ACE Workshops February 2025

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Jan	28	29	30 10:00 Academic Style	31	**1 Feb**
3 12:30 Academic Expectations at Postgraduate/Masters Level	4	5 19:00 Advanced Reflective Writing	6 16:00 ACE and Career Fundamentals 1	7	8 09:30 Reading an Academic Article
10 16:30 Starting with Excel Pivot tables and charts	11 13:30 Reading an Academic Article	12 16:30 Dashboard with Excel	13 19:00 London Met Harvard Referencing	14	15 10:00 Generative AI and Criticality
17	18	19 19:00 Generating Ideas with Generative AI	20	21 16:00 Critically Building an Argument	22 11:00 Creating an Academic Poster
24 14:00 ACE and Career Fundamentals 2	25	26 11:00 Tackling Longer Assignments	27 18:30 Ulster Harvard Referencing	28	**1 Mar**

30-Jan Thursday 10:30 **STUDY SKILLS** **Academic Style:** A look at the conventions of academic writing and tips on how to develop your academic style.	**03-Feb Monday 12:30** **STUDY SKILLS** **Academic Expectations at Postgraduate/ Masters Level:** An introduction to some of the skills, strategies and tools required to succeed at Postgraduate level and beyond.	**05-Feb Wednesday 19:00** **STUDY SKILLS** **Advanced Reflective Writing:** You will explore the topic of reflective writing in more depth, with more focus on criticality and evaluation.	**06-Feb Thursday 16:00** **STUDY SKILLS** **ACE and Career Fundamentals 1:** Learn how to create a CV to UK standards. Get top tips from our advisors and look at Editing and Proofreading Skills and how to write concisely for your personal profile
08-Feb Saturday 09:30 **STUDY SKILLS** **Reading an Academic Article:** Discover techniques to take your reading ability further to better prepare you to use information in your assignments.	**10-Feb Monday 16:30** **EXCEL/DATA SKILLS** **Starting With Excel - Pivot Tables and Charts:** Learn about creating pivot tables and charts to calculate, summarize, and analyse data so you can see patterns and trends in your data. Attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before attending this workshop.	**11-Feb Tuesday 13:30** **STUDY SKILLS** **Reading an Academic Article:** Discover techniques to take your reading ability further to better prepare you to use information in your assignments.	**12-Feb Tuesday 16:30** **EXCEL/DATA SKILLS** **Dashboard With Excel** We will be looking at developing a dashboard in Excel. If new to Excel, please ensure you attend Starting With Pivot Tables workshop first or make a one-to-one appointment prior.
13-Feb Thursday 19:00 **STUDY SKILLS** **London Met Harvard Referencing:** The basics of referencing, using the guide and practice tasks	**15-Feb Saturday 10:00** **STUDY SKILLS** **Generative AI and Criticality:** A journey into using generative AI tools in a critical way in your studies, with a strong emphasis on the importance of keeping your own voice and adhering to ethical and academic misconduct guidelines	**19-Feb Wednesday 19:00** **STUDY SKILLS** **Generating Ideas with Generative AI:** How to use generative AI tools in your assignments, ethically and responsibly to generate possible ideas and useful prompts for assignments using AI.	**21-Feb Friday 16:00** **STUDY SKILLS** **Critically Building an Argument:** Explores the elements of an argument. Please have a draft of your own writing available as there may be an opportunity to apply ideas from the session.
22-Feb Saturday 11:00 **STUDY SKILLS** **Creating an Academic Poster** A look at designing, formatting and structuring academic posters	**24-Feb Monday 14:00** **STUDY SKILLS** **ACE and Career Fundamentals 2:** How to successfully look for part-time jobs during your studies and enhance your research skills	**26-Feb Wednesday 11:00** **STUDY SKILLS** **Tackling Longer Assignments:** An exploration of the idiosyncrasies of longer pieces of writing to keep them varied while managing time, structure, work count, and sources to keep the thread or main argument consistent.	**27-Feb Thursday 18:30** **STUDY SKILLS** **Ulster Harvard Referencing** The basics of referencing, using the guide and practice tasks.