

**Week 6 (2<sup>nd</sup> - 6<sup>th</sup> April)**

Date	Time	Workshop	Location
Mon 2/4	9:00	■ Endnote essentials (2 hours)	N53_1.50 (NA)
Mon 2/4	10:30	■ Writing reports (1 hour)	N53_1.51 (NA)
Mon 2/4	12:00	■ Writing introductions & conclusions (1 hour)	G10_2.31 A&B (GC)
Mon 2/4	1:00	■ Excel: formulas and organising data (3 hours)	G10_2.25 (GC)
Mon 2/4	1:00	■ Using the ideas & words of others (1 hour)	S03_2.25F (SB)
Tue 3/4	9:00	■ Endnote essentials (2 hours)	G10_2.25 (GC)
Tue 3/4	9:00	■ Excel: formulas and organising data (3 hours)	N53_1.50 (NA)
Tue 3/4	10:00	■ Exam strategies (1 hour)	M13_2.09 (MG)
Tue 3/4	12:00	■ Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)
Tue 3/4	1:00	■ Writing paragraphs (1 hour)	G10_2.31 A&B (GC)
Wed 4/4	9:00	■ SPSS: initiating data analysis (3.5 hours)	G10_2.25 (GC)
Wed 4/4	4:00	■ Building an academic argument (1 hour)*	G10_2.31 A&B (GC)
Wed 4/4	5:00	■ Report writing for postgraduates (1 hour)*	N53_1.51 (NA)
Thu 5/4	1:00	■ Access: working with queries (2 hours)	G10_2.25 (GC)
Thu 5/4	1:00	■ Word: formatting for consistency (3 hours)	N53_1.50 (NA)
Thu 5/4	1:00	■ Writing introductions & conclusions (1 hour)	G10_2.31 A&B (GC)

**Week 7 (15<sup>th</sup> - 20<sup>th</sup> April)**

Date	Time	Workshop	Location
Mon 16/4	9:00	■ Word essentials (3 hours)	G10_2.25 (GC)
Mon 16/4	9:00	■ Word: theses and other long documents (3 hours)	N53_1.50 (NA)
Mon 16/4	10:30	■ Writing a reflective assignment (1 hour)	N53_1.51 (NA)
Mon 16/4	12:00 1:00	■ Writing paragraphs (1 hour)	G10_2.31 A&B (GC) S03_2.25F (SB)
Tue 17/4	9:00	■ Powerpoint essentials (3 hours)	N53_1.50 (NA)
Tue 17/4	12:00	■ Exam strategies (1 hour)	N53_1.51 (NA)
Tue 17/4	1:00	■ Using the ideas & words of others (1 hour)	G10_2.31 A&B (GC)
Wed 18/4	9:00	■ SPSS essentials (3.5 hours)	G10_2.25 (GC)
Wed 18/4	4:00	■ Writing a postgraduate literature review (1 hour)*	G10_2.31 A&B (GC)
Thu 19/4	11:00	■ Editing and proofreading your own work (1 hour)	G10_2.31 A&B (GC)
Thu 19/4	1:00	■ Endnote essentials (2 hours)	G10_2.25 (GC)
Thu 19/4	1:00	■ Endnote expanded (2 hours)	N53_1.50 (NA)
Thu 19/4	1:00	■ Oral presentations (1 hour)	N53_1.51 (NA)
Fri 20/4	9:00 9:00	■ Word: formatting for consistency (3 hours)	G10_2.25 (GC) N53_1.50 (NA)

**Week 8 (23<sup>rd</sup> - 27<sup>th</sup> April)**

Date	Time	Workshop	Location
Mon 23/4	10:30	■ Writing an undergraduate literature review (1 hour)	N53_1.51 (NA)
Mon 23/4	12:00 1:00	■ Using the ideas & words of others (1 hour)	G10_2.31 A&B (GC) S03_2.25F (SB)
Mon 23/4	1:00	■ Endnote essentials (2 hours)	N53_1.50 (NA)
Mon 23/4	1:00	■ Word: theses and other long documents (3 hours)	G10_2.25 (GC)
Tue 24/4	9:00	■ Endnote essentials (2 hours)	G10_2.25 (GC)
Tue 24/4	9:00	■ Word: formatting for consistency (3 hours)	N53_1.50 (NA)
Tue 24/4	12:00	■ Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)
Tue 24/4	1:00	■ Writing reports (1 hour)	G10_2.31 A&B (GC)
Thu 26/4	1:00	■ Moving beyond description (1 hour)	G10_2.31 A&B (GC)
Thu 26/4	1:00	■ Word essentials (3 hours)	G10_2.25 (GC)

