Prosper Postdoc Career Development Pilot 2022

Welcome pack

Welcome to the Prosper Postdoc Career Development Pilot, we’re pleased to welcome you onto this second cohort.

In this pack you will find the following information on your first steps on the pilot:

* Information on how to access the members-only area of the Prosper portal
* Welcome to Prosper introductory videos
* How to join the pilot’s dedicated Slack workspace
* How to access your online journal
* Information on pilot activities-, including:
* How to find and register for sessions
* Details of Welcome Drop-in sessions
* Details of Prosper Welcome Induction event
* Details of the career coaching element of the pilot
* Allocating your time for participation in the pilot, including:
* Details of Time and Energy Challenge events
* Beginning to work with the portal and its resources
* Quick start guide

**Prosper portal pilot area**

You will shortly have access to the members only area of the Prosper portal – this can be accessed at [LINK]

(you won’t receive an email confirming your access to the members area but should be granted access within a couple of hours of receiving your welcome email and this pack)

In this members-only area of the portal, you will find resources and information to support your time on the pilot cohort. We will be developing and adding to this over the course of the pilot as we continue our co-creation with you and our employer partners.

If you have any difficulties accessing this area of the portal, please contact us at prosper.postdoc@liverpool.ac.uk

**Welcome to Prosper introductory videos**

Once you have accessed the members only area of the portal, please watch the three following welcome videos. These will introduce you to the pilot and it is compulsory that you watch these.

The three videos are:

* an introduction from Dr James Howard, Director of The Academy
* a project overview from the Prosper team

Both of these videos can be found here – [LINK]

and

* a technical overview of the pilot

which can be found here – [LINK]

We realise that these videos contain a significant amount of information. As you watch them, please make a note of any questions they might raise and bring these to the welcome drop-in sessions detailed below. If you cannot make the drop-ins, you can also add your questions anonymously to the pilot’s Mural [LINK], or the Slack workspace.

**Pilot Slack workspace**

You can also now join our dedicated Slack workspace. Along with email, this will be our main channel of communication with you during the pilot. As such, it is essential that you join.

There is a link to join the Slack workspace in your ‘Welcome to the Prosper Pilot!’ email, or you can click here [LINK].

We strongly encourage you to take the opportunity to build relationships and engage with fellow postdocs on the cohort via this dedicated Slack workspace, as this is a great opportunity to meet postdocs across our three institutions regardless of physical location.

As well as using the group as a virtual space to connect with others on the pilot, this should also be your first avenue to contact us with any questions or queries you might have. If you need to get in touch with confidential requests, please do email us at prosper.postdoc@liverpool.ac.uk

**Accessing your online journal**

Journaling forms a key component of the reflective aspect of your time on the pilot. Your Prosper journal has two main functions – as a tool to assist your thinking about the career development you’ve engaged with, and to allow us to see your progress and mindset shift over the course of the pilot. We’ll use this to improve Prosper’s approach to postdoc career development.

Your personal journal folder will be housed on a dedicated Sharepoint [LINK] site. You will shortly receive an invite email to join ‘Prosper Postdoc Career Development Pilot 2’. To find your journal folder on Sharepoint click on Documents, then Journals and you’ll see your personal folder.

More information of the journaling aspect of the pilot can be found on this page on members only area of the portal [LINK].

**Activities on the pilot**

If you haven’t already done so, watching the technical overview video and reviewing its accompanying content [LINK] will give you a broad overview of the pilot and its activities.

Although much of the pilot will be available for you on-demand (or asynchronously), there will be some scheduled ‘live’ activity. We will also make all scheduled activity available on-demand after the event or, where this isn’t possible, we will offer you an alternative way to engage with us and your fellow participants.

We’ll be adding details of events and activities to the pilot’s event calendar [LINK] and you should check this regularly for updates.

**Welcome drop-ins**

We strongly encourage you to attend one of the scheduled welcome drop-in sessions detailed on the events calendar [LINK]. These will be held on:

* Welcome Drop-In 1 [LINK] – Monday 21st February 2022, 11:00-12:00
* Welcome Drop-In 2 [LINK] – Friday 25th February 2022, 13:00-14:00
* Welcome Drop-In 3 [LINK]– Tuesday 1st March 2022, 10:00-11:00
* Welcome Drop-In 4 [LINK]– Thursday 3rd March 2022, 15:00-16:00

These are a great opportunity to meet others on the pilot and the Prosper team, as well as asking us any questions you might have from the three introductory videos detailed above. You can also add your questions to the Mural that accompanies each drop-in – you’ll find the link to this in the calendar too.

If you’ve not already done so you can also introduce yourself to the cohort by creating a mini biography [LINK]. Feel free to upload a photo here to start introducing yourself to the rest of the cohort!

**Buddy scheme**

To help you get to meet as many members of the cohort as possible we’re going to run a buddy scheme. This is a way of encouraging socialising and peer support across the cohort. We want to give you the opportunity to meet, make new contacts, share ideas, talk about how career development is going or simply enliven the working day with a relaxing chat on non-work subjects.

Getting together to have a chat can really help if you’re feeling stuck or in a bit of a lull, and it can just be nice to meet other members of the cohort in the same boat as you that you’ve not had the chance to talk to yet.

You’ll be randomly put into a group with 3-4 cohort members, you’ll be notified by email of who’ve you been grouped with. You’ll then have a ~3 week time frame within which to arrange a meeting amongst yourselves. After the time period has elapsed we’ll begin again and randomly generate a new set of groups.

