

# Continuous Training Plan 2022-2023

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## 1. DETECTION OF TRAINING NEEDS

The Continuous Training Plan for 2022-2023, has been defined based on:

- Online survey to detect individual training needs published on the Intranet and addressed to all staff.
- Online survey to detect training needs addressed to Program Directors, Group Coordinators and Service Managers to compile the training needs detected in the staff of their groups.
- Institutional needs deriving from the Strategic Plan.
- Training needs deriving from the requirements established by funding agencies and certifying and accrediting bodies.
- Analysis of the results obtained through the evaluation questionnaires of the courses carried out in previous editions.
- Email address permanently available to employees to send suggestions or training proposals.

The following table shows the results of the training needs detection carried out on November 2021 to elaborate this Training Plan.

Number of responses	Individual	Group
	39	8

Table 1. People who have answered the survey

The collected needs distributed by training areas:

Training needs by area	Individual	Group
Clínica/Recerca	2	2
Estadística	25	2
Ètica/Jurídica	0	2
Gestió administrativa	5	4
Habilitats directives i personals	5	1
Idiomes	5	1
Laboratori	3	3
Metodologia de la recerca	3	1
Millora organitzativa i de gestió	2	0
Prevenió de Riscos Laborals	8	0
TIC/Informàtica	22	3
<b>Total</b>	<b>80</b>	<b>19</b>

Table 2. Training needs by area

The budget foreseen for the year 2022-2023 will be: EUR 30.000.

## 2. DISSEMINATION OF TRAINING ACTIONS

The full information of the course will be published through the following channels:

- Intranet: on Talent&Training site through which registrations can also be made.
- Intranet: through news published.
- Notice board: course poster.
- Email to the Program Directors, Group Coordinators and Service Managers to disseminate the courses among the staff of their teams.
- Specific email to the training target groups.

## 3. ACCESS CONDITIONS

- Registrations must be done through the intranet (Talent&Training).
- The allocation of places will follow the order of registrations, giving priority to those people to whom the training action is especially focused.
- The training is voluntary except when the Institution establishes non-elective actions when the content of the course:
  - ✓ is required for the job development.
  - ✓ is related to the Institution interest and strategic needs.
  - ✓ is required by law.
- To participate in one training action, the previous approval for the manager is mandatory. This approval can be made online through the email that the manager will receive after the worker has done the pre-registration.
- In case of resignation from the allocated place, it is necessary to inform Laia Rabal (lrabal@imim.es) from Talent and Training Unit (Excellence Department) as soon as possible in order to cover the vacancy.
- It is necessary to attend a minimum of 75% of the sessions in order to obtain the course certificate. In case that the training action is of non-elective, the reason for non-attendance must be justified.
- An unjustified non-compliance with these terms may lead to the exclusion from other training actions for a period of one year.
- Workers with at least one year of seniority in the company are entitled to a paid leave of 20 hours per year of work-related training that can be accumulated for a period of three years. The conditions of the paid leave must be set by agreement between worker and employer. (*Royal Decree-Law 3/2012, of 10 February, on urgent measures for labour market reform.*).

#### 4. INFORMATION TO THE WORKS COUNCIL

Given that the IMIM Foundation is the managing body of the Institute, and in accordance with the provisions of Article 15 of Royal Decree 395/2007, of 23 March, which regulates the professional continuous training subsystem, the IMIM Foundation's Works Council is informed of the issues related to the Continuous Training Plan.

#### 5. PLANNING TRAINING ACTIONS

The following table shows the courses planned for the period 2022-2023. These courses may be modified or adapted if necessary.

Training area	Course
Estadística	Introducció a l'anàlisi de dades amb el Programa SPSS
	Introducció a l'anàlisi i maneig de dades amb el Programa R
	Anàlisi multivariada i models de regressió multivariada
	Recollida i codificació de dades clíniques: de la història clínica a l'Excel, passant pel protocol de l'estudi
	REDCap
	Introducció a l'aprenentatge automàtic (Machine Learning)
	Anàlisi bioinformàtic amb recursos online de dades omiques públiques
Ètica/Jurídica	Introducció a l'anàlisi de dades genòmiques - conceptes bàsics del processament bioinformàtic i les aplicacions d'RNA-Seq i Whole exome sequencing
Gestió administrativa	Protecció de dades en l'àmbit de la recerca
	Contractació pública
	Comunicació efectiva per email
Idiomes	Retreat-Personal estructura
	Anglès
Laboratori	Introducció a l'ús de la sala d'histologia
	Aplicacions bàsiques dels Microscopis de fluorescència. Programa de deconvolució
	Gestió de residus
	Introducció als cultius cel·lulars
Metodologia de la recerca	Mendeley
	Data Management Plan
	Transferència de tecnologia
	Open Access
	Investigació i Innovació Responsable (RRI)
	Perspectiva de gènere en recerca
TIC/Informàtica	Participació i co-creació en recerca
	Xarxes socials i recerca
	Eines de connectivitat i comunicació
	Excel