KNOWLEDGE PATH 2021

TRAINING PROGRAMME 2021

SJD
Sant Joan de Déu
Fundació de Recerca

SJD
Sant Joan de Déu
Institut de Recerca

1. TRAINING PLAN 2021

Introduction

The primary objective of the Training Programme is to enhance the professional qualifications and skills necessary to carry out work duties and, in the case of research personnel, to conduct translational and excellent research within the IRSJD's prioritised lines of investigation, as well as in Innovation.

We are committed to talent and the development of human capital, and with this aim, the **2019–2022 strategic plan** includes various lines of work aimed at strengthening staff training.

Furthermore, our commitment to the recently obtained **"*HR* Excellence in Research"** recognition ensures compliance with the principles of the European Charter for Researchers, which states that institutions must develop an attractive workplace and a stimulating environment. In this regard, the development of talent through training is particularly relevant.

Additionally, in the broader context, our professionals also need to develop a series of skills that will allow them to progress successfully in their professional careers (within or outside our Institution) and adapt to a flexible working environment. Given this scenario, the development of generic and transferable skills also becomes particularly important.

This training plan is complemented by seminars and training activities conducted by the various institutions that make up the Sant Joan de Déu Research Institute.

2. TARGET AUDIENCE

The training plan is primarily aimed at staff in training and young researchers employed by FSJD (or Ciber), as well as staff who are part of the Research Institute: trainees, technical support staff, postdoctoral and senior staff, both internal and affiliated. This training programme is also targeted at Management and Innovation Staff and personnel from the FSJD Clinical Trials Unit.

In addition, the programme will also be open to hospital staff wishing to orient themselves towards research.

Additionally, there is the possibility of including other groups external to the Institution within the framework of the Research Seminars and the Scientific Conferences of the Institute.

3. TRAINING AND ORGANISATIONAL MODALITIES

To foster the development of different competency dimensions, five types of training modalities have been established:

- **Knowledge and techniques (KLD):** Activities aimed at increasing scientific knowledge and the tools and techniques necessary for research.
- **Soft Skills (SS):** Activities focused on developing personal qualities and competencies.
- **Organisation and Governance (GOV):** Activities aimed at understanding internal regulations and work processes. In some cases, this training will be mandatory (e.g., Occupational Risk Prevention/Criminal Risks, etc.).
- **Institutional Training (Values):** Institutional training will allow for deeper identification with the values of Sant Joan de Déu and the application of these values.
- **Specific English Programmes (EP):** English Workshops for Researchers/Business English Programme/Health English Programme.

At the organisational level, we have two types of formats:

- **Specialisation sessions:** Duration less than 2 hours.
- **Courses:** Activities lasting more than 2 hours.

The priority is to be able to carry out training activities in person, but for as long as the COVID-19 pandemic lasts, all activities will be conducted online.

4. RECOMMENDED ACTIONS ACCORDING TO PROFESSIONAL CATEGORY

We recommend that each professional reviews this table of training actions based on their category and agrees with their Group Leader on which actions they should attend during the year (ideally between 4 and 6) in order to strengthen their competencies and develop their own professional development plan.

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		1. Habilitats digitals en la recerca d'informació 2. Bones pràctiques en investigació 3. Revisions sistemàtiques i meta-anàlisis 4. "R", programació bàsica per a estadística. 5. Estadística avançada i analisi de dades. 6. Visualització e impacte científic	1. Oportunitats de finançament competitiu 2. Bones pràctiques en gestió de projectes 3. Divulgació de dades científiques a la societat 4. Estadística avançada i analisi de dades. 5. Bones pràctiques en investigació 6. Revisions sistemàtiques i meta-anàlisis	1. Bones pràctiques en la gestió de projectes 2. Divulgació de dades científiques a la societat 3. Estadística avançada i analisi de dades. 4. Bones pràctiques en investigació 5. Revisions sistemàtiques i meta-anàlisis	1. 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)*	. Sessió d'especialització: Biobanc . Sessió d'especialització:Microscopia Confocal . Sessió d'especialització: Serveis dels Laboratoris . Dades: Data Management Plan, Open Access, Redcap... . RGPD a Recerca . Gender Equality		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		. Organització i Gestió del temps Treball en equips remots Career Development		Lideratge Treball en equips remots		. Organització i Gestió del temps . Treball en equips remots
Specific English Workshops/ Programs		. 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		Revise and Resubmit your Article		Specific English Program Workshop: Writing and presentations
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. SCHEDULED PLAN OF TRAINING ACTIVITIES FOR 2021

Details of the Programme and each activity are available on the SJD Training platform.

