

## Workshopdescriptions 2013 SciMento-hessenweit

Version 1 - February 2013

All our workshops are of highest quality and provide many potentials of personal advancement. Our workshops have different lengths with most of them 2 days. If you would like to attend, please go to our website (or follow this link)

[www.scimento.de/Workshopprogramm.461.0.html?&L=2](http://www.scimento.de/Workshopprogramm.461.0.html?&L=2). In upcoming events (German: Veranstaltungsprogramm) you will find the registration form for workshops. Just fill in the form and you will receive a reservation email. Please read this email carefully as it will give further instructions. And now have fun in one or more of our valuable workshops.

### B 13

#### **Successful leadership for women: What's important? (English) (1,5 days)**

Thursday, 21 February, 2pm - 6pm und Friday, 22 February 2013, 10am - 6pm

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, 5th floor, 5.13

**Subject area:** All

**Target Participants:** Female doctorands and postdocs, especially those who have had their first experiences of leadership or will have to guide people in the future such as master students, student assistants, doctoral students, teams. But also if you are teaching.

**Trainer:** Alina Hernandez Bark, Institute for Psychology, University of Frankfurt

#### **Aim**

Conveying basics of effective leadership and how to deal with diversity and gender in organisational settings.

#### **Content**

Why isn't my team doing what I want them to do or what I told them to do? How do I handle conflicts in my team or with colleagues? What exactly is leadership? And what makes leadership effective? How do differences (eg. of age, gender or specialist background) matter?

#### **Advantages for attendants:**

Recognizing one's own strengths, gaining knowledge of effective strategies to lead, increasing one's own ability to perform, reflexion on categorical thinking in leadership and organizational setting.

#### **Specific topics:**

Communication (basics & misunderstandings, goal-directed application)

Conflict management (phases and kinds of conflicts & solution possibilities)

Leadership (managerial behaviour & their effectivity, means of influencing & manipulating)

Gender & Diversity (prejudices & implicit assumptions, their influence on behaviour / decisions in organisations, kinds of diversity and dealing with them)

#### **Teaching method**

Combination of theoretical input, practices and elements of reflection.

Deviant from our normal way of registering for a workshop, you register for this one by writing an email to: [HernandezBark@psych.uni-frankfurt.de](mailto:HernandezBark@psych.uni-frankfurt.de). Further, this workshop is free of costs and we really recommend it.

## C 13

### **Dual Career Couples (German) (2 Tage)**

Freitag, 08. März, 13 bis 19 Uhr/ Samstag 9. März, 8:30 bis 13:30 Uhr (Achtung: andere Zeiten)

**Where:** Universität Frankfurt, Campus Riedberg, SOLITÄR, Riedbergplatz 1, 5. Etage, Raum 5.13

**Subject area:** Alle

**Target Participants:** Doktorandinnen und Postdocs mit ihren jeweiligen Partnerinnen oder Partnern

**Trainer:** Dagmar Terbeznik, [www.work-life-coaching.de](http://www.work-life-coaching.de)

#### **Ziel**

Der zweitägige DCC-Workshop liefert theoretische Hintergründe zu: unbewussten Handlungsmustern und Überzeugungen, die sowohl in der persönlichen als auch in der partnerschaftlichen Lebensplanung zu Konflikten führen können  
Konfliktlösung (Exkurs. Gewaltfreie Kommunikation nach Marshall B. Rosenberg)  
Stressbewältigung (insbesondere Prioritätenplanung mittels Werteranking)

#### **Inhalt**

Neben diesen kurzen Input-Anteilen basiert der Workshop ganz wesentlich auf Selbstreflexions-Übungen, so dass die Teilnehmerinnen und Teilnehmer auf einer sehr persönlichen Ebene u. a. an folgenden Themen arbeiten und neue Erkenntnisse für sich erzielen können:

Was sind meine Konzepte von Karriere und Partnerschaft? Wie ist meine zukünftige Lebensplanung im Bereich Beruf und Privatleben (unabhängig vom Partner)?

Wie ist meine persönliche Lebensplanung mit der meines Partners in Abstimmung zu bringen?

Welche Hürden gibt es bei der Vereinbarung von zwei Karrieren? Wie kann ich/können wir diese Hürden überwinden? Wer und was können mich/uns unterstützen?

