



PROGRAMME TIMETABLE

Sunday 10th November: Staff and coach meeting at AIMS Ghana Centre at 4pm. There will be a coach leaving Hotel Green at 3:30pm to take coaches to the AIMS Ghana Centre for the meeting. Followed by staff dinner at AIMS Ghana Centre (5pm). Staff and coach WhatsApp Group: Please [Join here](#)

Day 1 (Monday 11th November): Networking and Team Bonding

Goals for the Day

- Get to know your team members and coaches
- Network with peers
- Team bonding through fun interactive activities

Skills Developed

- Networking and Self-awareness
- Cultural awareness
- Team working
- Creative thinking

- Communication
- Problem solving
- Leadership
- Collaboration

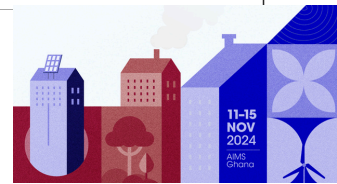
Relevance to Research and the Future

Sometimes stepping out of your research discipline area presents the opportunity to develop new knowledge, a shared understanding and widen your connections. Growing your networks and collaborating is essential to becoming involved in wider research discussions and to promote your career development.

References

Day 1 (Monday 11th November): Networking and Team Bonding

Time	Activity	Lead & Location	Information for Coach
	Travel from accommodation to AIMS Ghana Centre	Travel to AIMS Ghana Centre (Imperial students only: Coach departs at 8:20am from Hotel Green)	Help ensure all students in your group are on the coach
9.00-10.00	Welcome	All Staff Dr Helal Ahmed, Dr Yaé U. Gaba, Coach Team and Staff Team (Ayensu Lecture Hall at AIMS Ghana Centre)	<p>AIMS: Welcome from Dr Prince Koree Osei, Centre President of AIMS Ghana (~5 min speech)</p> <p>Helal/ Yaé: Introductions, overview of the programme and the accelerator project (slides).</p> <p>Angela and Beth: Share practical information for the day/week.</p> <p>Coaches: Introduce yourselves. Say which group you will be with.</p> <p>Helal: Translation Activity (20 min max) - Highlight the importance of communication. share examples/experiences of language misunderstandings from student/staff.</p> <p>Students: Sit in their allocated groups. Listen, opportunity to ask questions. Students share some examples with the rest of the group using the white board. (Go to the next part below if students finish early).</p> <p>Helal: Present information on Ground Rules and Poster Activity through slides</p>
10.00-11.00	Group Introductions and Networking	Coach Team (Ayensu Lecture Hall)	<p>Coaches: Hand out flip chart paper and stationery for creating a group poster. Ask students to come up with Ground Rules for effective teamworking during the week. Ask to decide a group name. Monitor student's contributions and interactions (and time).</p> <p>Students: Come up with Ground Rules for effective Teamwork. Come up with Group name. Complete group poster by exchanging information from their own research posters with one another. If students finish early, they can practise presenting.</p> <p>Materials needed: flipchart paper, markers, student posters</p>
11.00-11.30	Break	AIMS Cafeteria	
11.30-12:45	Inter-group Networking	Coach Team (Ayensu Lecture Hall)	<p>Poster Presentation and Networking</p> <p>Students : Present their group's poster and share group name (10 min each). Afterwards, students have the chance to network and ask about each other's poster/skills/research in more depth. Helal: Time each presentation.</p>