MF	Activitat formativa	ene-21	feb-21	mar-21	abr-21	may-21	jun-21	sep-21	oct-21	nov-21	dic-21	ene-22
EP	How to publish a scientific article *(2a edició)*		X									
SS	**Treball en equips a distància**		X									
KLD	Oportunitats de finançament competitiu			X								
GOV	Sessió d'especialització: HRS4R/ Charter&Code i Selecció Personal (OTM-R)			X								
EP	Improving your Paragraphs & Sentences *(2a edició)*			X								
KLD	Fundraising (2ª Edició)				X							
SS	**Organització i Gestió del temps**				X							
KLD	Estadística avançada i analisi de dades.			X								
GOV	Sessió d'especialització: Dades/ Data Management Plan, Open Access, Redcap…					X						
EP	Writing Retreat *(2a edició)*					X						
KLD	Bones pràctiques en la gestió de projectes						X					
KLD	Divulgació de dades científiques a la societat						X					
EP	Giving an effective scientific talk *(2a edició)*						X					
EP	English Advanced: Module-Writing Techniques						X					
SS	**Lideratge**							X				
KLD	Revisions sistemàtiques i meta-anàlisis (3ª Ed)							X				
KLD	"R" , programació bàsica per a estadística.								X			
KLD	Participació del Pacient en Recerca								X			
EP	Revise and resubmit your article								X			
KLD	Bones pràctiques en investigació									X		
GOV	Sessió d'especialització: Biobanc (2ª Edició)									X		
EP	English Advanced: Module-Presentations									X		
GOV	Sessió d'especialització: RGPD a Recerca										X	
KLD	Visualización científica e impacto científico											X
GOV	Formació obligatòria en igualtat de gènere: - Treballadors/es -Comandaments		X	X	X	X	X	X	X	X	X	
GOV	Formació obligatòria en Codi Conducta Riscos Penals - Treballadors/es -Comandaments	X	X	X	X	X	X	X	X	X	X	

6. PROCEDURE AND OPERATING REGULATIONS

6.1. Registration Process

The main recipients will be informed of the opening of training activities via internal communications. The communication will include details of the content, the schedule of planned actions for the coming months, and the registration code. It will also indicate the number of available places and the group to which the activity is addressed. If you do not have an employment contract with FSJD (or Ciber) or are not part of the IRSJD, you must send an email to formacio@fsjd.org to request a registration code.

Registration for each training activity must be completed through the SJD Training platform once the registration period has opened.

If the number of applicants does not exceed the available places, all interested individuals may register, provided they meet the eligibility criteria (the target group for each activity will be defined).

If the number of interested individuals exceeds the available places, priority will be given to those employed by the Institution, and registration will be processed in order of application.

Important note: It is the responsibility of each interested party to have previously obtained authorisation from their supervisor to attend the selected course, as most courses take place during working hours.

6.2. Registration Formalisation and Participant Commitment

The Training Coordination team will inform all those who have been included in the registration. The rest will be placed on the waiting list in order of arrival for the next session.

If a registered participant cannot attend the session, they must inform the training team (formacio@fsjd.org) as soon as possible so that another person from the waiting list can be included.

Important note: Individuals who fail to attend two training activities without prior notice will not be able to participate in other training actions during the current year.

6.3. Certificate of Participation

All participants will receive a certificate of participation after each session. Once the training activity is completed, you will be able to access the Virtual Classroom to complete the survey and download the attendance or accreditation certificate.

6.4. Evaluation of the Training Activity

After each session, an evaluation survey of the training activity will be carried out to analyse the content, trainers, and format of the activity, with the aim of continually improving the quality of future annual training programmes.

For further information, contact: formacio@fsjd.org