#### **Eingesetzte Methoden**

Vorträge zu theoretischen Hintergründen und Unterscheidungen

Wahrnehmungsübungen

Gruppen-Übungen

Übungen zu zweit

Paar-Übungen

### **Jour Fixe: (Mentees exchange their knowledge) ( 2 hours)**

#### **Career and Family: Experiences of mentees with children**

**When and where:** 8 March 2013, 3pm at University Gießen, Frankfurter Str. 100, Seminar room

**Contact person:** Dr. Julia Steidle, [JuliaSteidle@web.de](mailto:JuliaSteidle@web.de)

#### **Aim**

Exchanging experiences about pregnancy and working while having children as a PhD student or postdoc. This is an open discussion forum for all questions around children and career and all disciplines. Julia Steidle is kindly inviting you to her research institute and you can bring your children. There is the possibility to cuddle with goats and guinea pigs after the meeting.

Dies ist ein Treffen aller, die an dem Thema Kind und Karriere interessiert sind. Es kommen Doktorandinnen und Postdocs, die bereits Kinder haben und welche, die wissen wollen, wie das zusammen gehen kann. Julia Steidle lädt sie in ihr Institut ein, wo es nach dem Treffen die Möglichkeit gibt, Ziegen und Meerschweinchen zu streicheln. Kinder sind herzlich willkommen.

### D 13

#### **Successful Negotiating and Conflict Management (English) (2 days)**

Thursday 11 /Friday 12 April 2013, 10am - 5.30pm

Where: Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, 5<sup>th</sup> floor, Room 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs in all phases of their work.

**Trainer:** Dirk Bansch, UK, [www.dirkbansch.com](http://www.dirkbansch.com)

#### **Aim**

You want to get the best out of yourself and others by using successful communication and negotiation. Learn to understand how and why our communication is sometimes lacking and acquire the means to improve your self-awareness and self-regulation skills as well as enhance your ability to deal with conflict and improve your relationships. This collaborative, light-hearted seminar combines interesting knowledge with proven, easy-to-apply tools and skills that equip you to make your working life easier and more successful.

#### **Content**

The concept of Emotional intelligence is used to understand people's thinking and emotional patterns in workplace situations, solve pressing problems more easily, quickly and effectively, to develop strong, win-win relationships based on trust and integrity and resolve conflict within the team quickly and easily.

Negotiation skills are learned to prepare quickly and effectively for any challenging negotiation, to develop and maintain a high-trust relationship during a sensitive negotiation, to anticipate and address potential key objections and needs of their negotiation counterpart and to ensure that neither party risks losing face when a deal is agreed.

#### **Teaching method**

The event is delivered in a brain-friendly mix of presentation, individual and group exercises, and discussions.

### E 13

#### **Team player – Team leader in Academia (English) (2 days)**

Thursday 6/ Friday 7 June 2013, 10am - 5.30pm

Where: Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, 4<sup>th</sup> floor, Room 4.19

**Subject area:** All

**Target Participants:** PhD students and postdocs who have to lead a team or are part of a team.

**Trainer:** Dr. Silke Oehrlein-Karpi, [www.kte-coaching.net](http://www.kte-coaching.net)

#### **Aim**

Being a good team player is a basic leadership skill. The two-day workshop will encourage participants in research teams to perform their activities not only to a qualitatively high expert level but also in a versatile and creative manner vis-a-vis their communicative challenges. You will get the chance to clarify your individual team player/team leader skills and to compare them with those of the other participants in terms of similarities and of differences, becoming increasingly aware of their overall impact on team work. The workshop demonstrates to participants the most important and most typical processes involved in a diverse team's professional work. Attention is drawn to previously ignored issues. Moreover they will have the opportunity to view teams from varying angles. Having gained this new perspective you will become more aware of your own potential as part of a huge team potential which may arise from diversity.

#### **Content**

An increased level of mindfulness in terms of social group processes will be encouraged by directing participants' attention to interesting group dynamics. By so developing further both the participants' personal communication, and diversity-focused skills, participants may develop an interest in contributing to an improved team spirit at their own work place. At the end the participants will be able to consider the ways in which they would like to develop themselves in

the future with regard to their team work. This may result in the transfer of workshop experience to their day-to-day work.

#### **Teaching method**

With the aid of a strategy skill-test, of different team exercises, role-plays and feedbacks the participants will be able to define her individual role and position in teams. Are they rather important team players or do they possess attributes of a well-respected team leader? How can a team profit from applying their particular skills? They will thus attain a new, more all-embracing, view of themselves.

