a deep understanding of the meaning and interpretation of a test statistic and how to construct own statistic given data.

Dates:

Session 1: 14th March

Session 2: 20th March

Session 3: 11th April

Session 4: 25th April

In person class session: 24 Hours, all sessions from 10 to 5 pm

Target group:

PhD students and Postdoctoral researchers (maximum 20)

Training content:

- Introduction. Sampling distribution. Statistical inference. Student-t test
- Analysis of variance. One-way ANOVA. Two way ANOVA. Multiple comparison procedures.
- Correlation and regression. Multiple regression analysis. Partial correlation.
- Categorical Data. Introduction to Experimental Design. Effect size and Power Analysis.

The course is interactive combining practical and theoretical lectures. Students have to bring their laptops, with R and R studio already installed and ready to use. Student can share laptops if they don't have one available.

Trainer:

Hafid Laayouni is an associate researcher at Universitat Pompeu Fabra and the coordinator of the degree of Bioinformatics (Join degree between UPF, UPC and UB). He obtained a master degree in Genetics and a PhD in Biological Sciences from University Autònoma de Barcelona in 2000. He is author of more than 36 papers in indexed journals, two book chapters and mentor of 5 PhD theses. He is join professor at the University Autònoma de Barcelona and visiting professor of the master degree of Bioinformatics and Computational Biology of the Escuela Nacional de Sanidad (ISCIII, Madrid).

Tips and tricks to achieve good results at the bench

Are you sure that you know the basics for performing an experiment? Come to the 5th Edition of the dynamic and practical workshop “Tips and tricks to achieve good results at the bench” and find it while playing and having fun. The objective of this workshop is to acquire the good practices necessary in a laboratory to ensure the highest quality of the results.

Dates:

The workshop will be offered twice a year:

- 27th March, from 10 to 12
- 13th November, from 10 to 12

In person class session: 2 Hours

Target group:

Newcomers student researchers that work at IBEC wet labs:

Master Students and first year PhDs.

For 1st year PhDs working in wet lab this course is mandatory.

PhDs in their 2nd year who couldn't attend previous editions are welcome to participate.

Training content:

This workshop is focused on fundamental basic aspects of working in a Chemistry/Biology laboratory: process of performing an experiment, from previous planning until the moment of leaving the bench.

- 10 – 10.30 Introduction and overview to the Good Laboratory Practices.
- 10.30 – 12 Highly interactive and practical daily lab situations with real equipment.

Upon completion of this workshop participants will be able to:

- Understand the basics of good laboratory practices
- Plan an experiment taking into account all the steps necessary to perform it
- Use several basic equipment: scale, centrifuge, pHmeter, biosafety cabinet/sterile technique, handling liquids.
- Classify several types of hazardous waste

Trainer:

IBEC's Core Facilities members.

Image J

The aim of the workshop is to achieve basic skills in the analysis and quantification of microscopy images using ImageJ. The course is interactive and participants will have opportunities to carry out practical exercises.

Dates:

25th June, from 10 to 1 pm.

In person class session: 3 Hours

Target group:

PhD students, Master students and post-docs.

Training content:

- Image and video modes and memory allocation
- Image tools:
- Understanding image properties
- Transformation (cropping, removing background, filters...)
- Quantification (intensity profiles, types of measurements)
- Video tools
- Opening image sequences
- Transformation (drift, slice selection, background, walking average...)
- Quantification (kymographs, tracking, montage...)
- Generating videos for publication.
- Plugins

Trainer:

Dr. Pere Roca-Cusachs, Group Leader at IBEC. Pere's expertise in ImageJ comes mostly from his time as post-doctoral researcher at the lab of Michael Sheetz, Columbia University, where he used the software for day-to-day image analysis and data processing.

Data Visualization

The workshop aim to provide participants with an accessible and comprehensive introduction to data visualisation – the visual analysis and communication of data. The focus of the training is to teach the craft of this discipline, helping delegates to know what to think, when to think about and how to resolve all the analytical and design decisions involved in any data-driven challenge.

Dates:

17th October

In person class session: 7 Hours, from 10 to 6pm

Target group:

PhD students and post-docs

Training content:

Content will be delivered through an energetic blend of teaching, discussion, individual practice and group work. Topics covered include among others:

- Assessing the physicality and meaning of your data
- The skill of graphical literacy
- The influence of an editorial approach to data-driven design
- Fundamental visualisation design principles
- The role of different chart types and how they tell different stories
- Colour theory and best practices
- The importance of annotating for assistance and insight
- The power of interactivity and animation

Trainer:

Andy Kirk is a leading data visualization specialist: A design consultant, training provider, lecturer, author, speaker, researcher, ad editor of an award-winning website. His teaching activities extend to visiting lecturers positions at the Maryland Institute College of Art (MICA, USA) and at Imperial College (UK), delivering data visualization modules on Masters programmes. Andy is the author of the book titled “Visualising Data: A Handbook for Data Driven Design”..

Ms Excel intermedio y Avanzado (In Spanish only)

Curso de Ms Excel para niveles intermedio y avanzado en el que los participantes, que ya tienen conocimientos del programa profundizarán en las nuevas funcionalidades que ofrece Ms Excel 2010. Estará muy adaptado a las tareas concretas que se realizan en las diferentes Unidades de Administración del IBEC.

