



# KNOWLEDGE PATH

## TRAINING PROGRAM 2020

## 1. TRAINING PLAN 2020

### Presentation

The priority objective of the Training Program is to perfect the qualifications and professional skills required to carry out the work and, in the case of research staff, to carry out translational research and excellence in the priority lines of research by the IRSJD, and in Innovation.

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

On the other hand, our recently recognized commitment to "**HR Excellence in Research**" ensures compliance with the principles of the European Charter for Researchers, which states that institutions must develop an attractive workplace and a stimulating environment. Of particular importance in this regard is the development of talent through training.

In addition, at a general context, our professionals also need to develop a number of skills that will enable them to successfully evolve in their careers (inside or outside our Institution) and adapt to a work environment. flexible. Given this scenario, the development of generic and transferable skills is also of particular importance.

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

## 2. WHO IS IT FOR

The main target of the training plan is the **training staff and young researchers hired by the FSJD (or Ciber)**, and the staff members of the **Research Institute**: training staff, support technical 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 staff at hospitals wishing to focus on research.

Additionally, it is possible to include other groups outside the Institution within the framework of the Research Seminars and Scientific Days of the Institute.

### 3. TRAINING AND ORGANIZATIONAL MODALITIES

Four types of training modalities are established to enhance the development of the different competency dimensions:

- **Knowledge and techniques:** Activities aimed at increasing scientific knowledge and the tools and techniques needed for research.
- **Soft Skills:** Activities designed to work on personal qualities and competencies.
- **Organization and Governance:** Activities aimed at getting to know the internal regulations and work processes.
- **Institutional training (Values):** Institutional training will allow us to deepen our identification with the values of Sant Joan de Déu, and the application of these values in everyday life.

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

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

## 4. RECOMMENDED ATIONS ACCORDING TO THE PROFESSIONAL CATEGORY

We recommend that each professional reviews this table of recommended training actions based on their category and agree with their Group Leader or Person in charge what actions it would be advisable for them to attend during the year (ideally between 4 and 6) to strengthen their professional competences and develop their own professional development plans.

RECOMMENDED TRAINING ROUTE BY CATEGORY	Training at the time of Reception (for all professionals)	Pre-Doctorals (R1), Research Assistants and Laboratory Technicians	R2: Post-Doctoral // Junior Researchers // Clinical Investigator // Associate Investigator	R3: Researchers	R4: Senior Researchers	Structure
Knowledge and techniques		1. Digital skills in the search for information 2. Good research practices 3. Systematic reviews and meta-analysis 4. "R", basic programming for statistics 5. Advanced statistics and data analysis 6. Visualization and scientific impact	1. Competitive financing opportunities 2. Good practices in project management 3. Dissemination of scientific data to society 4. Advanced statistics and data analysis 5. Good research practices 6. Systematic reviews and meta-analysis	1. Good practices in project management 2. Dissemination of scientific data to society 3. Advanced statistics and data analysis 4. Good research practices 5. Systematic reviews and meta-analysis	1. Dissemination of scientific data to society	<i>The Researchers Training Program can be attended according to individual needs</i>
Organization & Governance	. PRL training ( <i>obligatory</i> ) . GDPR training ( <i>obligatory</i> ) . Training in Code of Conduct ( <i>obligatory</i> )	. Specialization session: Biobank . Specialization session: Confocal Microscopy Specialization session: Laboratory Services Data: Data Management Plan, Open Access, Redcap ... . GDPR in Research . Female Leaders In science		The same as R1 and R2 plus: . Fundraising . HRS4R: Charter & Code and Personnel Selection (OTM-R)		<i>The Researchers Training Program can be attended according to individual needs</i>
Soft Skills		. How to publish a scientific article . Improving your Paragraphs & Sentences . Writing Retreat . Talking about your research and Designing Visual Aids . Revise and Resubmit your Article . Career Development . Organization and time Management		. Management of difficult conversations and conflict resolution . Team development: Delegation . Review and Resubmit your Article		Management of difficult conversations and conflict resolution Team development: Delegation Organization and time management
Institutional values	Institutional Group Reception Session in the FSJD ( <i>obligatory</i> ) ID card		Problem and conflict resolution workshop ( <i>Institutional Training Program 2020</i> )	Training of Trainers and Values ( <i>Institutional Training Program 2020</i> )	Leadership driven by values ( <i>Institutional Training Program 2020</i> )	Institutional Training Program 2020

## 5. PREVIOUS PLANNING OF 2020 TRAINING ACTIVITIES

Details of the Program: [SJD training platform](#)

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## 6. PROCEDURE AND FUNCTIONING RULES

### 6.1. Registration process

- The main recipients will be informed of the opening of the training actions through internal communications. The communication will include the details of the contents, the planning of the actions for the following months and the registration code. The number of planned places and the group to which the action is directed will also be announced. 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 [formacio@fsjd.org](mailto:formacio@fsjd.org) to request the registration code.
- Registration must be made through the [SJD Training platform](#) for each training action once the registration period has been opened.
- If the number of people does not exceed the number of available places, all interested persons can register as long as the eligibility criteria are fulfilled (the target group for each activity will be defined).
- If the number of interested persons is greater than the number of available places, the people hired by the Institution will have priority, and the registration will be made in order of application.

Important Note: It will be the responsibility of each interested part to have previously obtained authorization from his or her person in charge to be able to attend the selected course since most of the courses take place within the working hours.

### 6.2. Formalization of the registration and commitment of the participants

- From Training Coordination all those who have been included in the registration will be informed. The rest will be on the waiting list in order of arrival for the next session.
- If the registered person is unable to attend the session, he must inform Training ([formacio@fsjd.org](mailto:formacio@fsjd.org)) as soon as possible so that they can add another person to the waiting list.

Important note: People who do not attend two training activities without giving advance notice will not be able to participate in other training activities of the current year.

### 6.3. Certificate of participation

- Each participant will receive a diploma of participation after each session. Once the training is completed, you can access *Aula Virtual* to answer the survey and download the certificate of attendance or accreditation.

### 6.4. Evaluation of the training action

- After each session, a survey will be carried out to evaluate the training activity in order to analyze the contents, trainers and format of the activity to further improve the quality of future annual training programs.

For more information contact: [formacio@fsjd.org](mailto:formacio@fsjd.org)

January 2020

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