



advancing gender  
equality in science,  
engineering and technology



# Managing your academic career

## a one-day career development programme for women



**‘Managing your academic career’ is an interactive one-day programme specifically for women working in academia. It has been designed by the UKRC and Vitae for free use by organisers of development programmes in UK higher education institutions. It will be of particular interest to institutions that are aiming for an Athena Swan Charter award.**

*“I came away with three new contacts to help with specific tasks over the next four months – fantastic!”*

Participant quote

*“It was a great approach to help me think about what I want”*

Participant quote

### Overview

Managing your academic career is aimed at women in their early-mid career stage and those who are returning from a career break. It enables women to consider and plan the next stages of their career and identify successful strategies for their development. It provides a facilitated discussion forum to enable women to tackle a wide range of career issues in a positive environment and to set some personal goals.

The programme supports the implementation of principles 4-6 of the ‘Concordat to Support the Career Development of Researchers’ by highlighting the importance of ensuring that researchers proactively engage in their own personal and career development and through the promotion of diversity and equality in the career management of researchers.

## Programme aims

This one-day programme provides women in academia (and women returners) with a day of active reflection to discuss a wide range of issues that women face in the management of their careers. The programme provides an opportunity to examine existing skills, networks and preferences so that they can progress their careers.

The programme enables participants to:

- assess their current skills and identify areas for personal development
- consider the notion of work-life balance and how this can be achieved
- consider the need for profile raising and reputation building
- hold confident conversations around ambitions and goals
- understand how to market themselves through a CV
- make new contacts and practise networking skills
- set some personal goals.

## Programme delivery

Manuals with all the information needed to organise and deliver the programme are available from Vitae for free use by UK HEIs and include:

- a programme leader manual, containing a full programme for the day and a description of the individual exercises
- advice on set-up and running of the event and whom to invite
- a participant manual, which provides supporting content, as well as spaces for notes and ideas
- information about the UKRC, which can provide further advice and support on running the event and on other ways of supporting women.

## Programme development

Managing your academic career has been written by Janet Wilkinson, Three Times Three Consulting. It has been piloted at the University of Reading, Glasgow Caledonian University and the University of Manchester.

*“ I learnt that I need to focus on my goals to achieve ”*

*“ I liked the way the facilitator varied the activities of the day and led from start to finish, challenging us en route ”*

*“ The delegates were at different career stages, and it was useful to hear their responses and discussions ”*

*“ I'll now be more proactive and network with colleagues from other institutions and within my institution ”*

Participant quotes

Further information about delivering ‘Managing your academic career: a career development programme for women’ can be found at

[www.vitae.ac.uk/resources](http://www.vitae.ac.uk/resources)

Further information about the range of services offered by the UKRC can be found at

[www.theukrc.org](http://www.theukrc.org)