**Week 8 (23<sup>rd</sup> - 27<sup>th</sup> April)**

Thu 26/4	1:00	■ Writing reports (1 hour)	N53_1.51 (NA)
Fri 27/4	9:00	■ Access essentials (3 hours)	G10_2.25 (GC)
Fri 27/4	9:00	■ Excel essentials (3 hours)	N53_1.50 (NA)

**Week 9 (30<sup>th</sup> April - 4<sup>th</sup> May)**

Date	Time	Workshop	Location
Mon 30/4	9:00	■ Endnote essentials (2 hours)	G10_2.25 (GC)
Mon 30/4	9:00	■ Word: theses and other long documents (3 hours)	N53_1.50 (NA)
Mon 30/4	10:30 12:00	■ Editing and proofreading your own work (1 hour)	N53_1.51 (NA) G10_2.31 A&B (GC)
Mon 30/4	1:00	■ Moving beyond description (1 hour)	S03_2.25F (SB)
Tue 1/5	9:00	■ Access essentials (3 hours)	N53_1.50 (NA)
Tue 1/5	9:00	■ Powerpoint essentials (3 hours)	G10_2.25 (GC)
Tue 1/5	1:00	■ Writing undergraduate literature reviews (1 hour)	G10_2.31 A&B (GC)
Wed 2/5	9:00	■ SPSS: initiating data analysis (3.5 hours)	G10_2.25 (GC)
Wed 2/5	4:00	■ Report writing for postgraduates (1 hour)*	G10_2.31 A&B (GC)
Thu 3/5	11:00	■ Using the ideas & words of others (1 hour)	G10_2.31 A&B (GC)
Thu 3/5	1:00	■ Endnote essentials (2 hours)	N53_1.50 (NA)
Thu 3/5	1:00	■ Endnote expanded (2 hours)	G10_2.25 (GC)
Thu 3/5	1:00	■ Writing undergraduate literature reviews (1 hour)	N53_1.51 (NA)
Fri 4/5	9:00 9:00	■ Excel: formulas and organising data (3 hours)	G10_2.25 (GC) N53_1.50 (NA)

**Week 10 (7<sup>th</sup> - 11<sup>th</sup> May)**

Date	Time	Workshop	Location
Tue 8/5	9:00	■ Endnote essentials (2 hours)	N53_1.50 (NA)
Tue 8/5	1:00	■ Exam strategies (1 hour)	G10_2.31 A&B (GC)
Wed 9/5	9:00	■ SPSS essentials (3.5 hours)	N53_1.50 (NA)
Wed 9/5	4:00	■ Editing & proofreading your own work (1 hour)	G10_2.31 A&B (GC)
Thu 10/5	11:00 1:00	■ Exam strategies (1 hour)	G10_2.31 A&B (GC) N53_1.51 (NA)
Thu 10/5	1:00	■ Endnote essentials (2 hours)	G10_2.25 (GC)
Thu 10/5	1:00	■ Word: theses and other long documents (3 hours)	N53_1.50 (NA)
Fri 11/5	9:00	■ Endnote expanded (2 hours)	N53_1.50 (NA)

**Week 11 (14<sup>th</sup> - 18<sup>th</sup> May)**

Date	Time	Workshop	Location
Wed 16/5	9:00	■ SPSS: initiating data analysis (3.5 hours)	N53_1.50 (NA)
Thu 17/5	1:00	■ Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)

**Week 12 (21<sup>st</sup> - 25<sup>th</sup> May)**

Date	Time	Workshop	Location
Tue 22/5	12:00	■ Exam strategies (1 hour)	N53_1.51 (NA)

**Workshops and training website**

The Workshops and training website contains a range of self-help resources to assist with developing your academic, computing and library research skills. These resources have been created specifically for Griffith students and staff. Examples of topics covered include: academic writing, referencing, numeracy and Maths, EndNote and more.