			12:30 Networking Helal: Set students off on networking time slot and provide length of time as appropriate 5 min each for rotation Coaches: After all the presentations: Remind students it's time to network and move around the room and talk to others. Helal facilitates networking. Depending on the time available we can divide the times up in the rotation for 5 minutes each. Helal: Remind students at the end what happens after lunch.
12:45-13:45	Lunch	AIMS Cafeteria	
13:45-14:15	Group Challenge (Seminar Room)	Coaches and Staff Group Room	Designated staff member: Facilitate activity Coaches: Go with your groups from one activity to another and take notes of contribution, interactions and communication. Key Skills covered: Creative Thinking and Problem Solving
14:15-14:45	Group Challenge (Library)	Coaches and Staff Group Room	Designated staff member: Facilitate activity Coaches: Go with your groups from one activity to another and take notes of contribution, interactions and communication. Key Skills covered: Problem Solving, Creative Thinking
14:45-15:15	Group Challenge (Research Centre)	Coaches and Staff Group Room	Designated staff member: Facilitate activity Coaches: Go with your groups from one activity to another and take notes of contribution, interactions and communication. Key Skills covered: Communication, Problem Solving
15:15-15:30	TEAM PROGRESS REVIEW *After any three challenges*	Remain in Challenge Room	Coaches: Facilitate a team progress review and mini-debrief
15:30-16:00	Group Challenge (Lecturers Office 1)	Coaches and Staff Group Room	Designated staff member: Facilitate activity Coaches: Go with your groups from one activity to another and take notes of contribution, interactions and communication. Key Skills covered: Leadership, Communication and Problem Solving
16:00 - 16:30	Group Challenge (Incubation Hub)	Coaches and Staff Group Room	Designated staff member: Facilitate activity Coaches: Go with your groups from one activity to another and take notes of contribution, interactions and communication. Key Skills covered: Communication & Problem Solving
16.30-17.00	Coach Review and Feedback	Coaches and Staff Group Rooms	Students: Review how the group worked together and interacted: What went well? What could be improved? How would you do it differently? Coaches: Facilitate student's reviewing their teamwork and team dynamics. Ask questions about what you observed. Relate it to their lives as PhD students. Refer to debriefing file and models; carry out activities to review students' interactions, likes/dislikes etc. [See section 8 of Staff Programme Pack: Coach information: Group & Individual Debriefing for guidance and ideas]
17:00 – 20:00	Welcome Dinner at Jam Rock Restaurant (Oak Plaza Hotel)	Travel to Welcome Dinner at Jam Rock Restaurant (Oak Plaza Hotel)	All staff: Sit together at Welcome Dinner to debrief the day

Coach departs at 5pm to Oak Plaza Hotel.
Coach departs at 8pm to Hotel
Green/AIMS Centre.

Day 2 (Tuesday 12th November): Academic Knowledge Interchange and Educational Trip to Safisana

Goals for the Day

- Interdisciplinary research in healthy & sustainable cities
- Educational trip to [Safisana](#)

Skills Developed

- Technical knowledge of the theme for the programme
- Educational Trip: Stakeholder awareness and learn how waste management service works

Relevance to Research and the Future

Working well with others is crucial to research success. Becoming a researcher means joining a community of peers, who critique each other's work. Interacting and working well with peers leads to better research questions, greater research progress, wider recognition, improved citations and more funding opportunities. Researchers who work well with others are highly regarded by the community and employers. The artificiality of doing research in a controlled environment such as a university lab is very different to doing research in the real world where it may be virtually impossible to control all variables.

References

- Avila-Robinson, A. (2017). Multilevel exploration of the realities of interdisciplinary research centers for the management of knowledge integration. *Technovation*, <http://dx.doi.org/10.1016/j.technovation.2017.01.003>
- Morse, W., Nielsen-Pincus, M., Force, J., & Wulfhorst, J. D. (2007). Bridges and barriers to developing and conducting Interdisciplinary graduate-student team research. *Ecology & Society*, 12(2), 1-14.

Day 2 (Tuesday 12th November): Academic Knowledge Interchange and Educational Trip to Safisana

