

The CESSDA Data Management Expert Guide   
Tips for Trainers

This document containsa collection of tips for trainers who   
want to give a **one-day RDM workshop** for researchers.

In general, a workshop should be designed to encourage **active**   
**learning** by making processes visible, containing practical   
exercises and room for critical reflection and discussion.

Below, we offer some concrete examples of what worked well   
for our trainers.

**Target audience**

» For a one-day hands-on workshop, groups of 20 - 30 researchers usually work well

» It can be useful to limit the audience to junior researchers, but a mixed audience (of

experienced researchers, junior researchers and data support staff) can be very useful, as participants contribute different experiences to the discussions

» We tend not to restrict the discipline of the audience but rather indicate that our training is suitable for all *researchers who do research with people*.

**Workshop set-up**

» *Introduction:* Starting the day with a short introduction round to get to know each other.

If the group is too big, online polling systems (like [*Mentimeter*](https://www.mentimeter.com/)) may work to get some   
information on the group.

» *Presentations:* Keep the presentations short and interactive. Try and vary presenters, for example, think of inviting experts on specific topics, researchers who present their   
experiences, demonstrate specific tools, etc.

» *Exercises:* Select concise exercises and plan enough time. To encourage interaction, have break-out sessions or small group discussions followed by a panel discussion where key findings are discussed.

» Plan in time for a *round-up* session at the end of the workshop.

» *Preparation:* It can be useful to ask participants to read background literature, prepare

small exercises or send materials beforehand which can then be used during the   
workshop.

» Instead of labelling your workshop RDM, you can also try and focus on a specific   
challenge or problem researchers have and invite a speaker from the field that can share his/her experience.

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**Engagement with participants**

» You can ask participants beforehand to send questions or topics they would like to

discuss or have them send materials from their own research (e.g., a DMP or an example consent form).

» Try to get people off their chairs, for instance by throwing a ball from one person to the next during the introduction round.

» During group work, move around the room to listen in and ask what is being discussed in the different groups.

» Live polling (for instance [*Mentimeter*](https://www.mentimeter.com/)) can be useful to create interaction and discussion in particular with a larger audience.

**Practical matters**

» Always offer lunch or pizza!

» Announce the workshop well in advance, e.g., in local university newsletters and provide a   
 clear workshop program in the announcement.

» Assess the workshop room beforehand to ensure that it is a nice room that fits for a

workshop and group work and that all equipment (internet, power for laptops) is available.

» Plan enough time for (lunch) breaks and for sessions to run over.   
» Make slides and handouts available (afterwards) to participants.  
» Prepare an evaluation round or form to receive feedback from participants.

→ Be creative and adapt exercises and examples to suit *your* audience and *your* purposes.

**Useful links for further reading and trainer material**

» <https://carpentries.github.io/instructor-training/22-practices/>

» <http://galaxyproject.github.io/training-material/topics/training/tutorials/good-practices/slides.html>  
» <https://www.mygoblet.org/training-portal/materials/train-trainer-course-materials>

» <https://open-science-training-handbook.gitbooks.io/book/content/>

To available exercises

» Dataone: <https://www.dataone.org/education-modules>

» UKDS: <https://www.ukdataservice.ac.uk/manage-data/handbook>

To training websites

» <https://www.fosteropenscience.eu/resources>

» <https://www.ukdataservice.ac.uk/manage-data/training>

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