[www.griffith.edu.au/library/workshops-training](http://www.griffith.edu.au/library/workshops-training)

**Workshop Timetable**

Academic skills | Computing skills | Library research skills



The Workshops Timetable provides a list of workshops that focus on developing Griffith Graduate Attributes. All workshops are conducted in the Library, they are FREE and available to all Griffith students and staff.

Booking is required for computing skills workshops due to a limited number of computers available in the training labs.





If you want to make a booking for a workshop or want more information, go to our Workshops and training website at:

[www.griffith.edu.au/library/workshops-training](http://www.griffith.edu.au/library/workshops-training).















## LEGEND

 Academic skills workshops	 Computing skills workshops
 Library research skills workshops	 Workshops with an asterisk (*) are for postgraduate students only.









### Week 0 (20<sup>th</sup> - 24<sup>th</sup> February)

Date	Time	Workshop	Location
Tue 21/2	9:00	 Basic computing survival skills (3 hours)	N53_1.50 (NA)
Tue 21/2	9:00	 Introduction to Griffith's online environment (3 hours)	G10_2.25 (GC)
Thu 23/2	1:00	 Basic computing survival skills (3 hours)	G10_2.25 (GC)
Thu 23/2	1:00	 Introduction to Griffith's online environment (3 hours)	N53_1.50 (NA)















### Week 1 (27<sup>th</sup> - 2<sup>nd</sup> March)

Date	Time	Workshop	Location
Mon 27/2	9:00 9:00	 Basic computing survival skills (3 hours)	G10_2.25 (GC) N53_1.50 (NA)
Mon 27/2	10:30	 Getting started on your assignment (1.5 hours)	N53_1.51 (NA)
Tue 28/2	9:00	 EndNote essentials (2 hours)	N53_1.50 (NA)
Tue 28/2	9:00	 Word essentials (3 hours)	G10_2.25 (GC)
Tue 28/2	10:00	 Reading a journal article (1 hour)	M13_2.09 (MG)
Tue 28/2	12:00	 Unpacking the question (1 hour)	N53_1.51 (NA)
Wed 29/2	9:00	 Introduction to Griffith's online environment (3 hours)	N53_1.50 (NA)
Wed 29/2	1:00	 Powerpoint essentials (3 hours)	G10_2.25 (GC)
Wed 29/2	2:00	 Reading a journal article (1 hour)	N53_1.51 (NA)
Thu 1/3	1:00	 Excel essentials (3 hours)	N53_1.50 (NA)
Thu 1/3	1:00	 Time management (1 hour)	N53_1.51 (NA)
Fri 2/3	9:00	 Word essentials (3 hours)	N53_1.50 (NA)
Fri 2/3	10:30	 Managing your study (1.5 hours)	N53_1.51 (NA)
Fri 2/3	1:00	 EndNote essentials (2 hours)	G10_2.25 (GC)

























### Week 2 (5<sup>th</sup> - 9<sup>th</sup> March)

Date	Time	Workshop	Location
Mon 5/3	10:30	 Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)
Mon 5/3	12:00	 Time management (1 hour)	G10_2.31 A&B (GC)
Mon 5/3	1:00	 Excel: formulas and organising data (3 hours)	N53_1.50 (NA)
Mon 5/3	1:00	 Introduction to Griffith's online environment (3 hours)	G10_2.25 (GC)
Tue 6/3	9:00	 EndNote essentials (2 hours)	G10_2.25 (GC)
Tue 6/3	9:00	 Word essentials (3 hours)	N53_1.50 (NA)
Tue 6/3	10:00	 Writing paragraphs (1 hour)	M13_2.09 (MG)
Tue 6/3	12:00	 Reading a journal article (1 hour)	N53_1.51 (NA)



