

SKILLS AND DEVELOPMENT QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to use the Skills and Development module of Inspire including how to assess your skills and priorities and book courses.

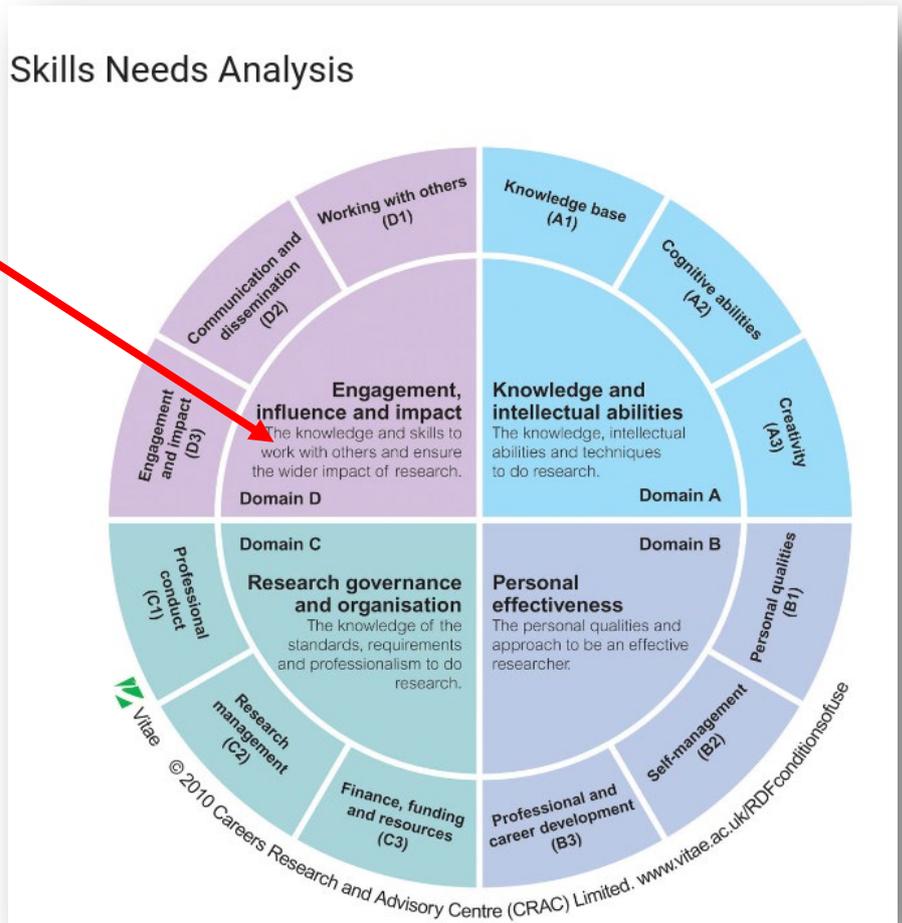
APPLIES TO

HDR Students

1. Finding a course based on current researcher skills and need.

Select **Researcher Skills – Skills Needs Analysis**

Select a **Domain** quadrant



The following pop up will appear.
Hovering over each Topic title will provide you with a description of the topic.

On **Find me a course**, select the **Skill/Topic** for which you would like to find courses.

RDF

Save

Close

History: Latest

A: Knowledge and Intellectual Abilities

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
Literature Review	<input type="range"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Research Methods	<input type="range"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Thesis Writing	<input type="range"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Critical Thinking	<input type="range"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Analysing and Evaluating Data	<input type="range"/>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Argument Construction	<input type="range"/>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Innovation	<input type="range"/>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