Time	Activity	Lead & Location	Information for Coach
	Travel from accommodation to AIMS Ghana Centre	Travel to AIMS Ghana Centre (Imperial students only: Coach departs at 8:20am from Hotel Green)	Help ensure all students in your group are on the coach
08.45-09.00	All Meet	All Staff (Ayensu Lecture Hall)	<p>Yaé : Introduction to the day Angela & Beth : Share any practical information Coaches :</p> <p>Students: Review speaker bios and decide who will attend which speakers, prepare questions to support development of ideas for the Accelerator Project. Coaches: Hand out list of speakers. Ask students to pair up and decide which two speakers they would like to listen to. Ensure that all the speakers are attended</p>
09.00-10:30	<p>Academic Knowledge Interchange:</p> <p>09:15 – 9:25: Speakers present (max 10 min presentation) 9:25 – 45: Interactive Q&A session 9:45 – 9:50 Students change rooms</p> <p>9:50 – 10:00 Speakers repeat presentation. 10:00 – 10:20 Interactive Q&A session.</p>	<p>Chair: Staff liaising with speakers (5 Parallel speaker presentations in the group rooms)</p> <ol style="list-style-type: none"> (Room: Library) (Room: Seminar Room) (Room: Lecturers Office 1) Professor Nkechi Owoo (Room: Incubation Hub) Dr Victor Attuquaye Clotney (Room: Research Centre) 	<p>Speaker session</p> <p>Staff liaise with speakers- check the tech and slides set up, chairs in room</p> <p>Coaches: Each go to a speaker room, support moderating the session (Q&A) and keeping to timings, remind students to take notes, encourage students to ask questions.</p> <p>Prepare questions for the speakers if students don't ask any. Remind students where they need to go next.</p> <p>Students: Take notes, ask questions. Be prepared to move to the next speaker.</p> <p>(Speakers will present their talk twice) (10 min talks followed by 20 min Q&A and 5 min room change) – Each group will have pairs that each attend two talks.</p>
10:30-11:00	Break	AIMS Cafeteria Group Rooms	Opportunity for students to informally talk with speakers
11:00-12:00			<p>Students: Share notes describing what they learnt from each speaker (30 minutes). Start discussing the various challenges from the talks and identify a particular challenge that the group would like to work on. (30 minutes)</p> <p>Coaches: Prepare questions to facilitate discussions. Ask questions regarding their accelerator project idea. Remind students about the meeting time for the coach to go on the trip after lunch.</p>

12.00-13:00	Lunch	AIMS Cafeteria	
13:00	Travel from AIMS Centre to Safisana	Travel method (Coach departs at 1pm)	Coaches: Check that your students are on the coach
14:00-15:00	Visit to Safisana		Itinerary with times By 14:00 Arrive at Safisana, split into 2 groups Put on PPE Group A: Welcome talk inside (introduction to the plant) Group B: Tour of waste processing plant Groups swap over 15:00 Visit ends
15:00-16:00	All return to Accommodation	Travel method (Coach departs from Safisana at 15:00) (Accommodation)	All: Remove PPE before getting on the coach Coaches: Check that your students are on the coach
16:00 – 16:45	Time at Accommodation	(Coach departs from Hotel Green at 16:45 to AIMS Centre)	All: Time to freshen up before dinner
17:00 – 18:00	Dinner & Networking	Dinner & Informal networking AIMS Cafeteria	Coaches: Staff meeting
18:00	Travel back to accommodation	Travel (Imperial students only: Coach departs at 18:00 from AIMS Ghana Centre, travel to Hotel Green)	Help ensure all students in your group are on the coach

Goals for the Day

- Begin working on the accelerator project
- Social trip to Kwame Nkrumah Memorial Park

Skills Developed

- Research Skills
- Critical Thinking
- Problem Solving

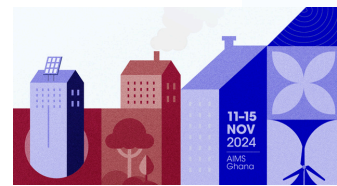
Relevance to Research and the Future

Recognising the benefits of actively engaging with relevant users or stakeholders of our research is very important. Research funders, whether national or African, ask that we are able to identify all the stakeholders who will be affected by our research outcomes. Stakeholder engagement helps us to form a shared understanding of the context and the needs of our users. It encourages us to consider ways to ensure our research meets their needs.

References

Using research to solve real world problems

<https://www.ft.com/content/58dce2f2-bc8c-11e1-a470-00144feabdc0?mhq5j=e1>



Day 3 (Wednesday 13th November): Accelerator Project and Social Trip to Kwame Nkrumah Memorial Park