### Week 2 (5<sup>th</sup> - 9<sup>th</sup> March)

Tue 6/3	12:00	 Researching for your assignment (45 mins)	N53_1.49 (NA)
Tue 6/3	1:00	 Managing your reading (1 hour)	G10_2.31 A&B (GC)
Wed 7/3	12:00	 Understanding referencing (45 mins)	G10_2.25 (GC)
Wed 7/3	1:00	 EndNote essentials (2 hours)	N53_1.50 (NA)
Wed 7/3	2:00	 Getting started on your assignment (1.5 hour)	N53_1.51 (NA)
Wed 7/3	4:00 5:00	 Preparing for postgraduate study (1 hour)*	G10_2.31 A&B (GC) N53_1.51 (NA)
Thu 8/3	12:00	 Understanding referencing (45 mins)	N53_1.49 (NA)
Thu 8/3	1:00	 Concept mapping (1 hour)	N53_1.51 (NA)
Thu 8/3	1:00	 Excel essentials (3 hours)	G10_2.25 (GC)
Thu 8/3	1:00	 Oral presentations (1 hour)	G10_2.31 A&B (GC)
Fri 9/3	9:00	 Powerpoint essentials (3 hours)	N53_1.50 (NA)
Fri 9/3	9:00	 Word: formatting for consistency (3 hours)	G10_2.25 (GC)
Fri 9/3	10:30	 Moving beyond description (1.5 hour)	N53_1.51 (NA)
Fri 9/3	12:00	 Researching for your assignment (45 mins)	G10_2.25 (GC)






















### Week 3 (12<sup>th</sup> - 17<sup>th</sup> March)

Date	Time	Workshop	Location
Mon 12/3	9:00	 EndNote essentials (2 hours)	G10_2.25 (GC)
Mon 12/3	10:30	 Moving beyond description (1.5 hour)	N53_1.51 (NA)
Mon 12/3	12:00	 Note taking & note making (1 hour)	G10_2.31 A&B (GC)
Mon 12/3	1:00	 Word: theses and other long documents (3 hours)	N53_1.50 (NA)
Tue 13/3	9:00	 Basic computing survival skills (3 hours)	G10_2.25 (GC)
Tue 13/3	9:00	 Excel essentials (3 hours)	N53_1.50 (NA)
Tue 13/3	10:00	 Writing introductions and conclusions (1 hour)	M13_2.09 (MG)
Tue 13/3	12:00	 Writing paragraphs (1 hour)	N53_1.51 (NA)
Tue 13/3	12:00	 Understanding referencing (45 mins)	N53_1.49 (NA)
Tue 13/3	1:00	 Time management (1 hour)	G10_2.31 A&B (GC)
Tue 13/3	6:00	 EndNote essentials (2 hours)	G10_2.25 (GC)
Wed 14/3	9:00	 SPSS essentials (3.5 hours)	N53_1.50 (NA)
Wed 14/3	12:00	 Researching for your assignment (45 mins)	G10_2.25 (GC)
Wed 14/3	2:00	 Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)
Wed 14/3	4:00	 Writing a postgraduate literature review (1 hour)*	G10_2.31 A&B (GC)
Wed 14/3	5:00	 Setting up your own topic or research question (1 hour)*	N53_1.51 (NA)
Thu 15/3	12:00	 Researching for your assignment (45 mins)	N53_1.49 (NA)
Thu 15/3	1:00	 Powerpoint essentials (3 hours)	N53_1.50 (NA)
Thu 15/3	1:00	 Unpacking the question (1 hour)	G10_2.31 A&B (GC)
Thu 15/3	1:00	 Word: theses and other long documents (3 hours)	G10_2.25 (GC)
Fri 16/3	9:00	 EndNote essentials (2 hours)	N53_1.50 (NA)
Fri 16/3	9:00	 Excel essentials (3 hours)	G10_2.25 (GC)
Fri 16/3	12:00	 Understanding referencing (45 mins)	G10_2.25 (GC)
Sat 17/3	2:00	 EndNote essentials (2 hours)	N53_1.50 (NA)























### Week 4 (19<sup>th</sup> - 23<sup>rd</sup> March)

Date	Time	Workshop	Location
Mon 19/3	9:00	 Basic computing survival skills (3 hours)	N53_1.50 (NA)
Mon 19/3	10:30	 Managing your reading & note taking (1.5 hour)	N53_1.51 (NA)