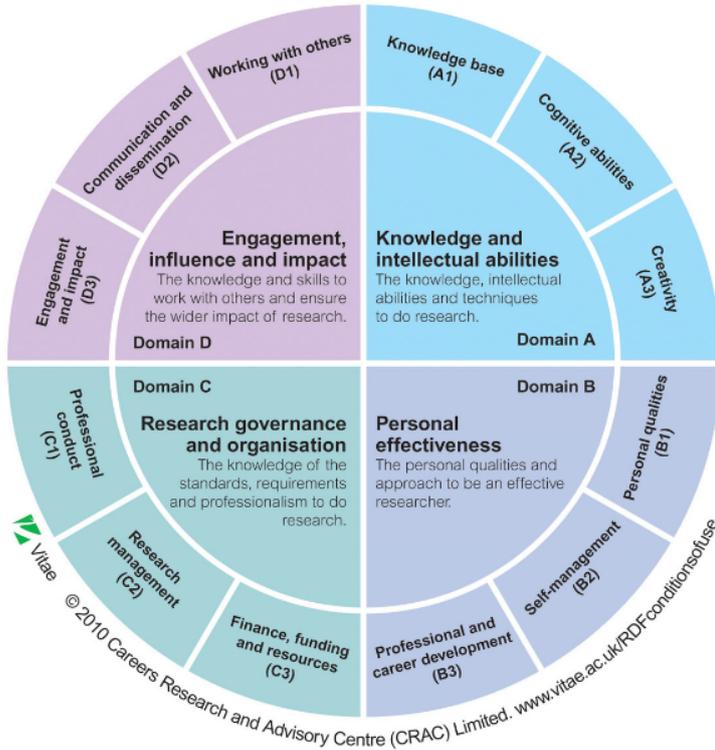
Thesis writing is different to writing other forms of communications, like reports or publications. This topic provides some practical guidance on thesis writing.

Select **Save** and close the pop up.

The Top 5 Skills (Topics) and Top 5 Priorities will automatically update based on your selections around Confidence level and Priority on the Skills Needs Analysis and whether you have selected **Find Me a Course**.

Welcome to Inspire Researcher Skills Training & Development

Skills Needs Analysis



Your Top 5 Skills

- Teaching
- Communicating Impact
- Publishing
- Communication Methods
- HDR Supervision

Your Top 5 Priorities

- Entrepreneurship
- Industry Engagement
- Collaboration
- HDR Milestones
- Thesis Writing

Tools

- [See Suggested Courses](#)
- [Print your Skills Needs Analysis](#)

Select **See Suggested Courses** under **Tools**.

This will display all available courses for **Thesis Writing** which you selected on the Skills Needs Analysis.

Find & Book Activities

Search Filters

By date

Finished

Ongoing/Future

Range: to X

> By domain

> By sub-domain

> By skill

> By training provider

Clear filters Apply filters

Search

Order by: **Relevance** Date

CILT58	Word - Tables, Images and Objects Externally Booked
CILT59	Word - Formatting & Styles Externally Booked
CILT60	Excel - Introduction Externally Booked
CILT61	Excel - Formulas & Functions Externally Booked
CILT62	Excel - Graphs & Charts Externally Booked
CILT63	Excel - Pivot Tables Externally Booked
CILT8	Word - Thesis preparation and using long d... Externally Booked

2. How to search for courses

Select **Training and Development – Find and Book Activities** or **Find Upcoming Activities**

Courses can be searched for using Dates, Text and Filters as follows:

Date search filters

- **Finished.** All courses that have finish dates in past
- **Ongoing/Future.** Courses with start dates in future or currently in progress
- **Range date.** Courses with a start date between certain date ranges

Text search

Any course ID or course title can be searching using text. Note that the course ID number needs to be entered exactly.

Filter by domain/sub-domain/skill/training provider

Selecting any of these will return courses mapped to a REST domain/sub-domain/topic or courses delivered by a course provider.