Dates:

To be decided

In person class session: 4 Hours

Target group:

Personnel at Administration, maximum 15.

Training content:

Nivel avanzado:

Gráficos avanzados, Macros, Funciones avanzadas, tablas dinámicas y plantillas

Nivel Intermedio:

Formatos, referencias, funciones, plantillas, tablas dinámicas, listas y gráficos

Trainer:

Consultores de GESEM consultoria i formació.

Ms Power Point- Advanced (In Spanish only)

Curso de Ms Power Point para niveles intermedio y avanzado en el que los participantes, que ya tienen conocimientos del programa profundizaran en las nuevas funcionalidades que ofrece Ms Power Point 2010. Estará muy adaptado a las tareas concretas que se realizan en las diferentes Unidades de Administración del IBEC.

Dates:

To be decided

In person class session: 4 Hours

Target group:

Personnel at Administration, maximum 15.

Training content:

Patrones, plantillas, gráficos avanzados, trabajo con imagenes, interactividad de la presentación

Trainer:

Consultores de GESEM consultoria i formació.

C. Health & Safety

How to work safely with biological agents and biological samples

IBEC has started by the end of 2018 a project to declare to the authority the use of biological agents and genetically modified organisms in its installations. For that reason biological risk assessments have been performed in all IBEC laboratories. After these evaluations, it is of interest to offer a training in Biosafety to strengthen the safe work with biological agents and biological samples.

Dates:

5th February.

In person class session: 2 Hours, from 10 am to 12.

Target group:

Researchers at all career stages (maximum 25 participants).

Training content:

- What is the biological risk?
 - Biologic agent classification in risk groups and biosafety levels
 - Good laboratory practices
 - Transport of agents and samples, inside and outside the PCB
 - Waste management
- Idioma de impartición:** castellano

Trainer:

Marta Llorens Fons is the IBEC biosafety officer. She studied Biology in the Universitat Autònoma de Barcelona (UAB) and a Master in Microbiology by the Universitat de Barcelona (UB). In 2018 she finished her PhD in Microbiology (UAB), focused on the study of the lipidic cell wall components of the genus *Mycobacterium* related with their virulence.

Primeros auxilios (In Spanish only)

El objetivo del curso es ser una ayuda para adquirir los conocimientos necesarios de cara a prestar los primeros auxilios a aquellas personas que sufran un accidente o enfermedad repentina, hasta la llegada del personal sanitario. De esta primera actuación va a depender, en gran medida, el estado general y la posterior evolución de la persona. Con este curso conoceremos los tratamientos que están a nuestro alcance y sabremos lo que NO debemos hacer nunca para no agravar el estado del lesionado.

Fechas:

3 de abril
4 horas, de 9 a 13h.

Participantes:

Toda la comunidad IBEC. Máximo 12 personas

Contenido del curso:

- Normas básicas, posición lateral de seguridad (P.L.S.).
- R.C.P. Reanimación cardiopulmonar.
- Alteraciones de la conciencia. Contusiones. Heridas. Hemorragias.
- Lesiones traumatológicas, esguinces, luxaciones, fracturas, inmovilización.
- Quemaduras; Lesiones oculares; Sustancias químicas: vías de exposición y actuación.
- Accidente por pinchazo: riesgo biológico.
- Obstrucción de la vía aérea. Maniobra de Heimlich.

Formador/a:

Formador/a de la empresa ASEM, especialistas en prevención de riesgos laborales.

D. Languages

English classes

As of October, English classes begin every year for all IBEC members with IBEC labour contracts and for all PhD student regardless of the contracting institution. However, participants can start at the beginning of every trimester (in October, January or April) after taking a level test.

Requirement: to attend at least 75% of the classes.

Dates:

In person class session: 20 Hours per trimester (one hour twice a week).

- Intermediate Group
- Advanced Group

Target group:

The course is aimed at all IBEC members with an IBEC-labour contract + all PhD students and Postdocs regardless their contracting Institution.

Training content:

Dynamic English classes using an integrated methodology of oral expression, written expression and grammar.

Trainer:

Experienced native speaker teachers from the language school Oxford House.

Spanish classes for beginners

Non-Spanish speakers staying at IBEC, will have the possibility to attend Spanish classes during 1 trimester.

Dates:

One trimester, from February to April or from October to December.

In person class session: 18 Hours, 1,5 hour per week, Mondays from 17.30 – 19.00 h

Target group:

The course is aimed at Non-Spanish speakers without Spanish knowledge or a beginner's level. For PhDs, postdocs, Senior researchers, Group Leaders, technicians and research assistants regardless of the contracting institution. (Maximum 14 participants).

Training content:

- In the first session, an analysis of needs will be carried out with all the participants in the group.
- At the end of the trimester there will be an evaluation test based on the content of the classes, as well as a performance review with each participant to check if he/she has achieved the objectives.
- By not following a book, the teachers can make the class subjects more flexible to adapt to the objectives and needs of the students in the class.
- The course will follow the integrated methodology of oral expression, written expression and grammar.

Trainer:

Experienced native speaker teachers from the language school Oxford House.