KNOWLEDGE PATH 2022

TRAINING PROGRAM 2022

1. Training program 2022

Presentation

The priority objective of the Training Program is to improve the qualifications and professional skills necessary to carry out the work and, in the case of the research staff, to carry out translational and excellent research in the lines of research prioritized by the IRSJD, and in Innovation.

We are committed to talent and the development of human capital, and, with this objective, the **2019-2022 strategic plan** includes different work lines aimed at reinforcing staff training.

On the other hand, our commitment to the recently obtained "**HR Excellence in Research**" recognition ensures compliance with the principles of the European Charter for researchers, according to which institutions must develop an attractive workplace and a stimulating environment. In this sense, the development of talent through training is particularly relevant.

Furthermore, at the general context level, our professionals need to develop a series of skills that allow them to evolve satisfactorily in their professional careers (inside or outside our Institution) and adapt to a flexible work environment. Faced with this scenario, the development of generic and transferable skills also takes on special relevance.

This training plan is complemented by **seminars and training activities carried out by the institutions that make up the Institut de Recerca Sant Joan de Déu**.

2. Who is it for

The training plan considers **the training and young researcher hired by the FSJD (or Cyber)** as the primary recipients, and the staff that makes up **the Research Institute**: training staff, technical support staff, post-doctoral staff and senior both own and attached. This training program is also aimed at the Management Staff and the staff of the FSJD Clinical Trials Unit.

On the other hand, this program will also be open **to the different hospitals of the Order of St. John of God personnel who wish to focus on research.**

In addition, the possibility of including other groups outside the Institution in the framework of the Research Seminars and Scientific Conferences of the Institute is incorporated.

3. Training and organizational modalities

To promote the development of the different competence dimensions, five types of training modalities are established:

- **Knowledge and techniques (KLD)**: Activities aimed at increasing scientific knowledge and the tools and techniques necessary for research.
- **Soft Skills (SS)**: Activities aimed at working on personal qualities and skills.
- **Organization and Governance (GOV)**: Activities aimed at learning about internal regulations and work procedures. In some cases, it will be compulsory training (Ex. PRL/Criminal Risks…)
- **Formació institucional (Values)**: Institutional training will allow a deeper identification with the values of Sant Joan de Déu, and the application of these values on a day-to-day basis.
- **Specific English Programs (EP)**: English Workshops for Researchers/ Business English Program.

At the **organizational level**, we have **two types of modalities:**

- **Specialization sessions**: Duration less than 2h.
- **Courses**: Activities lasting more than 2h.

During the COVID-19 pandemic, all actions will be carried out in telematics format and if the epidemiological situation allows it in hybrid format (face-to-face + online).

4. Recommended actions according to the professional category

We recommend that each profesional review this table of training actions based on their category and agree with their Group Leader on what actions they should attend during the year (ideally between 4 and 6) in order to strengthen their skills and draw up their own profesioanl development plan. From the table below, we have marked in blue those actions that will take place in 2022:

Inclosos al calendari 2022

ITINERARI FORMATIU RECOMANAT per CATEGORIA	Formació en el moment de l'Acollida (per tots els professionals)	Pre-Doctorals (R1), Ajudants d'Investigació i Tècnics de Laboratori	R2: Post-Doctorals// Investigadors Junior// Clinical Investigator// Associate Investigator	R3: Investigadors	R4: Investigadors Senior	Gestió i Innovació
Knowledge and techniques		Bones pràctiques en investigació (*obligatori*) Revisions sistemàtiques i meta-anàlisis "R", programació bàsica per a estadística. Estadística bàsica i avançada i analisi de dades. Habilitats digitals en la recerca d'informació Visualització e impacte científic	Bones pràctiques en investigació Oportunitats de finançament competitiu Estadística avançada i analisi de dades. Revisions sistemàtiques i meta-anàlisis Bones pràctiques en gestió de projectes Divulgació de dades científiques a la societat	Estadística avançada i analisi de dades. Bones pràctiques en la gestió de projectes Divulgació de dades científiques a la societat	Divulgació de dades científiques a la societat	*Necessitats específiques per Departament.* *Es podrà assistir al Programa Formatiu d'Investigadors segons necessitats individuals.*
Organization & Governance	. Formació en PRL *(obligatori)* . Formació en RGPD *(obligatori)* . Formació en Codi de Conducta *(obligatori)*	. Dades: Data Management Plan, Open Access, Redcap... . RGPD a Recerca . Gender Equality . Sessió d'especialització: Biobanc . Sessió d'especialització:Microscopia Confocal . Sessió d'especialització: Serveis dels Laboratoris		La mateixa que R1 i R2 més: .Fundraising . HRS4R: Charter&Code i Selecció de Personal (OTM-R) Gender Equality		*Gender Equality* *Necessitats específiques per Departament.* *Es podrà assistir al Programa Formatiu d'Investigadors segons necessitats individuals.*
Soft Skills		Treball en equips remots Comunicació interpersonal i resolució conflictes NEW 2022: Mindfulness . Organització i Gestió del temps Career Development		Treball en equips remots Comunicació interpersonal i resolució conflictes NEW 2022: Mindfulness Lideratge		. Organització i Gestió del temps . Treball en equips remots .Lideratge Excel Comunicació interpersonal i resolució conflictes NEW 2022: Mindfulness
Specific English Workshops/ Programs		NEW 2022: Introduction to scientific publishing & How to read a paper (1ªEd) NEW 2022: Sharpen your reasoning skills: logic and critical thinking for scientists (1ªEd) . Talking about your research and Designing Visual Aids Revise and Resubmit your Article . How to publish a scientific article . Improving your Paragraphs & Sentences . Writing Retreat		NEW 2022: Getting the Right Person for your Team (1ªEd) Revise and Resubmit your Article		Specific English Program
Valors Institucionals	Sessió Institucional d'Acollida Grupal a la FSJD *(obligatori)* Carta d'Identitat	Taller de resolució de problemes i conflictes *(Programa Formació Institucional)*		Formació de Formadors i Valors *(Programa Formació Institucional)*	El lideratge conduit per valors *(Programa Formació Institucional)*	Programa Formació Institucional