Domain and sub-domain	Skill (Topic)	Course provider
<ul style="list-style-type: none"> ▼ By domain <ul style="list-style-type: none"> <input type="checkbox"/> (A) Knowledge and intellectual abilities <input type="checkbox"/> (B) Personal effectiveness <input type="checkbox"/> (C) Research governance and organisation <input type="checkbox"/> (D) Engagement, influence and impact ▼ By sub-domain <ul style="list-style-type: none"> <input type="checkbox"/> (A1) Knowledge Base <input type="checkbox"/> (A2) Cognitive Abilities <input type="checkbox"/> (A3) Creativity <input type="checkbox"/> (B1) Personal Qualities <input type="checkbox"/> (B2) Self-Management <input type="checkbox"/> (B3) Professional & Career Development <input type="checkbox"/> (C1) Professional Conduct <input type="checkbox"/> (C2) Research Management <input type="checkbox"/> (C3) Finance, Funding and Resources <input type="checkbox"/> (D1) Working with Others <input type="checkbox"/> (D2) Communication and Dissemination <input type="checkbox"/> (D3) Engagement and Impact 	<ul style="list-style-type: none"> ▼ By skill <ul style="list-style-type: none"> <input type="checkbox"/> Analysing and Evaluating Data <input type="checkbox"/> Argument Construction <input type="checkbox"/> Career Planning <input type="checkbox"/> Collaboration <input type="checkbox"/> Communicating Impact <input type="checkbox"/> Communication Methods <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> HDR Milestones <input type="checkbox"/> HDR Practice and Process <input type="checkbox"/> HDR Supervision <input type="checkbox"/> Industry Engagement <input type="checkbox"/> Innovation <input type="checkbox"/> Literature Review <input type="checkbox"/> Personal Qualities of HDR Students <input type="checkbox"/> Planning your PhD <input type="checkbox"/> Publishing <input type="checkbox"/> Research Funding <input type="checkbox"/> Research Methods <input type="checkbox"/> Research Practice <input type="checkbox"/> Research Strategy <input type="checkbox"/> Teaching <input type="checkbox"/> Thesis Writing <input type="checkbox"/> Time Management & Work-life Balance 	<ul style="list-style-type: none"> ▼ By training provider <ul style="list-style-type: none"> <input type="checkbox"/> Centre for Innovation in Learning and Teaching <input type="checkbox"/> Coursera <input type="checkbox"/> EdX <input type="checkbox"/> FutureLearn <input type="checkbox"/> Horizon Award <input type="checkbox"/> Library <input type="checkbox"/> Office of Graduate Research <input type="checkbox"/> Research Development and Support <input type="checkbox"/> Workplace Health & Safety

3. How to sync course bookings with your outlook calendar

Click on **Calendar Settings** on your **Useful Shortcuts** menu.

Welcome to Inspire Skills Development Milestones Degree Management

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training and book into available training courses. Please [contact us](#) if you would like more information

Forms that require your attention

🔄 There are no forms requiring your attention

Milestones

🔄 You have no upcoming milestones.

Activities Running This Week

There are no more activities running this week

Useful Shortcuts

- Researcher Skills**
 - [Skills Needs Analysis](#)
 - [Self record a development activity](#)
 - [View all your completed activities](#)
- Training & Development**
 - [Find & book activities](#)
 - [View your booking summary](#)
 - Calendar Settings
- Office of Graduate Research**
 - [OGR Website](#)
 - [HDR Degree Management](#)
 - [REST FLO Website](#)

Click **Set up calendar sharing**

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

Calendar Settings

You can share your calendar of SkillsForge course bookings with external tools such as Outlook or Google Calendar. Please note that some calendar services can take a few hours to pick up changes.

[Set up calendar sharing](#)

Select **Other (iCAL)** Calendar type and give the Share name **Inspire Calendar**

Calendar type:

