DIY Research Data Management Training Kit for Librarians:
Training Schedule

Pre-training meeting of all participants

- Before the meeting, ask all participants to work through introductory sections of MANTRA: Introduction to the course; Research data explained.
- Meet to agree learning objectives and commitments, format of coursework, dates and venue for the five 2-hour face-to-face sessions. Agree who will act as facilitator(s) and who from among the local community or the participants will be asked to speak on the 5 topics, or whether the podcasts will be used in place of live speakers.
- It is suggested that participants are given two weeks in advance to complete assignments.
- Group exercises should be done in one or more small groups of 3-5 to allow an adequate level of participation by everyone. Ensure venue for training is fit for purpose.

Session 1: Data management planning

1) Assignment: MANTRA unit – Data management plans, also look at associated recommended resources at the end of the unit. Reflective writing questions.
2) Short talk + Q&A
3) Discussion: Reflective questions
5) Group exercise 2 - Using blank UKDA Data Life Cycle diagram on board, brainstorm together about points of mediation from library and other support groups in the research process.

Session 2: Organising & documenting data

1) Assignment: MANTRA units – Organising data; Documentation and metadata, also look at associated recommended resources at the end of the unit. Reflective writing questions.
2) Short talk + Q&A
3) Discussion: Reflective questions
5) Group exercise 2 – UKDA Formatting Your Data, Formats Quiz for individual completion [pp.61-63]. Feedback.

1 Page numbers provided here correspond the entire UKDA Resources Training Pack as read in Adobe software. Slightly different from the printed page number due to cover pages, etc.
Session 3: Data storage & security

1) Assignment: MANTRA unit – Storage & security, also look at associated recommended resources at the end of the unit. Reflective writing questions.
2) Short talk + Q&A
3) Discussion: Reflective questions
4) Group exercise 1 – UKDA Storing Your Data, Exercise 1: Data security breaches [pp. 68-72]. Feedback on board.
5) Group exercise 2 – UKDA Storing Your Data, Quiz: Data storage and security [pp. 76-79].

Session 4: Ethics & copyright

1) Assignment: MANTRA unit – Data protection, rights & access, also look at associated recommended resources at the end of the unit. Reflective writing questions.
2) Short talk + Q&A
3) Discussion: Reflective questions

Session 5: Data sharing

1) Assignment: MANTRA unit – Sharing, preservation & licensing with associated recommended resources page. Reflective writing questions.
2) Short talk + Q&A
3) Discussion: Reflective questions

Wrap-up
1) Evaluation (forms provided with kit)
2) Independent study assignment: agree deadlines for identifying a researcher to interview, conducting the interview, and completing the profile.