

- 8.45am **Registration & Breakfast**
- 9.00 am **Introduction to Queen Elizabeth II Academy**
Xenia Wickett, Academy Dean
Andrew Swan, Academy Manager
Objective: *To gain an understanding of the Academy's role within Chatham House, fellows' responsibilities during their fellowship and the duty of the Academy towards fellows.*
- 9.30am **Chatham House culture**
Alis Martin, Academy Coordinator
Objective: *To provide fellows with an insight into Chatham House culture, how to present yourself effectively and network within the institute.*
- 10.00am **Introduction to Research at Chatham House**
Dr Patricia Lewis, Research Director, International Security, Chatham House
Objective: *To gain an understanding of how Chatham House conducts research as opposed to other policy institutes, the importance attached to independent thinking and its implications, and the expectations for fellows' research outputs.*
- 11.00am **Break**
- 11.30am **Introduction to External Affairs and Events**
Harry Charlton, Director, External Relations, Chatham House
Catherine O'Keeffe, Deputy Director, Events, Chatham House
Objective: *To introduce the fellows to Chatham House's structure as a policy institute, the role of external relations, the different types of events organised by the institute and how fellows can use these opportunities for networking and any potential roundtable they might arrange.*
- 12.30pm **Welcome Lunch - Geographic Programmes**
Fellows will have the opportunity to meet members of Chatham House's geographic research programmes, such as the Africa Programme, Americas Programme, Asia Programme, Europe Programme, MENA Programme, Russia and Eurasia Programme as well as current fellows and Academy staff.
- 1.30pm **Orientation Tour of Chatham House**
Alis Martin, Academy Coordinator
- 2.30pm **Introduction to Communications and Publishing**
Amanda Moss, Head of Publishing and Branding, Chatham House
Francis Grove-White, Assistant Head, Media and Government Relations, Chatham House
Objective: *To inform Fellows about communications at Chatham House from an institutional perspective, the different types and timelines for publications, and the way in which Chatham House promotes research and informs the media.*
- 3.30pm **Break**

4.00pm

Effective leadership

Professor Jo Silvester, Professor of Psychology at Cass Business School

Objective: *To introduce fellows to questions regarding the nature of effective political leadership, what combinations of skills and knowledge might be required for effective leadership and how we might find them.*

5.00pm

Break

6.00pm

Chatham House Event: “Crises Across the Mediterranean: Confronting Common Challenges”

Paolo Gentiloni, Minister of Foreign Affairs, Italy

Chair: Matt Frei, Europe Editor and Presenter, Channel 4 News

Objective: *To provide fellows with a broad overview of contemporary British institutions covering the government, media, business and non-profit sectors, how they relate to one another, and the policy-making process in the UK.*

7.00pm

Free Evening

*Induction Timetable – Day 2
Tuesday, 15 September 2015*

- 8.45am **Registration & Breakfast**
- 9.00am **Problem Definition in Research and Policymaking**
Michael Keating, Associate Director, Research Partnerships, Chatham House
Objective: *To help fellows start to think about how they formulate the research question they are intending to address and how this may best address the needs and interests of policymakers.*
- 10.00am **Research Project Planning and Management**
Gemma Green, Senior Department Manager, Energy, Environment and Resources
Objective: *To provide insights into Chatham House's approach to research planning. This session will prepare fellows for meeting with their research teams and prioritising research tasks within a realistic timeframe of activities for their fellowship.*
- 11.00am **Break**
- 11.30am **Report writing to influence policy**
Glada Lahn, Senior Research fellow, Energy, Environment & Resources Department
Objective: *Role of research in policy making, how presentation skills influence your audience, tailoring writing to be of interest and relevance to policymakers, common pitfalls and lessons learned.*
- 12.30pm **Welcome Lunch - Thematic Programmes**
Fellows will have the opportunity to meet members of Chatham House's thematic research teams, such as the International Law Programme, Centre on Global Health Security, Energy, Environment and Resources, International Economics Department, and International Security Department.
- 1.30pm **Library Induction**
Malcolm Madden, Research Liaison Librarian
Objective: *To provide an introduction to the research resources and facilities available to fellows while at Chatham House.*
- 2.00pm **Break**
- 2.30pm **Written communication: short pieces**
Alan Philips, Editor, *The World Today*, Chatham House
Objective: *Understand the commissioning process, what *The World Today* and other magazines require from authors, and judging whether an article represents the best use of your time.*
- 3.30pm **Break**
- 4.00pm **Introduction to Effective Networking**
Sam Palmer, Head of Individual Membership and Donor Relations, Chatham House
Objective: *To help fellows build and sustain an effective network to support their research and future career progression. The session will highlight the networking opportunities in London and how to appropriately use platforms such as LinkedIn.*

5.00pm **Break**

5.30pm **Informal Drinks Reception**

Fellows will have the opportunity to meet current Academy fellows and members of the Academy's Advisory Board during informal drinks.