5. Planned training activities planned for 2022

Details of the planned program and of each action at: [plataforma de Formació SJD](#)

CALENDARIO ESPECÍFICO PARA PERSONAL INVESTIGADOR

MF	Actividad Formativa	Recomendado de forma prioritaria para:	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiem	Octubre	Noviem	Diciem	Enero
KLD	Revisions sistemàtiques i meta-anàlisis (3ª Ed)	2. Personal investigador: Ay./R1 y R2		■											
KLD	Introduction to scientific publishing & How to read a paper (1ªEd)	2. Personal investigador: Ay./R1 y R2			■										
KLD	Estadística: Nivell bàsic i nivell avançat	3. Todo personal investigador				■									
SS	Introducción al Mindfulness para personal investigador (1ªEd)	3. Todo personal investigador					■								
KLD	Metodologia per projectes de recerca: Nivell bàsic i nivell avançat	3. Todo personal investigador						■							
BIB	Impacto y Acceso abierto de los resultados de la Investigación	3. Todo personal investigador						■							
KLD	Sessió d'especialització: Dades/ Data Management Plan, Redcap (1ªEd)	2. Personal investigador: Ay./R1 y R2									■				
SS	Getting the Right Person for your Team (1ªEd)	1. Personal investigador: R3 y R4	■												
KLD	Sharpen your reasoning skills: logic and critical thinking for scientists (1ªEd)	2. Personal investigador: Ay./R1 y R2										■			
KLD	Participació del Pacient en Recerca (2ªEd)	1. Personal investigador: R3 y R4											■		
KLD	Bones pràctiques en investigació (2ªEd)	3. Todo personal investigador						■							
KLD	Oportunitats de finançament competitiu (2ªEd)	3. Todo personal investigador												■	
KLD	"R" , programació bàsica per a estadística. (2ªEd)	2. Personal investigador: Ay./R1 y R2													■

MF	Actividad Formativa	Recomendado de forma prioritaria para:	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiem	Octubre	Noviem	Diciemb
BIB	Seminario: Acreditaciones Docentes y de Investigación	4. Personal que quiera introducirse a a la Investigación		░										
BIB	Mejora tu TFG o TFM	4. Personal que quiera introducirse a a la Investigación			░									
BIB	Habilidades Búsqueda Bibliográfica en PubMed	4. Personal que quiera introducirse a a la Investigación				░								
BIB	Seminario: Plagio y Herramientas para detectarlo	4. Personal que quiera introducirse a a la Investigación					░							
BIB	Seminario: Propiedad Intelectual, creative commons	4. Personal que quiera introducirse a a la Investigación						░						
BIB	Seminario: Introducción a la búsqueda de información en Ciencias Sociales	4. Personal que quiera introducirse a a la Investigación										░		
BIB	Seminario: Como acceder a colecciones y recursos	4. Personal que quiera introducirse a a la Investigación										░		
BIB	Mendeley	4. Personal que quiera introducirse a a la Investigación											░	
BIB	Seminario: Introdución a la lectura crítica: aspectos formales	4. Personal que quiera introducirse a a la Investigación												

These seminars and courses are organized by the Library and are scheduled to take place one Thursday a month at noon. Registration for Library seminars is done through [its webpage](#).