### **F 13**

#### **Project and Time Management (English) (2 days)**

Thursday 4/ Friday 5 July 2013, 10am-5.30pm

**Where:** Frankfurt University, Campus Riedberg, Biologicum, Wing C, Room 1.303

**Subject area:** All

**Target Participants:** PhD students and postdocs who are involved in projects like their own doctoral thesis and other projects

**Trainer:** Dr. Sandra Dierig, [www.einszeit.de](http://www.einszeit.de)

#### **Aim**

The application of professional project and time management is an important core competence for the pursuit of any career. Project management provides an overview of an entire project and its feasibility. It helps to follow the golden thread. Time management in contrast is a very personal topic. Some can work well under pressure and sometimes need pressure to start working while others panic and need good structure.

You will acquire knowledge of basic ideas of project management which provides you with the ability to choose from selected methods and apply them to your research project. You will reflect your own time management and how you can improve it.

#### **Content**

Phases and methods of project management

Start of a project; Clarify aims and conditions

Planning of a project: Setting time and milestones/cornerstones

Working in a team

Conducting and steering of a project

Mastering of difficult situations in a project

Time management: My own traps

Methods and techniques of time management

#### **Teaching method**

The content is a rough guidance as we will work in the workshop with the current wishes of the participants. We will work on their current projects to find solutions. Please bring questions and ideas.

### G 13

#### **Persönlichkeitswirkung als Erfolgsfaktor (German) (2 Tage)**

Donnerstag 29./Freitag 30. August 2013, 10:00 -17:30 Uhr

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Raum 5.13

**Subject area:** Alle

**Target Participants:** Alle Doktorandinnen und Postdocs.

**Trainer:** Dr. Reni Berg, [www.reniberg.de](http://www.reniberg.de)

#### **Ziel**

An was erinnern sich die Menschen am längsten?

An die persönliche Wirkung. Emotional gelassen, in gutem Kontakt, sachlich, erwachsen, dynamisch und mit Wärme. Die Wirkung bestimmt das Image im Beruf und im Privatleben.

Manchmal steht die eigene Wirkung dem Erfolg im Weg. Ob Ihre Körpersprache und Mimik einen erfolgreichen Dialog führt und wie Ihre Stimme in Konflikten provoziert oder deeskaliert, ist oft ausschlaggebend. Lernen Sie durch konkretes Feedback, worin Ihre Wirkung besteht und wie Sie sie selbst positiv beeinflussen können. (individuelle Analyse - viel Training - intensives Feedback). Wenn Sie ihre beabsichtigte Wirkung mit der tatsächlichen Wirkung in Übereinstimmung bringen möchten und sich durch konkretes und hilfreiches Feedback - Training mit gezieltem Input in einem professionellen Rahmen weiter entwickeln möchten – dann sind Sie hier richtig.

#### **Inhalt**

Sie erkennen, wie Sie sicher und ohne sich zu verbiegen die Wirkung erzielen können, die Sie beabsichtigen. Sie bekommen konkretes Feedback auf die einzelnen Elemente Ihrer persönlichen Wirkung. Auf dieser Basis lernen Sie, wie Ihre Persönlichkeit in verschiedenen Situationen optimal wirken kann. Sie optimieren Ihren Stil auf authentische Weise und entdecken, wie Sie mit Ihrer Stimme die Atmosphäre so gestalten können, dass Sie durch Souveränität und Wärme Ihr positives Image verstärken. Sie erfahren wie Ihre Körpersprache das Denken Ihrer Gesprächspartner beeinflusst und wie sie das positiv nutzen können

Das A – O der Körpersprache: Was Mimik, Fingerspitzen und meine Schultern über mich verraten  
Warum meine Haltung und meine Gesten mein Denken beeinflussen  
Wie die Hände mit dem Unterbewusstsein des Gesprächspartners kommunizieren  
Die Macht der Stimme: Der Brustton der Überzeugung und wie ihn jede/r bekommen kann  
Wärme und Sachlichkeit – d i e Mischung, der sich keiner verschließt  
Provozieren und Deeskalisieren – wie die Stimme Atmosphäre gestaltet

#### **Eingesetzte Methoden**

Interaktiv – viel Spaß – viel Ausprobieren – Grenzen überschreiten.

