KnowHow Workshops Semester 2, 2019
London Campus

Please note additional workshops may be added to the programme – for up to date information and to book please see: https://libguides.liverpool.ac.uk/londoncampuslibrary/knowhow

KnowHow: Time Management
Tues 29th Jan, 5-6pm, Seminar Room 13 BOOK ONLINE
Thurs 31st Jan, 1-2pm, Seminar Room 11 BOOK ONLINE
Effective time management is an essential set of skills required to ensure success in your studies and your future career. This 1 hour workshop will provide guidance in all aspects of time management, looking at how to plan and prioritise, use of online calendar tools, avoiding procrastination and setting goals.

KnowHow: Presenting Yourself Online
Tues 5th Feb, 5-6pm, Seminar Room 13 BOOK ONLINE
Weds 6th Feb, 1-2pm, Seminar Room 11 BOOK ONLINE
This workshop is a starting point for everyone wishing to better manage their digital identity. It will look at ways to manage your online presence, recognise the benefits and challenges of a digital identity as well identify key issues of online safety and privacy.

KnowHow: Academic Reading
Friday 15th Feb, 1-2pm, Seminar Room 11 BOOK ONLINE
Mon 18th Feb, 5-6pm, Room TBC BOOK ONLINE
Learn how to apply critical thinking to the process of selecting and evaluating journal articles and other academic writing to reference in essays and dissertations.

KnowHow: Planning your Essay
Thurs 21st Feb, 5-6pm, Seminar Room 11 BOOK ONLINE
Fri 22nd Feb, 1-2pm, Seminar Room 11 BOOK ONLINE
Many of us find that the hardest aspect of an essay is starting. A smart plan can help you start, save time, minimise frustration or confusion - and write excellent assignments! This workshop will explore practical techniques for breaking down assignment titles and planning the writing process. It can be useful both to those who are new to academic writing and to more experienced students who are interested in boosting their grades.
KnowHow: Planning and Preparing for your Dissertation
**bookings will open 1 month in advance via Career Hub**
Tuesday 26th Feb, 5-6pm, Seminar Room 13  **email us to reserve a place**
Thurs 28th Feb, 1-2pm, Seminar Room 8  **email us to reserve a place**
From choosing a topic that's right to you to gathering academic sources, critical evaluation and citing your sources correctly this workshop will take you through the stages of a successful dissertation and give you tips on how to produce an excellent final project.

KnowHow: Listening and Notetaking
**bookings will open 1 month in advance via Career Hub**
Tues 5th March, 5-6pm, Seminar Room 13  **email us to reserve a place**
Thurs 7th March, 1-2pm, Seminar Room 11  **email us to reserve a place**
Learn how to get the most from your lectures and improve your skills in listening and taking notes.

KnowHow: Word for Long Documents and Dissertations
**bookings will open 1 month in advance via Career Hub**
Thurs 14th March, 5-6pm, PC Suite 1  **email us to reserve a place**
Fri 15th March, 1-2pm, PC Suite 1  **email us to reserve a place**
An introduction to using Word, giving you tips and techniques to help you take control of your word document. This 1 hour workshop covers essentials for essay and dissertation writing such as inserting tables and figures, adding indexes and cover pages as well as page appearance and word counts.

KnowHow: Academic Writing
**bookings will open 1 month in advance via Career Hub**
Weds 20th March, 1-2pm, Seminar Room 13  **email us to reserve a place**
Thurs 21st March, 5-6pm, Seminar Room 13  **email us to reserve a place**
This 1 hour workshop will break down the academic writing process from receiving your assignment to submitting to turnitin, providing guidance on deconstructing the title and forming a research plan, structuring your writing, and tone and presentation of your work.
KnowHow: Academic Integrity
**bookings will open 1 month in advance via Career Hub**
Mon 25th March, 5-6pm, Seminar Room 8 **email us to reserve a place**
Tue 26th March, 1-2pm, Seminar Room 13 **email us to reserve a place**
This KnowHow workshop will give you confidence to know how to reference your work correctly, give the right credit and understand how to avoid plagiarism. During the workshop you will:
- Define referencing & plagiarism
- Recognise examples of plagiarism
- Practise referencing in a chosen style

KnowHow: Managing your References with Endnote
**bookings will open 1 month in advance via Career Hub**
Tues 2nd April , 5-6pm, PC Suite 1 **email us to reserve a place**
Friday 5th April , 1-2pm, PC Suite 1 **email us to reserve a place**
This workshop will cover the basics of using Endnote Online to store; organise; and format references.

KnowHow: Speaking with Confidence
**bookings will open 1 month in advance via Career Hub**
Tues 30th April, 1-2pm, Seminar Room 13 **email us to reserve a place**
This workshop will help you improve your confidence in public speaking, presenting and interviews.

KnowHow: Planning & Preparing for Exams
**bookings will open 1 month in advance via Career Hub**
Weds 1st May, 1-2 pm, Seminar Room 13 **email us to reserve a place**
Tues 7th May, 5-6 pm, Seminar Room 13 **email us to reserve a place**
This 1 hour workshop will help you prepare for exams to achieve the best possible results. We will go through the different types of exam questions and how to excel in each of these as well as looking at techniques and strategies for successful revision.

KnowHow: Proof Reading your Work
**bookings will open 1 month in advance via Career Hub**
Thurs 9th May, 1-2pm, Seminar Room 11 **email us to reserve a place**
Proof reading is an essential part of your coursework and this workshop will give you all the skills you need to effectively review your work.
KnowHow: Finding References for your Dissertation

**bookings will open 1 month in advance via Career Hub**
Tuesday 28th May, 5-6pm **email us to reserve a place**
Wednesday 29th May, 1-2pm **email us to reserve a place**

This workshop will provide you with useful tips and tricks to increase your confidence in searching for academic information.