### Week 4 (19<sup>th</sup> - 23<sup>rd</sup> March)

Mon 19/3	12:00	 Managing your reading (1 hour)	G10_2.31 A&B (GC)
Mon 19/3	1:00	 Moving beyond description (1 hour)	SO3_2.25F (SB)
Mon 19/3	1:00	 Word: formatting for consistency (3 hours)	G10_2.25 (GC)
Tue 20/3	9:00	 Word: formatting for consistency (3 hours)	N53_1.50 (NA)
Tue 20/3	10:00	 Using the ideas and words of others (1 hour)	M13_2.09 (MG)
Tue 20/3	12:00	 Writing introductions and conclusions (1 hour)	N53_1.51 (NA)
Tue 20/3	1:00	 Reading a journal article (1 hour)	G10_2.31 A&B (GC)
Tue 20/3	6:00	 EndNote expanded (2 hours)	G10_2.25 (GC)
Wed 21/3	9:00	 Access essentials (3 hours)	N53_1.50 (NA)
Wed 21/3	9:00	 SPSS essentials (3.5 hours)	G10_2.25 (GC)
Wed 21/3	1:00	 Excel: formulas and organising data (3 hours)	G10_2.25 (GC)
Wed 21/3	2:00	 Writing a reflective assignment (1 hour)	N53_1.51 (NA)
Wed 21/3	4:00	 Setting up your own topic or research question (1 hour)*	G10_2.31 A&B (GC)
Wed 21/3	5:00	 Writing a postgraduate literature review (1 hour)*	N53_1.51 (NA)
Thu 22/3	11:00	 Writing paragraphs (1 hour)	G10_2.31 A&B (GC)
Thu 22/3	1:00	 Access essentials (3 hours)	G10_2.25 (GC)
Thu 22/3	1:00	 Excel: formulas and organising data (3 hours)	N53_1.50 (NA)
Thu 22/3	1:00	 Oral presentations (1 hour)	N53_1.51 (NA)
Fri 23/3	9:00	 Endnote essentials (2 hours)	G10_2.25 (GC)
Fri 23/3	9:00	 Introduction to Griffith's online environment (3 hours)	N53_1.50 (NA)
Fri 23/3	10:30	 Structuring and writing an academic assignment (1.5 hour)	N53_1.51 (NA)

### Week 5 (26<sup>th</sup> - 30<sup>th</sup> March)

Date	Time	Workshop	Location
Mon 26/3	9:00	 Introduction to Griffith's online environment (3 hours)	G10_2.25 (GC)
Mon 26/3	10:30	 Oral presentations (1 hour)	N53_1.51 (NA)
Mon 26/3	12:00	 Unpacking the question (1 hour)	G10_2.31 A&B (GC)
Mon 26/3	1:00	 Excel essentials (3 hours)	N53_1.50 (NA)
Mon 26/3	1:00	 Writing paragraphs (1 hour)	SO3_2.25F (SB)
Tue 27/3	9:00	 Excel essentials (3 hours)	G10_2.25 (GC)
Tue 27/3	9:00	 Word essentials (3 hours)	N53_1.50 (NA)
Tue 27/3	10:00	 Structuring and writing an academic assignment (1.5 hour)	M13_2.09 (MG)
Tue 27/3	12:00	 Using the ideas and words of others (1 hour)	N53_1.51 (NA)
Tue 27/3	1:00	 Concept mapping (1 hour)	G10_2.31 A&B (GC)
Wed 28/3	9:00	 EndNote expanded (2 hours)	G10_2.25 (GC)
Wed 28/3	9:00	 SPSS: initiating data analysis (3.5 hours)	N53_1.50 (NA)
Wed 28/3	2:00	 Editing and proof reading your assignment (1 hour)	N53_1.51 (NA)
Wed 28/3	4:00	 Writing a postgraduate literature review (1 hour)*	G10_2.31 A&B (GC)
Wed 28/3	5:00	 Building an academic argument (1 hour)*	N53_1.51 (NA)
Thu 29/3	1:00	 EndNote expanded (2 hours)	N53_1.50 (NA)
Thu 29/3	1:00	 Exam strategies (1 hour)	N53_1.51 (NA)
Thu 29/3	1:00	 Word: theses and other long documents (3 hours)	G10_2.25 (GC)
Thu 29/3	1:00	 Writing a reflective assignment (1 hour)	G10_2.31 A&B (GC)
Fri 30/3	9:00	 Access: working with queries (2 hours)	N53_1.50 (NA)
Fri 30/3	9:00	 Powerpoint essentials (3 hours)	G10_2.25 (GC)
Fri 30/3	10:30	 Managing your reading & note taking (1.5 hour)	N53_1.51 (NA)