### H 13

#### **Writing of grant applications (English) (2 days)**

Thursday 5 /Friday 6 September 2013, 10am - 5:30pm

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Room 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs who want to apply for grants

**Trainer:** Dr. Beate Scholz, [www.scholz-ctc.de](http://www.scholz-ctc.de)

#### **Aim**

The importance of grants increases steadily. Not only for financing research but also on a personal level, when successful funded research projects contribute to a successful career. The aim of this seminar is to give orientation and information to support you in developing your own career.

#### **Content**

You will get an overview about the most important funding societies, current trends in the German and European scientific community and a tailored list of funding programs matching your needs. Further the perspective of the evaluators, practical tips for grant applications and we will simulate an application process.

### Teaching method

We are working on your projects and there will be a questionnaire beforehand, so the content of the seminar is adapted to your needs. Dr. Beate Scholz has worked at the DFG for 12 years and was responsible for the section of young researchers.

### I 13

#### Successful career- Dealing with challenges (English) (2days)

Tuesday 24 /Wednesday 25 September 2013, 10am - 5.30pm

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Room 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs who want advice about their careers

**Trainer:** Dr. Angelina Topan, [www.topan-personalentwicklung.de](http://www.topan-personalentwicklung.de)

#### Aim

The purpose is to provide you with a process for analyzing the current career situation as well as possible future career options. Which competences do I have and where do I want to go? The aim is to increase your confidence and get a clearer idea of your career options.

#### Content

The career coaching gives the opportunity to consider the result of the career steps taken so far. It will provide guidance on how to plan future career steps and it will help to assess strengths and weaknesses in terms of future job requirements. You will experience the individual coaching as a success-oriented and target-oriented approach of personal development in order to identify special potentials, as well as values and principles that guide their career. Assessment of the career anchor: What motivates you in your work and which special skills do you possess? Which values are indispensable in your career? Planning first steps and make sure that they are carried out.

#### Method

The underlying coaching approach is success- and target-oriented. The participants will be asked to fill out a questionnaire two weeks before. The results will be integrated into the coaching.

### J 13

#### Coaching in case of conflicts (in English and German) (1,5 hours)

Private sessions by appointment, 1,5 h Thursday 26 September 2013

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Room 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs who want to talk to someone and get professional advice

**Trainer:** Dr. Angelina Topan, [www.topan-personalentwicklung.de](http://www.topan-personalentwicklung.de)

#### English version below

Konflikt-Coaching – Einzelcoaching für Konfliktfälle in der Promotions- und PostDoc Phase  
Wann und für wen ist das Angebot geeignet?

- Wenn Sie ein konkretes Konfliktgespräch vorbereiten wollen
- Wenn Sie jemanden brauchen, der mit Ihnen eine erste Sondierung des Konflikts vornimmt und mögliche weitere Schritte für die Lösung mit Ihnen bespricht
- Wenn Sie den Coach als „Spiegel“ für Ihr eigenes Verhalten im Konfliktfall nutzen möchten
- Wenn es Ihnen schwer fällt, über den Konfliktfall in einem Workshop oder Kurs zu sprechen

#### Wie wird vorgegangen?

Im Vorfeld wird das Anliegen telefonisch mit dem Coach geklärt, um das Coachinggespräch vorzubereiten und um sich kennenzulernen. Im Coachinggespräch selbst (1,5h) wird am Anliegen

gearbeitet. Bitte berücksichtigen Sie, dass es für komplexe Anliegen lediglich ein Anstoß zur Lösung sein kann.

Welcher Coachingansatz wird zugrundegelegt?

Die Beziehung von Coach und Klientin ist von Partnerschaftlichkeit und Selbstbestimmung geprägt. Der Coach versteht sich als Begleitung auf ihrem Weg des Verstehens und der Lösungssuche. Das Coaching findet in Form eines Gespräches statt. Dabei wird pragmatisch und an Ihren Stärken orientiert vorgegangen, um tragfähige und praxistaugliche Lösungswege für Ihre Anliegen zu entwickeln. Alle Informationen des Klienten bleiben vertraulich zwischen Klient und Coach.

### **English**

Individual coaching for conflicts

For whom is it appropriate?