Share name:
This is just for you to identify the share within SkillsForge

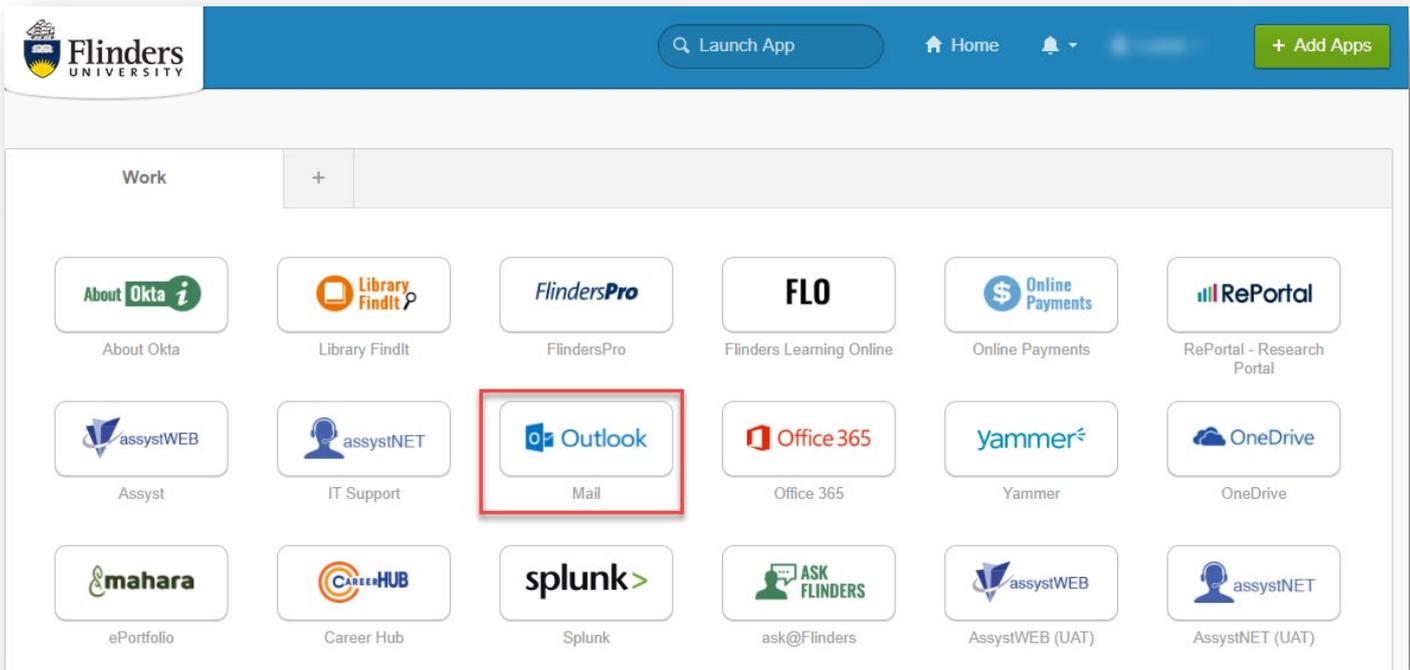
Copy the URL

Your new calendar share has been created

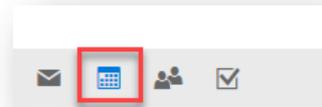
What to do next:

- 1** **Copy the URL** *Hint: Press **Ctrl** then **C** together*
- 2** Consult your calendar tool documentation to find out how to add or subscribe to a calendar by URL
- 3** Copy and paste the URL shown above into your calendar tool