**Induction: Welcome to Prosper 2022! – 2nd March 2022, 10:00-11:00**

We know that people often feel swamped by the amount of generic information at the beginning of a new development programme. Therefore, we have created a welcome event to allow you to meet and socialise with other people, who are in the same position as you, and find out information in a manner which is not intrusive or time consuming. You can find further details here [LINK].

**Further scheduled activity**

In the first quarter, the following scheduled activities are planned and are, or will shortly be, available on the events calendar:

Welcome Drop-in sessions

Induction: Welcome to Prosper 2022! Event [LINK] – 2nd March 2022, 10:00-11:00

Time and energy challenge sessions with Hannah Roberts

Your group career coaching sessions (these will be arranged via email not the events calendar)

Activities focused on identity and self-assessment

‘How’s the journey going?’ drop-ins

Social events – themed around getting to know others on the pilot, sharing your motivations for joining Prosper and challenging assumptions. The first is:

Social: Why are you here? [LINK] – 7th March 2022, 2.30-3.30

Introduction to Journaling sessions

Building a skills inventory for the future session [LINK]

Understanding CVs session

Creating a LinkedIn profile session

Remember to check the events calendar regularly for more details.

**Career coaching**

As part of the pilot, you have access to group career coaching – please note, this is a compulsory aspect of Prosper. The name of your dedicated coach is confirmed in the email ‘Welcome to the Prosper Pilot!’ accompanying this pack.

Your career coach will email you to arrange a time for group coaching sessions. Your group coaching circle will meet once every 2 weeks for the first 2 months, then once a month thereafter. You will also have one 1 hour 1:1 session, you can discuss with your career coach the most appropriate time to have this session.

Each session will be 60 mins in length and will all be conducted virtually via Zoom.

Please make sure you read the career coaching guidelines for coaches [LINK] on the portal to understand what you can expect from this aspect of Prosper, plus our expectations of you.

**Allocating your time for the pilot**

As detailed in the Participant Agreement [LINK], your 0.1 FTE participation equates to roughly 2 days per month for your engagement with the pilot. Prosper is delivered flexibly so there are no fixed event dates and the use of this time across the month can be managed flexibly in line with your project demands.

The start of the pilot is the perfect time to begin thinking about how you will allocate this time in a way that works well for you. The Prosper portal has more detailed information and ideas [LINK] on how this might look for you.

Come along to (or catch-up with) the time and energy challenges run by Hannah Roberts to help you think about this – you can find details of these in the events calendar [LINK].

**Beginning to work with the portal and its resources**

Once you have completed the tasks above and have ideally attended one of the welcome drop-in sessions, we suggest you get started with exploring the Prosper portal and its resources as soon as possible.

In the first instance, we suggest working through the ‘Reflect’ [LINK] and ‘Explore’ [LINK] sections of the portal. You’ll be supported in this via sessions on ‘Identity matters’ and ‘Introduction to Self-Assessment’ – more details of these can be found in the events calendar. Remember, all scheduled activity will be made available asynchronously if you cannot make the scheduled time.

Some of the portal tasks have worksheets to support them. You can access a PDF of all these worksheets here [LINK]. Should you wish to edit these PDF worksheets directly then you can use https://www.ilovepdf.com/

**More information**

We hope that you find this welcome pack useful and comprehensive. We recognise that there is a lot of information in the welcome pack, and we’ve provided a Quick Start Guide at the end of this document to help you navigate the first few steps of your Prosper journey.

We’re looking forward to meeting you at one of the welcome drop-ins and answering any questions you might have.

If you need to get in touch with any urgent or confidential queries, you can email us at prosper.postdoc@liverpool.ac.uk

Best wishes

The Prosper team

Welcome pack – Quick Start Guide

We recognise that this welcome pack contains a lot of information so we’ve put a quick start guide for you below:

**Prosper Portal Pilot Area –** You will have access to the members only area of the Prosper portal [LINK]. To start, please watch the 3 videos:

* an introduction from Dr James Howard, Director of The Academy [LINK]
* a project overview from the Prosper team [LINK]
* a technical overview of the pilot [LINK]

Explore and familiarise yourself with the rest of the Portal. When you’re ready we suggest starting to work through the ‘Reflect’ [LINK] and then ‘Explore’ [LINK] sections.

**Pilot Slack Workspace –** Click here to join our dedicated Slack workspace [LINK]. Explore the workspace, set up your profile and introduce yourself.

**Your Online Journal –** Your personal journal folder is housed on a dedicated Sharepoint site. You will receive an invitation email to join the ‘Prosper Postdoc Career Development Pilot 2’ Sharepoint site – once on the site click on ‘Documents’, then ‘Journals’ and you’ll see your personal folder.

**Pilot Activities –** Check out the pilot’s event calendar [LINK] for details of events and activities. We encourage you to attend one of the welcome drop-in sessions. You can also introduce yourself to the cohort by creating a mini biography in Mural [LINK].

**Buddy Scheme –** You’ll be grouped with 3-4 cohort members to provide peer support, make new contacts and share ideas. You’ll notified about this by email.

**Career Coaching –** The name of your career coach is confirmed in the email accompanying this pack. You coach will contact you to arrange the 1:1 and group sessions. Read the career coaching guidelines for coaches [LINK] so that you understand what you can expect and what’s expected of you.

**Time Allocation –** Your participation equates to roughly 2 days per month for your engagement with the pilot. Think about how you will allocate time to taking part in a way that works for you – the Prosper portal has ideas to help you with this [LINK].