



KNOWLEDGE PATH 2023

TRAINING PROGRAM 2023

1. Training program 2023

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.

The Training Programme takes into account the **Competence Framework for Research Staff of the European Commission**, and therefore, the courses of the Programme will cover the seven axes of the Framework.



4. Recommended actions according to the professional category

We recommend that each professional 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 professional development plan. From the table below, we have marked in blue those actions that will take place in 2023:

Inclusos al calendari 2023

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 (<i>obligatori</i>) Revisions sistemàtiques i meta-anàlisis "R", programació bàsica per a estadística. Estadística bàsica i avançada i anàlisi de dades. Habilitats digitals en la recerca d'informació Visualització e impacte científic	Bones pràctiques en investigació Oportunitats de finançament competitiu Estadística avançada i anàlisi de dades. Revisions sistemàtiques i meta-anàlisis Bones pràctiques en gestió de projectes Divulgació de dades científiques a la societat	Estadística avançada i anàlisi 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 (<i>obligatori</i>) . Formació en RGPD (<i>obligatori</i>) . Formació en Codi de Conducta (<i>obligatori</i>)	. Dades: Data Management Plan, Open Access, Redcap... . RGPD a Recerca . Gender Equality . Sessió d'especialització: Biobanc, Microscopia Confocal, Serveis dels Laboratoris		La mateixa que R1 i R2 més: . Fundraising . HRS4R: Charter&Code i Selecció de Personal (OTM-R) Gender Equality		<i>Gender Equality</i> 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 Mindfulness . Organització i Gestió del temps Career Development		Treball en equips remots Comunicació interpersonal i resolució conflictes 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		Introduction to scientific publishing & How to read a paper Sharpen your reasoning skills: logic and critical thinking for scientists . 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		Getting the Right Person for your Team Revise and Resubmit your Article		Specific English Program
Values Institutional	Sessió Institucional d'Acollida Grupal a la FSJD (<i>obligatori</i>) Carta d'Identitat		Taller de resolució de problemes i conflictes (Programa Formació Institucional)	Formació de Formadors i Valors (Programa Formació Institucional)	El lideratge conduït per valors (Programa Formació Institucional)	Programa Formació Institucional

5. Planned training activities planned for 2023

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

CALENDAR FOR RESEARCH STAFF (THE NEW COURSES FOR THIS YEAR HAVE BEEN INDICATED AS 1ST EDITION):

Research Comp EU	MF	Activitat formativa	Dirigit a:	Gener	Febrer	Març	Abril	Maig	Juny	Juliol	Agost	Setembre	Octubre	Novembre	Desembre
Making an Impact	EP	How to publish a scientific article	R1, R2A												
Managing Research	KLD	Oportunitats de finançament competitiu	R2B i R3												
Self-Management	SS	Lideratge i Gestió d'equips per Comandaments (1ª Ed)	R3 i R4												
Doing Research	EP	Writing: Improving your Paragraphs&Sentences	R1, R2A												
Making an Impact	KLD	Divulgació de dades científiques a la societat	R2A, R2B i R3												
Tools	KLD	Manage Research Data: Data Mgt Plan, Redcap...(1ª Ed)	Tothom												
Doing Research	KLD	Bones pràctiques en investigació	Tothom												
Doing Research	KLD	Biobanc, Microscopia Confocal i Serveis dels Laboratoris	Tothom												
Cognitive Abilities	KLD	Design Thinking (1ª Ed)	Tothom												
Working with Others	SS	Build Mentor-mentee relationships (1ª Ed)	Tothom												
Doing Research	KLD	Metodologia per projectes de recerca	R1, R2A												
Tools	KLD	Estadística avançada i anàlisi de dades.	R1, R2A												
Self-Management	SS	Career Development (1ª Ed)	R1, R2A												
Tools	KLD	Revisions sistemàtiques i meta-anàlisis	R1, R2A												
Tools	KLD	"R", programació bàsica per a estadística.	R1, R2A												
Doing Research	EP	Talking about your research and Designing Visual Aids	R1, R2A, R2B												
Making an Impact	KLD	Participació del Pacient en Recerca	R2B, R3 i R4												
Making an Impact	KLD	Promote the Transfer Of Knowledge	R2B, R3 i R4												

CALENDAR FOR STAFF WANTING TO ENTER RESEARCH

Research Comp EU	MF	Activitat formativa	Dirigit a:	Gener	Febrer	Març	Abril	Maig	Juny	Juliol	Agost	Setembre	Octubre	Novembre	Desembre
Tools	BIB	Búsqueda en Pubmed, Cochrane, Clinical Trials e iniciación a la lectura crítica	Tota Província												
Tools	BIB	Gestores bibliográficos: Mendeley	Tota Província												
Making an Impact	BIB	Cómo publicar los resultados de la investigación: impacto científico y social	Tota Província												
Doing Research	BIB	Open Science y Propiedad intelectual	Tota Província												
Doing Research	BIB	Elaboración de un Plan de gestión de datos	Tota Província												

* These seminars and courses are organized by the Library and are scheduled to take place one Thursday a month at noon.

COURSES AIMED AT CORPORATE SERVICES PERSONNEL

Research Comp EU	MF	Activitat formativa	Dirigit a:	Gener	Febrer	Març	Abril	Maig	Juny	Juliol	Agost	Setembre	Octubre	Novembre	Desembre
Self-Management	SS	Benestar Físic i Emocional	Tot el personal												
Working with Others	KLD	Trabajo colaborativo y teletrabajo en Office 365 (Teams)	Tot el personal												
Tools	KLD	Excel: Nivel intermedio	Tot el personal												
Working with Others	SS	Taller de comunicació interpersonal (Bridge)	Tot el personal												

OTHER TRANSVERSAL AND COMPULSORY COURSES FOR CONTRACT STAFF

Doing Research	GOV	Formació obligatòria: RGPD a Recerca	Tot el personal
Working with Others	GOV	Formació obligatòria en igualtat de gènere	Tot el personal
Doing Research	GOV	Formació obligatòria en Codi Conducta Riscos Penals	Tot el personal
Working with Others	GOV	Formació obligatòria: Acollida Institucional	Tot el personal
Self-Management	GOV	Formació obligatòria: PRL	Tot el personal
Doing Research	GOV	Sessió de sensibilització: HRS4R/ Charter&Code/ OTM-R	Tot el personal

This corporate calendar will be complemented by:

- [IRSJD Scientific Seminars](#)
- [NeuroConCiència seminars](#)
- [MondaYmaging seminars](#)
- Innovation Networks Courses.
 - [I4Kids](#)
 - [Tecsam](#)
 - [XarTEC SALUT](#)

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 an employment contract with the FSJD (or Ciber) or if you are not part of the IRSJD, you must send an email to freerca.formacio@sjd.es to request the registration code.
- Enrolment must be made through the [SJD Training platform](#) 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 [its website](#).
- 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.
Important note: 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 (freerca.formacio@sjd.es) as soon as possible to incorporate another person from the waiting list.
Important note: 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.

For more information contact with: freerca.formacio@sjd.es

7. Annual English Program

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 classes 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 inclusion in the program is endorsed by the immediate Head.

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.



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January, 2022

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