6.30pm **Free Evening**

Induction Timetable – Day 3
Wednesday, 16 September 2015

- 8.45am **Registration & Breakfast**
- 9.00am **Cultural and Emotional Understanding**
Professor Karine Mangion, Senior Lecturer, Regent’s University London; Founder, Culture in Business Ltd.
Objective: *To discuss characteristics of UK culture, how to best manage and take advantage of cultural differences and how to act in different cultures.*
- 10.00am **Global Strategic Trends**
Peter Hill, Director of Strategy, Foreign & Commonwealth Office
Objective: *Introduce fellows to the key trends are, or will be, relevant to governments. These themes and their inter-relatedness will be explored in greater detail during the weekly discussion series.*
- 11:00am **Break**
- 11.30am **Project Budgeting**
Hannah Bryce, Manager, International Security, Chatham House
Objective: *Introducing fellows to how to put together project budgets, what needs to be in them and how to structure them.*
- 12.15pm **Think Tank Financial Management**
Paul Curtin, Finance Director, Chatham House
Stephen Martin, Financial Controller, Chatham House
Objective: *Introduce fellows to Chatham House and think tank financing, the different models and associated considerations.*
- 1.00pm **Lunch**
- 2.00pm **Personal Management: Building, Projecting, and Managing Your ‘Brand’**
Alison Griffiths, Brand and Communications Consultant
Objective: *What is personal branding and why is it important? How to present yourself, communicate and behave, and effectively manage your time.*
- 3.00pm **Emerging Powers**
Dr Nicholas Kitchen, Editor in Chief, LSE Ideas; Research Fellow, LSE Kuwait
Objective: *To discuss the role of new emerging powers and how will this change the geopolitical balance globally and regionally.*
- 4.00pm **Break**
- 4.15pm **Project Presentations**
Objective: *For each fellow to take 5 minutes to present their projects to their colleagues and to take 10 minutes of Q&A as a first step to informing the cohort about their research and to become accustomed to delivering presentations.*
- 5.15pm **Break**

5.30pm

Informal Drinks Reception

Objective: *To allow current Academy fellows to meet with Academy alumni and network with fellows from around the world engaged in research as part of other London-based fellowship programmes.*

*Induction Timetable – Day 4
Thursday, 17 September 2015*

8.45am **Registration & Breakfast**

Strategy Exercise

Shirin Elahi, Principal at NormannPartners

Objective: *To provide fellows with experience of scenario-building as a tool and to better appreciate the interconnected nature of the issues they are researching.*

9.00am **Start**

10.30am **Coffee/tea break**

12.30pm **Lunch**

2.30pm **Coffee/tea break**

3.45pm **End:** Scenario Exercise

4.00pm **Presenting and communicating your research effectively**

Andrew Monaghan, Senior Research Fellow, Russia and Eurasia Programme, Chatham House

Objective: *For fellows to be in a position to deliver presentations that are engaging and effective in communicating research to different audiences. This will include advice and insights into preparing, planning and organising a presentation, and how to improve your presentation skills during the fellowship.*

5.00pm **Free Evening**

*Induction Timetable – Day 5
Friday, 18 September 2015*

- 8.45am **Registration & Breakfast**
- 9.00am **IT Induction**
Objective: Introduction to key Chatham House IT policies and security measures and protocols. Fellows will subsequently have a 1-on-1 IT induction at each their desk.
- 9.30am **Website Photograph Session**
- 10.00am **Coaching: overview and structure**
Janet Waters, Learning and Development Consultant, Janet Waters Associates,
GCL (Growth Capability Limited)
Objective: *To introduce fellows to their coach, Janet Waters, and to begin planning for the learning support and mentoring training*
- 11.00am to 5.00pm *Please see individual schedules for the below:*
- Individual Coaching Sessions**
Introductions to Research Departments / Programmes
1:1 IT Inductions
- 11.00am to 5.00pm **Academy drop-in Session for fellows**
- 1.00pm to 2.00pm **Lunch**
- 5.00pm **Close**
- 5.30pm **Friday Evening Chatham House ‘pub’ drinks**
- 7.00pm **Free Evening**