CALENDARIO ESPECÍFICO PARA PERSONAL FSJD SERVICIOS CORPORATIVOS Y URC

MF	Actividad Formativa	Recomendado de forma prioritaria para:	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiem	Octubre	Noviem	Diciem	Enero
SS	Trabajo colaborativo a distancia y teletrabajo en Office 365 (Teams) (1ªEd)	5. Personal Servicios Corporativos y URC		▓						░					
KLD	Excel: Nivel intermedio (2ª Ed)	5. Personal Servicios Corporativos y URC			▓					░					
SS	Mindfulness (1ªEd)	5. Personal Servicios Corporativos y URC					▓			░					
SS	Taller de comunicació interpersonal (Bridge) (1ªEd)	5. Personal Servicios Corporativos y URC								░	▓				

OTROS CURSOS TRANSVERSALES

MF	Actividad Formativa	Recomendado de forma prioritaria para:
GOV	Webinar: Formació obligatòria: RGPD a Recerca	Todo personal FSJD y especialmente recién incorporado
GOV	Webinar: Formació obligatòria en igualtat de gènere	Todo personal FSJD y especialmente recién incorporado
GOV	Webinar: Formació obligatòria en Codi Conducta Riscos Penals	Todo personal FSJD y especialmente recién incorporado
GOV	Webinar: Sessió d'especialització: HRS4R/ Charter&Code i Selecció Personal (OTM-R)	Todo personal que intervenga en procesos de selección
KLD	Webinar:Metodología y Estadística	3. Todo personal investigador
GOV	Acollida Institucional (semestral: maig i novembre)	Personal de recién incorporación

This corporate calendar will be complemented by:

- IRSJD Scientific Seminars
- NeuroConCiència seminars
- Innovation Networks Courses.
  - I4Kids
  - Tecsam

6. Procedure and operating regulations

6.1. Inscription process

- The primary recipients will be informed of the openings of the training actions through internal communications. The communication will include the content detail, the planning of the actions planned for the following months, and the registration code. The number of places planned and the group to which the action is directed will also be communicated. If you do not have and employment contract with the FSJD (or Ciber) or if you are not part of the IRSJD, you must send an email to **frecerca.formacio@sjd.es** to request the registration code.
- Enrolment must be made through the <u>SJD Training platform</u> for each training action once the enrollment period opens. Registration for the seminars given by the Sant Joan de Déu Library will be done through <u>its website</u>.
- If the number of people does not exceed the number of available places, all interested people may register if the eligibility criteria are met (the target group will be defined in each activity).
- If the number of interested people is greater than the number of available places, priority will be given to people hired by the Institution, and the registration will be by order of request.
  <u>Important note:</u> It will be the responsibility of each interested party to have previously obtained authorization from their manager to be able to attend the selected course since most courses take place during business hours.

6.2. Formalization of the registration and commitment of the participants

- From the Training Coordination, all those who have been included in the registration will be informed. The rest will be kept on the waiting list in order of arrival for the next session.
- In case the registered person cannot attend the session, he/she must inform the training (**frecerca.formacio@sjd.es**) as soon as possible to incorporate another person from the waiting list.
  <u>Important note:</u> People who do not attend two training activities without prior notice will not be able to participate in other training activities this year.

6.3. Participation certificate

- Each participant will receive a diploma of participation after each session. Once the training action is finished, **you will be able to access the Virtual Classroom to answer the survey and download the attendance or accreditation certificate.**

6.4. Evaluation of the training action

- After each session, an **evaluation survey of the training activity** will be carried out to analyze the content, trainers, and format of the activity to continue improving the quality of future annual training programs.

7. Annual English Program: new for 2022

A continuous English program is offered to all FSJD professionals. It is a program lasting between 6 and 9 months and requires a weekly dedication of 2 hours. Groups will be between 4 and 7 people.

Program access Requirements

- **Seniority** in the Institution of more than 6 months at the time of applying for registration.
- That the **employment contract** is expected to be **valid during the current year**.
- **Commitment to continuing to attend the course** by signing the letter of commitment. It will be compulsory to attend one week group classs and do individual work through an online platform (1 hour more). Therefore, a weekly dedication of 2 hours and for a period of 6 to 9 months is estimated. If you do not exceed 75% of the attendance, you will not be able to access the next period of the training and you may be able to request payment of part of the course according to the case. There will be a bimonthly follow-up of attendance by the People's Department. Places are limited and therefore please register only if attendance and dedication can be guaranteed.
- That the use of English **is necessary for the correct development of the work** and that consequently the request for inclusión in the program is endorsed by the immediate Head.
- Have an **intermediate or upper-intermediate** level of English.

To sign up, you must send a signed letter of commitment to the Intranet.

Places are limited and will be allocated in strict order of registration. Professionals who are initially unable to access will be placed on a waiting list for future editions.