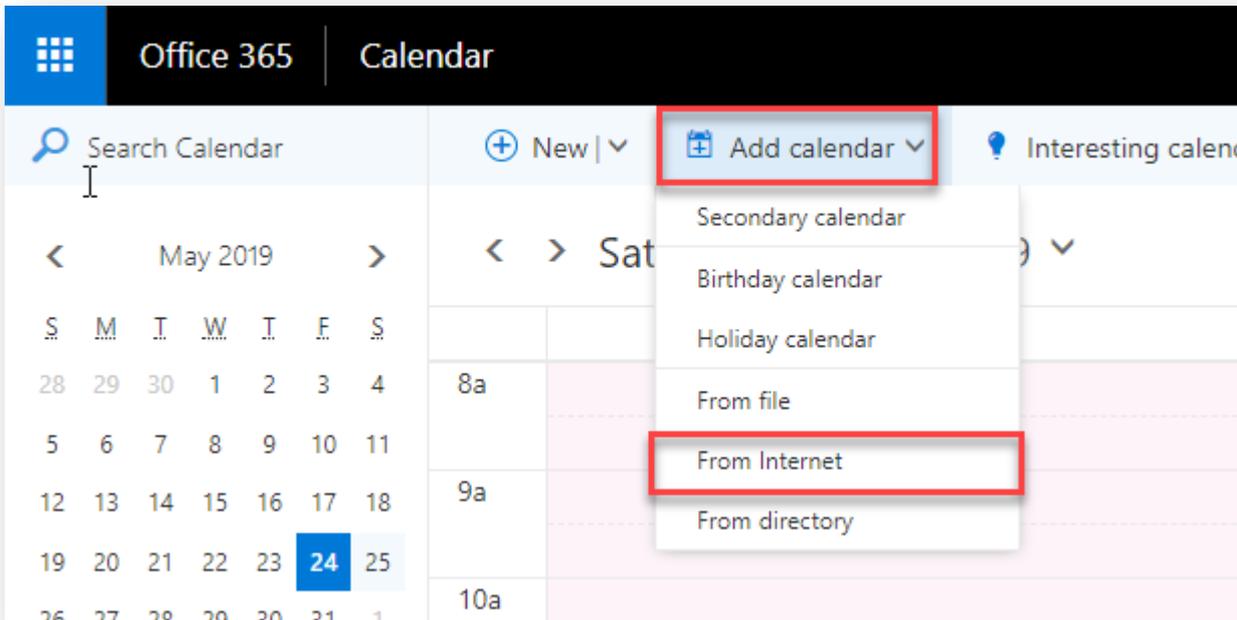
Log onto to OKTA - <https://flinders.okta.com/app/UserHome> and select your Outlook App.



Select your calendar icon in the bottom right corner of outlook



Select **Add Calendar** and **From Internet**



Paste in the URL, Name the Calendar **Inspire Bookings** and select **Save**

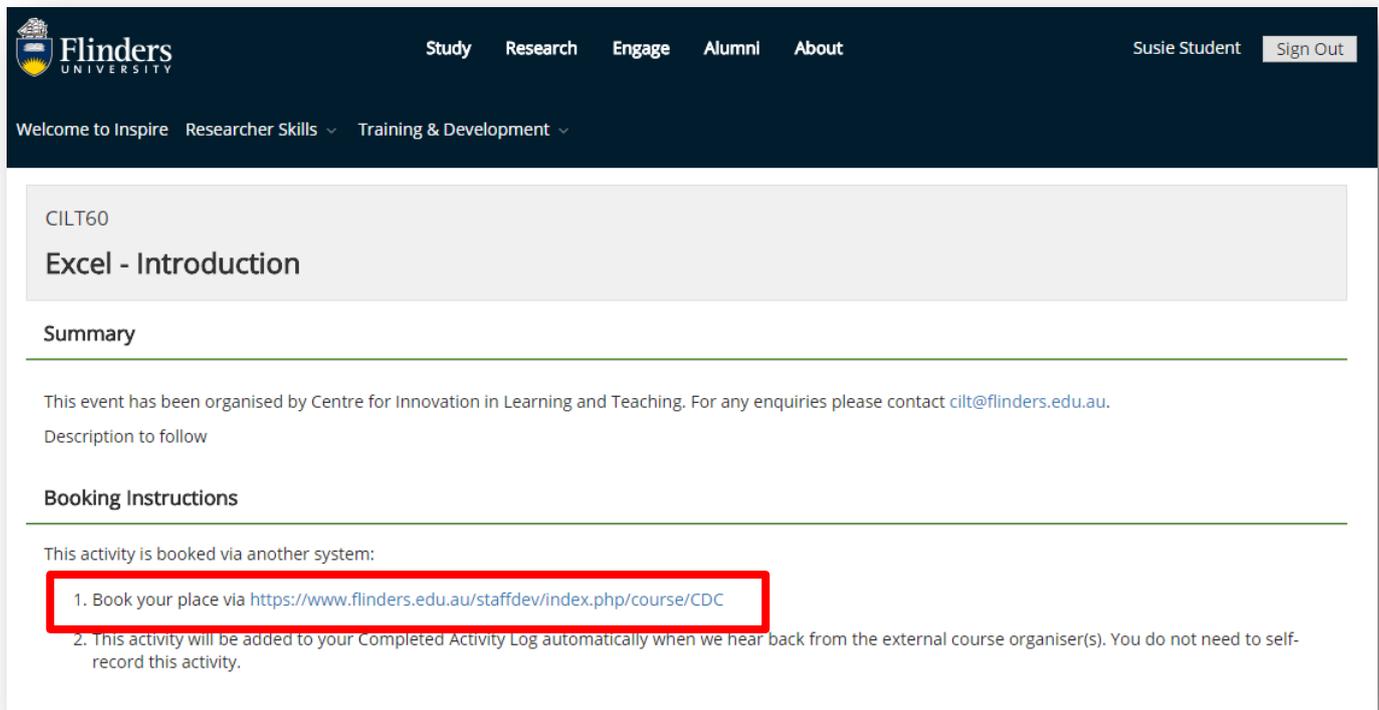
4. How do 'Externally Bookable' courses work?

