

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
- 4) Group exercise 1 – UKDA Data Management Planning, Exercise 1 [pp. 19-20¹]. Feedback on board.
- 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
- 4) Group exercise 1 – UKDA Formatting Your Data, Exercise 1: File naming [pp. 45-47]. Feedback.
- 5) Group exercise 2 – UKDA Formatting Your Data, Formats Quiz for individual completion [pp.61-63]. Feedback.
- 6) Group exercise 3 – UKDA Documenting Your Data, Exercise: Context for qualitative data [pp. 32-36]. 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]. Feedback.

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
- 4) Group exercise 1 – UKDA Ethics and Consent, Exercise 1: Consent forms [pp. 83-89]. Feedback.
- 5) Group exercise 2 – UKDA Copyright, Exercise: Data copyright scenarios [pp. 114-117]. Feedback.

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
- 4) Group exercise 1 – UKDA Sharing Your Data – Why and How, Exercise 1: Barriers to sharing research data [p. 10]. Feedback.
- 5) Group exercise 2 – UKDA Sharing Your Data – Why and How, Exercise 2: Reasons not to share data [pp. 12-15].

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.