# 3-Module Virtual Workshop: Applying for Research Positions

**Summary and objectives:** Finding the right research position can be a formidable task, and one that will further shape the researcher's career. Therefore, this pivotal transition step needs to be done carefully and thoughtfully. This virtual workshop comprising three webinars aims to give researchers the necessary skills to find and secure the right position for their next step in the careers.

The webinars contain numerous interactive elements and activities to stimulate engagement amongst participants. A Workbook will be available for the attendees to download before each webinar begins that will include key points, useful online resources, and pre-work activities that will be covered in the webinar.

Because participant attention in online webinars is often less than that of face-to-face workshops, we will be limiting each webinar to 2 hours.

## Module 1: Finding the right position

Section 1: Staying up to date in research trends (25 min)

> This section discusses how to use databases to find the latest trends in research and funding as well as where this research is being done.

Section 2: Networking at conferences (20 min)

> This section reviews how to use conferences to not only identify important trends, but also to network with other researchers that will be crucial for identifying new opportunities.

Break and Q&A (15 min)

Section 3: Using job databases (20 min)

> This section discusses different databases that are available to find research positions as well as gain valuable insights on regional trends.

Section 4: Understanding the position (25 min)

> This last section highlights how to obtain additional information about potential research positions, including facilities, resources, and collaborations.

Final Q&A  (15 min)

## Module 2: Applying for the Position

Section 1: Effective CVs (20 min)
>This section discusses how to best communicate your achievements in a way that will get the attention of potential employers and/or search committees.

Section 2: Impressive cover letters (25 min)
>This section reviews how to write a cover letter that best aligns your expertise with the goals of the available position to ensure suitability and confidence.

Break and Q&A (15 min)

Section 3: Productive personal statements / research plans (45 min)
>This section highlights the importance of personal statements and research plans for search/hiring committees and how to ensure the appropriate information is provided.

Final Q&A  (15 min)


## Module 3: Successful Interviews

Section 1: Research presentations (45 min)
>This section discusses how to prepare a research presentation that will impress the department and emphasize that you are the most suitable candidate.

Break and Q&A (15 min)

Section 2: Presentation skills (25 min)
>This section reviews strategies to ensure that you present yourself and ideas successfully using both verbal and non-verbal presentation skills to both groups and one-on-one.

Section 3: Next steps (20 min)
>This final section highlights issues related to negotiating contracts as well as advice for making the move and comfortably settling into your new position.

Final Q&A  (15 min)