Time	Activity	Lead & Location	Information for Coach
	Travel from accommodation to AIMS Ghana Centre	Travel to AIMS Ghana Centre (Imperial students only: Coach departs at 8:20am from Hotel Green)	Help ensure all students in your group are on the coach
8.45	All Meet	All Staff (Ayensu Lecture Hall)	Helal: Introduction to the day. Introduce Imperial President who will say a few words. Angela & Beth: Share any practical information
09.00-10.00	1. Review Educational Trip	Coaches (Group rooms)	Students: Review educational visit. Discuss what they learnt and can they apply any knowledge to their challenge.
	2. Accelerator Project: Define & Understand		Coach: Share the information about the accelerator project. Students: Start working on their accelerator project. Can use laptop to carry out research. Students need to define the specific challenge they aim to address & the impact they would like to achieve.
10:00 – 10:30	Break	AIMS Cafeteria	
10.30-12.00	Accelerator Project: Ideation	Coaches (Group rooms)	Students: Brainstorm potential solutions. Have at least two solutions that can be explored.
12.00-13.00			Coaches: Monitor students' progress. Remind students to be creative and not just work on their own PhD research. Staff meeting over lunch
13.00 - 14:00	Travel from AIMS Centre to Kwame Nkrumah Memorial Park	Travel method (Coach departs at 13:00)	Coaches: Check that your students are on the coach
14:00-16:00	Visit to Kwame Nkrumah Memorial Park	(Kwame Nkrumah Memorial Park and Accra Arts Centre)	Joel to lead visit Guided tour followed by free time to explore? Coaches: Go with your groups of students. Remind students not to get lost.
16:00-17:00	Visit to Accra Arts Centre Coach to Accommodation departs at 16:00 Packed dinner and time to get ready at accommodation.	All meet at 15:00 Walk together to Art Centre.	

	Coach departs from accommodations at 17:30		
17:00-18:00	Travel to British High Commissioners Residence	Travel (Coach departs at 17:30 from accommodations to British High Commissioner's Residence)	Help ensure all students in your group are on the coach
18:00 – 20:00	Reception at British High Commissioners Residence	Networking	Launch of Imperial Global Ghana Clare Turner to confirm details (Schedule)
20:00	Travel to accommodation	Travel (Coach departs at 20:00 from High Commissioner's Residence)	Help ensure all students in your group are on the coach

Day 4 (Thursday 14th November): Accelerator Project

Goals for the Day

- Students work on their accelerator project
- Practise pitching their idea
- Receive feedback on the idea, and participants can adapt their proposals

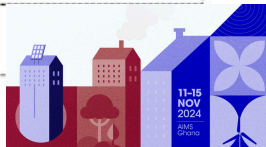
Skills Developed

- Awareness of interdisciplinary research
- Interdisciplinary collaboration and idea generation
- Creative thinking
- Problem solving
- Pitching solutions

Relevance to Research and the Future

The need for research collaboration is growing and there are many reasons why. For example there is the increased

- need for interdisciplinary creativity and intervention to solve problems
- need to access specialised skills and share access to complex and expensive instrumentation
 - opportunity to access funding
 - opportunity for visibility and recognition



Time	Activity	Lead & Location	Information for Coach
	Travel from accommodation to AIMS Ghana Centre	Travel to AIMS Ghana Centre (Imperial students only: Coach departs at 8:20am from Hotel Green)	Help ensure all students in your group are on the coach
08.45-09.00	All Meet	All Staff (Ayensu Lecture Hall)	Yaé: Introduction to the day Angela & Beth: Share any practical information
09.00-10.30	Accelerator Project: Decide	Coaches and Staff (Group Rooms)	Students: Analyse and evaluate the two ideas and decide on the most promising solution. Prepare a three-minute presentation of your solution. Coaches: Check timing, keep discussions moving. Focus on main solution & not the entire project. Ask students to practise presenting if they finish early.
10.30-11.00	Break	AIMS Cafeteria	
11.00-12.30	Accelerator Project: Present your solution	Coaches and Staff (Group Rooms)	Students: Present their solution in pairs (max 3 minutes pitch, 5 minutes Q&A) in four different rooms– receive comments from peers for improvements or questions to consider. Coaches. Facilitate session (timing) Remind pairs to take notes from the comments and questions which they receive to share with their group.
12.30-13.30	Lunch	AIMS Cafeteria	Coaches: Staff meeting over lunch (sit together)
13.30-14.30	Accelerator Project: Refine your solution	Coaches and Staff (Group Rooms)	Students: Share feedback and comments received and implement into the accelerator project (where possible). Coaches: Facilitate discussions.
14.30-15.00	Break	AIMS Cafeteria	
15.00-17.00	Accelerator Project: Test and Prepare your Pitch	Coaches and Staff (Group Rooms)	Students: Continue with further developing their solution and test it (if possible). Prepare and finalise the pitch and practise presenting. Students should refer to the criteria that will be used by the judges [See Student Programme Pack, Accelerator Project information] to help them prepare for their final pitch. Coaches: Ensure students follow the judging criteria and meet the requirements. Encourage creativity in the presentation.
17:00 - 18:00	Dinner & Networking	Networking	

