Example of PI Network session speaker briefing

Note that old hyperlinks have been removed and replaced with “[link]”

Hi [name],

I hope you’re doing well. Thank you again for agreeing to come and talk at the PI Network event next week. I’ve put the outline of the session below so you have an idea of what to expect from the session. I’ll be facilitating the session alongside two other members of the Prosper team. We’ll be joining the Zoom meeting from about 11:45 to make sure slides etc. work well. The link to the Zoom meeting is included in the calendar invitation you received last month. If you were able to join at 11:55 that would be ideal but if you’re only able to come along for 12 then that’s absolutely fine. You’ll see from the outline that earlier in the session, after discussions on postdoc and PI skills, we have another PI speaker who’s going to be talking about her experiences having just made the transition from postdoc to PI.

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| **Section** | **Approx. Duration** |
| Welcome | 5 mins |
| What is a postdoc – what skills do postdocs have and develop in their roles | 10 mins |
| What is a PI – what skills do PIs need? | 10 mins |
| PI speaker – Tamara West | 10 mins + 5 min discussion |
| Working beyond academia – what skills do employers look for? | 10 mins |
| Building trust and creating an inclusive environment where postdocs feel comfortable asking for more or less responsibility (and aren’t being taken advantage of) | 10 mins |
| Helping your postdoc to recognise their own skills | 10 mins |
| PI speaker – Richard Rainbow | 10 mins + 5 min discussion |
| Practical suggestions for growing postdoc skills | 10 mins |
| Conclusion | 5 mins |

The second half of the session is looking at how PIs can work with postdocs to identify existing skills and ways in which postdocs can develop their skills. Which is where your experience and expertise of managing and developing postdocs comes in. After we’ve looked at some ideas for how PIs can help their postdocs to recognise their own skills I’ll invite you to speak about your own experiences and approach. We’re hoping you would be able to talk for around 5-10 minutes and that will hopefully inspire others to share their own thoughts and experiences. No slides are necessary (although you can use some should that make you feel more comfortable) but if you’d prefer some structure to talk to then you could use the following questions as suggestions:

* As a PI, how do you approach developing your postdocs’ skills?
* How have you built a working and trusting relationship with your postdocs which enables you both to develop?
* What have you done with your postdoc in terms of helping him to develop his awareness and understanding of grant budgets?
* How has this helped him?
* Has your provision of this support involved additional time/resources on your part and have there been any benefits to it for you as well? (for instance, is it something that took an initial investment but now means you don’t have to do as much?)

They’re just suggestions though, please feel free to talk to your own experiences and what you feel would be the most relevant/useful/interesting for the audience.

We’re going to record the session but mostly for the easy of note-taking to help us create our Postdoc Skills page for the PI area of the site. The only parts of the recording we’d like to use for the website are the two PI speaker parts. Can you confirm that you give us permission to use the video in this way, and if so then would you be able to sign the GDPR form attached to this email? Any queries about it just let me know. If you’re concerned about being on film we can use a transcript of your part instead if you’d prefer. If you’d prefer to use a separate recording rather than the live session recording then we can arrange to do that at another time as well. The video/transcript would then be used in the PI Network part of site on the specific event page, and possibly on the Skills page itself or selected quote(s) from it on the Skills page itself.

Hopefully all of that makes sense, please don’t hesitate to get in touch if you have any queries. We’re trying to make this an informal, informative and reflective session so hopefully you won’t feel too much pressure. Thank you again for agreeing to help, I’m really looking forward to the session and for other PIs to hear more about your experiences.

Best wishes,

[name]