# Workshop planning template

# Sharing research data

This file is designed as a reference document for planning your workshop. You are encouraged to use your own tool for developing the content of your workshop collaboratively (Google docs is a starting suggestion).

Resource lists:

* [UKRN Open Research Resources Browser (ukrn-orr.netlify.app)](https://ukrn-orr.netlify.app/)
* [Open Research across Disciplines (ukrn.org)](https://www.ukrn.org/disciplines/)

# 1. Aims and scope of your workshop

Prior to the workshop you were asked to identify some priorities for the training workshops you wish to deliver; these are listed below. You have been assigned into groups based on these responses. Before progressing too much further, now is the time to confirm that you all have the same understanding of the core theme and what the scope of the workshop will be. The scope needs to be aligned to how long the workshop will be. Also bear in mind the broader the scope, the more content you need to put together. Strategically it might be easier to start small, and evolve/expand over time. Try to define the scope of your workshop in a single sentence.  
  
Under each of the themes below there are some relevant discussion topics to consider including in a workshop on that topic, based on your feedback. This a non-exhaustive list of suggestions, there is nothing wrong if the scope of your project is not covered here if you think it is still a relevant Open Data topic. You also don’t have to cover them all, think of it as a buffet not a banquet…

# 2. Core themes

XXXXXXXX

# 3. Audience (who are your trainees)

Focus of workshops could vary a lot by audience, field and instructor.Workshop leaders should carefully consider their target audiences both in terms of their experience levels and motivation as this will influence what teaching methods you should adopt and what baseline knowledge you can assume your participants have.(this is very important!) E.g

For example,.,

* New to sharing data (e.g. need to understand the principles and basics)
* Already share data but in an ad hoc way (eg supplementary files for a paper)
* Already share data using a repository but wants to improve
* etc.

To ensure you attract an appropriate audience to your workshop will you have any prerequisites? These will need to be communicated effectively when advertising your workshop.

* Experience of a specific data format or standard, or agnostic.
* Part of a specific field
* Particular career stage
* Particular background
* Already have some data they want to share.

# 4. Planning the overall workshop

Having identified the scope and who your trainees are you should now have an idea where the workshop starts and finishes. You can then map between these points and construct a lesson plan for the workshop. Again, consider how much time you have in the workshop and review whether your scope is realistic. Throughout the process you should be open to reordering the individual lessons as the material is put together it may become obvious what order the materials works best in, or what you have forgotten about. Think about what are the essential components and what can be left out, without impacting the overall understanding. Later on in the day you will have time to develop these individual lessons.

Factor in teaching methods mix of lectures and hands on activities for example.

# 5. Planning individual lessons and activities

Workshops are generally split into smaller lessons. This helps to split up responsibilities for preparing materials and facilitation.

### Choosing learning objectives

Should be small and specific: it’s easy for us to forget how much we know and try to fit too much in.

### Designing activities to meet learning objectives

Different types of activities that work in sharing research data:

* Guided tours of interfaces and websites, e.g. this is what every part of Figshare / Zenodo is and does.
* Participatory preparation and deposit of data: participants follow along in real time with your instructions.
* Data sharing demonstrations, followed by time to work through written instructions.
* Q&A sessions
* Discussions (small group/large group)
* Group work to e.g. come up with answers to questions
* Quizzes

Considerations:

# 6. Adopting Research Practices after the Workshop

The goal of your workshop is to encourage your trainees to take on what they have learned and make changes to the way they manage and share data. To make this easier, think about the challenges your audience might face when trying to implement the changes they have made.

Before the workshop today, you received some prior reading containing the 10 simple rules on implementing open research practices. They are aimed at addressing some of the challenges that might be faced, and are worth considering in the context of your workshop.

Examples of people taking on sharing research data practices…

# 7. Delivering the Workshop

By now you will have a good idea of what the scope of your workshop is and what the structure will look like. Within your group, work out the area of the workshop which you feel will be most challenging to deliver and discuss this (no wrong answers!) and then spend some time developing a strategy to address this concern.

# 8. Workshop template outline

The template below is provided as a starting point. Your workshop will be different to this, depending on your aim, scope and audience. Please use this template, or not, as is most helpful to you.

# **1. Motivation and Concerns**

Begin your workshop with an introduction to what data sharing entails, any potential benefits or drawbacks.

1. **Introduction and Discussion**Give an introduction to what data sharing is. It can be useful to add a discussion element to your workshop to gauge participants' understanding of data sharing.
2. **Benefits of Data Sharing**Introduce some of the benefits of data sharing, including some selfish reasons to share your data.
3. **Acknowledging concerns**Importantly, address the concerns that your participants have. Common concerns may include:
   * Scooping further analysis
   * Additional labour or time required
   * Privacy/GDPR
   * Licensing
4. Reassure the participants of your workshop that it’s okay to be concerned about these topics, and that this workshop will help them overcome these concerns.

# **2. Rights and Licensing**

The next section of your workshop should focus on rights, privacy concerns, and licensing of research data. The content should be specific to your participant’s data, e.g. if your workshop is for researchers not using human data, privacy may not be relevant.

1. **Licensing**Everyone sharing data will have to consider how to license their data. You may want to introduce your workshop participants to Creative Commons licensing.
2. **Privacy and GDPR**If your workshop participants typically work with human data, you may want to address how they can handle privacy or GDPR concerns relating to their data. This may include:
   * Links to guidelines
   * Guides to anonymising or pseudo-anonymising data
3. Reassure the participants of your workshop that it’s okay to be concerned about these topics, and that this workshop will help them overcome these concerns.

# **3. How to Share**

In this section, you should walk your workshop participants through the process of sharing an example dataset.

1. **‘Toy’ example**Select an example dataset that is relevant to your workshop participants to make sure they get the most use out of your example.

# **4. Citing Data**

One of the benefits of sharing your data is that other scientists can use and cite it. Use this section of the workshop to explain how researchers should cite shared data.

1. **Example**Use your toy example from above to demonstrate how to cite data.

# **5. Practical Application**

Use the final section of your workshop to walk your participants through how they can apply what they have learned to their own research workflows. Make sure to leave time for questions from participants, however, if participants have very long or specific questions, it may be best to contact them after the workshop with more support.

1. **When will I sort out licensing?**Focus on how and at what point in their research workflow participants will decide how to separate public and private data, decide on the correct license, and remind themselves to do these tasks.
2. **When will I share my data?**Focus on which point of their research workflow participants should start thinking about data sharing.
3. **How will I share?**Focus on the logistics of sharing data, for instance, which repository will the participants use and how will they put it there (e.g. manual or automatic upload). Suggest repositories relevant to your workshop participants.
4. **How do I get help?**Point participants towards places they can get help. Library services at the institution are often really keen to help - they just need to be asked!

# **6. Wrap up and Finish**

Summarise what the participants should have learned in your workshop and finish up the session.

This work is licensed under [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/).



UKRN, with contributions from (z-a): Zelenka, N; Thompson, J; Merrett, J.K; Jacobs, N; Howson, L; Hannon, E; Clarke, A; Barrell, J.