In this first release only courses provided by the Office of Graduate Research will be available for booking via Inspire. All other courses will be recorded in Inspire for skills needs analysis purposes but will still need to be booked via their existing booking systems i.e. iEnrol / Career Hub etc

If a course is externally booked, it will be clearly marked on the course when browsing/searching

CILT58	Word - Tables, Images and Objects Externally Booked
CILT59	Word - Formatting & Styles Externally Booked
CILT60	Excel - Introduction Externally Booked

The course page will clearly indicate the link to follow to book onto the course



Flinders UNIVERSITY

Study Research Engage Alumni About

Susie Student Sign Out

Welcome to Inspire Researcher Skills Training & Development

CILT60

Excel - Introduction

Summary

This event has been organised by Centre for Innovation in Learning and Teaching. For any enquiries please contact cilt@flinders.edu.au.

Description to follow

Booking Instructions

This activity is booked via another system:

1. Book your place via <https://www.flinders.edu.au/staffdev/index.php/course/CDC>
2. This activity will be added to your Completed Activity Log automatically when we hear back from the external course organiser(s). You do not need to self-record this activity.

5. How does the completed activity log work?

Welcome to Inspire Researcher Skills Training & Development

Completed Activity Log

Please note: The historical data of professional development courses you have undertaken during your candidature has been imported into Inspire. All of these previous courses will have an event date of 31 May 2018. The OGR has mapped all of the historical data to the RDF Topics to provide you with a complete overview of the skills acquired throughout your candidature. You can still access your detailed course attendance history through 'My History' in iEnrol. You can also self-record any additional courses or activities not listed here.



Date	Title / Summary	RDF Domains	
16 May 18	HDR induction test	● C: Research governance and organisation	Print
23 May 18	Development Activity	● D: Engagement, influence and impact	Delete Print
28 May 18	a course	● A: Knowledge and intellectual abilities ● B: Personal effectiveness	Delete Print
01 Jun 18	HDR Induction	● C: Research governance and organisation	Print
01 Jun 18	IMNIS Information Session	● D: Engagement, influence and impact	Print

The Completed Activity Log allows you to self-record any development activities that you have undertaken which relate to the REST domains. The Completed Activities wheel calculates the number of development activities that you have undertaken per REST domain.

Any Flinders courses that you complete will automatically appear on this list as below

- For courses provided by Office of Graduate Research, a course will appear on this list automatically once you have been marked as having attended. The course will appear as an activity similar to the self-recorded activities.
- For externally booked courses through iEnrol and CareerHub (Horizon) the course attendances will be added to this list at regular intervals via data imports from both systems.

6. What emails will be sent from Inspire?

Inspire Email	Description
Booking Reminder	This will be sent 5 days before the scheduled start date of a course that you have booked into.
Booking Confirmation	This will be sent to confirm your place in a course
Booking Cancellation	This will be sent to confirm cancellation of a course.
Waiting List Registration	This will be sent to confirm your place on a waiting list for a course
Accept/Reject Offer of a course place	For a course where you are on the waiting list and places become available, an offer email will be sent to you giving you the option to accept or reject a place in the course. If you accept a booking email will be sent to you.
Expiry of Offer	If there is no response to the offer email in a certain period of time, then the offer will expire. The email will you that the offer has now expired.