18:00	Travel back to accommodation	Travel (Coach departs at 18:00 from AIMS Ghana Centre, travel to Hotel Green)	Help ensure all students in your group are on the coach
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Goals for the Day

- Students present their accelerator projects
- Answer Questions from Judges
- Receive feedback on their projects
- Review week

Skills Developed

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| <ul style="list-style-type: none"> • Presentation skills • Presenting under pressure | <ul style="list-style-type: none"> • Presenting as a team • Listening skills • Self-awareness |
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Relevance to Research and the Future

Communicating is an essential part of being an academic and in many other careers. Some examples of why we need great communication and presenting skills include:

- To share research ideas, findings and outcomes
- To ensure we have a shared understanding (i.e. amongst team members)
- To avoid miscommunication and misunderstandings
- To inspire others in our work (e.g. funders, other researchers, employers)
- To inspire others to adopt best practice (e.g. sharing new methodology)

References



Day 5 (Friday 15th November): Present your Pitch

Time	Activity	Lead & Location	Information for Coach
	Travel from accommodation to AIMS Ghana Centre	Travel to AIMS Ghana Centre (Imperial students only: Coach departs at 8:20am from Hotel Green)	Help ensure all students in your group are on the coach
08.45-09.00	All Meet	All Staff (Ayensu Lecture Hall)	Helal: Introduction to the day Angela & Beth: Share any practical information
09.00-11.00	Accelerator Project: Finalise your Pitch	Coaches (Group Rooms)	Students: Practice for the final presentations. Everyone must present. Students should refer to the criteria that will be used by the judges (Check file) to help them prepare for their presentations. Show the presentation to the coach to gain feedback and support finalising the presentation. Coach: Facilitate progress. Schedule a time for the group to show their presentation to you. Provide constructive feedback/workshopping on the presentation skills. Helal is available to support coaches to provide presentation skills feedback.
11.00-11.30	Break	AIMS Cafeteria	Helal and Yae: Brief the judges, share score sheets and criteria
11:30 - 13:30	Accelerator Project: Present your Pitch	Chairs Dr Helal Ahmed and Dr Yaé U. Gaba (Ayensu Lecture Hall) Judges 1. Dr. Prince Osei 2. Prof. Elsie Effah Kaufmann 3. Shirgade Laryea	Chair: If time permits allow questions from audience. Students: Groups present: 10 minutes PowerPoint Presentations (can use flipchart paper as well) with 7 minutes Q & A. Students vote through mentimeter.
13:30 - 14:15	Lunch	AIMS Cafeteria	Judges decide winning team
14:15 - 14:30	Review Project / Judge Deliberation	Group Rooms	Coaches prompt discussion for project: What went well? What could be improved? How would you do it differently? Evaluate other team's projects.
14:30 - 15:30	Feedback from Judges and Review Learning	Judges/Coaches and Staff (Ayensu Lecture Hall, then to Group Rooms for debrief)	Judges share feedback and announce their winning group (15 mins max) Coach Debrief - Group Rooms Coaches prompt discussion: Review feedback from judges. Review Learning over the week. How will they translate this to their PhD lives? [See section 8 of Staff Programme Pack: Coach information: Group & Individual Debriefing for guidance and ideas]



15:30 – 15:45	Online Feedback Questionnaire	Coaches and Staff (Group Rooms)	Coaches: Ensure that all students complete feedback survey. Tell students that they will have the opportunity to share their thoughts in the Farewell Reception. Staff: Share link/QR code for feedback survey
15:45 – 18:00	Farewell by AIMS and Imperial Farewell Reception and Dinner	All Staff Dr Prince Koree Osei Professor Maggie Dallman	Summarise the week, highlights and challenges. Share any other observations. Acknowledgements and thanks. Students invited to share thoughts. Present certificates to students.
18:00	Travel back to accommodation	Travel (Imperial students only: Coach departs at 18:00 from AIMS Ghana Centre, travel to Hotel Green)	Help ensure all students in your group are on the coach

