

Title:	Productivity tools for (young) researchers
Teacher	Andrea Mangiatordi, University of Milano Bicocca
Language	English
Typology of proposal	Cycle of Workshops
CFU	1,5 CFU
Hours (in class)	12
Detailed objectives Expected outcome	<p>Knowledge: the main objective is to transform pre-existent, unstructured knowledge of the topics of the course into solid and interconnected understanding of how cloud-based tools can support everyday research activities and basic data management to enhance productivity and to decrease the risk of (excessive) redundancy in personal information management.</p> <p>Skills: participants will acquire skills related to specific software tools, becoming able to install and configure them, to set up personalized productivity environments in support of their careers as young researchers</p> <p>Competencies: participants will acquire competencies about</p> <ul style="list-style-type: none"> • building their own reference collection • collaborating with peers, both in real time and asynchronously • managing and tracking tasks and time usage, individually or in small groups • connecting various cloud based tools to automate repetitive tasks and to optimize productivity, both on desktop and mobile platforms
Table of contents -	<ul style="list-style-type: none"> • Managing a personal reference collection • Sharing documents and collaborating online: tools and best practices • Time and tasks management for individuals and small teams • Notes and personal data management
Detailed method	The cycle of workshops will require participants to bring their own devices (smartphones and tablets are good, but laptops are better), with working internet connectivity (Eduroam or Unimib Wifi connectivity is ok) and at least 5GB of free space, as some of the software used in the course will be installed during the workshops.
Evaluation:	YES - Participants will be asked to produce documents, collections and other digital content, and to upload them to a virtual class. All the content will then be checked and validated by the instructor.
Participants (min/max):	5-25
Calendar:	20/11/19 10.00-13.00 27/11/19 10.00-13.00 04/12/19 10.00-13.00 11/12/19 10.00-13.00