- If you would like to prepare a discussion with somebody you are in conflict with
- If you need somebody to look into the dynamic of a conflict and with whom you would like to discuss first steps to solve the conflict
- If you would like to use a coach as a "mirror" for your own behavior in a case of conflict
- If you have difficulties to talk about the conflict in a workshop

### **How do we proceed?**

Beforehand we clarify your cause by telephone in order to prepare the coaching session and to get to know each other. During the coaching session itself (1,5h) we will work on the matter. Please keep in mind that for more complex issues the coaching session can only be the first step to deal with the conflict.

### **Which method will be applied?**

You are the master of your personal and professional development and you can make a great deal of difference. During the coaching session you will discover your strengths and build on them. Together, we will develop ways in how you can solve specific problems in a goal-oriented manner and how you can successfully master the challenges posed by your own environment. The coach will support you in a manner that is constructive, motivating, and on equal terms. All information will be treated as confidential.

## **K13**

### **Self-confidence and Assertiveness (English) (2days)**

Thursday 24 /Friday 25 Oktober 2013, 10am - 5.30pm

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Raum 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs who would like to find ways to improve their confidence

**Trainer:** Dr. Silke Oehrlein-Karpi, [www.kte-coaching.net](http://www.kte-coaching.net)

### **Aim**

This workshop aims to provide you with a persuasive and solid overview of your expert, methodical, social and personal skills based on your individual life profile. By means of a one-to-one exchange with a partner who acts open-mindedly and appreciatively, the participants' individual skills are objectively determined, rendering them more credible. Furthermore the individual values will be enhanced, with particular consideration being given to the future (scientific) career path of junior scientists today. The workshop will benefit you by raising your self-confidence and assertiveness on-the-job.

### **Content**

The first day focuses on developing awareness of one's own resources. By coaching each other, participants will develop an awareness of each other's potential. Their partner's personal strategies will be compared with their own. Through this shift in perspective and broadening of awareness, the individual scope of action may be reconsidered and broadened, thus creating



space for change. On the second day the junior scientists will pinpoint and formulate a self-chosen current professional goal. The participants' task will then be to outline how they plan to achieve this goal effectively by using those skills and capabilities mentioned in their profiles. Both the opportunity and the challenge at the end of the workshop will be for the participants to bring together the various aspects of the preceding coaching process by shortly presenting themselves and their goal before the group. They will have the opportunity to give themselves a trial in "to let go and experiment" - in a pro-active and authentic manner - within a protected setting and without being able to indulge the typical female tendency of remaining with their talents in the background.

#### **Teaching method**

Group and trainer feedback together with the enriching experience of broadening of perspective throughout the whole workshop process will provide the participants with useful suggestions as to defining their next steps.

### **A 13**

#### **Crucial conversation (English) (1 day)**

Friday 22 November 2013, 10am – 5.30pm

**Where:** University of Frankfurt, Riedbergplatz1, 60438 Frankfurt, Solitär, 5<sup>th</sup> floor, room 5.13

**Subject area:** All

**Target Participants:** Female Scientists, Doctorands and Postdocs

**Trainer:** Anne Scharf, [www.askom-training.de](http://www.askom-training.de)

#### **Aim**

Crucial conversations are interactions that face touchy issues. Touchy issues are: Talking to a team member, who does not keep commitments or someone behaves offensively, critiquing a boss' work, talking to a colleague who is hoarding information or giving an unfavorable performance review. However, when we face crucial conversations, we can do one of three things: 1. We can avoid them, 2. We can face them and handle them poorly, or 3. We can face them and handle them well. This is, what this class is about.

#### **Content**

- How to make it safe to talk about almost everything
- How to stay focused on what you really want
- How to stay in dialogue when emotions are strong
- How to speak persuasively
- Dos and don'ts in conversations

#### **Teaching Method**

Active training and example conversations with video feedback. Participants work their own cases.

### **L13**

#### **Erfolgreich Leiten und Führen (German) (1,5 Tage)**

Donnerstag 5. Dezember 14 bis 18 Uhr/Freitag 6. Dezember 2013, 10 bis 17:30 Uhr

**Where:** Frankfurt University, Campus Riedberg, SOLITÄR, Riedbergplatz 1, Raum 5.13

**Subject area:** All

**Target Participants:** PhD students and postdocs who would like insights in how to guide people

**Trainerin:** Anna Merklin, [www.merklin-entwicklungsberatung.de](http://www.merklin-entwicklungsberatung.de)

#### **Ziel**

In diesem Workshop sollen Sie Lust bekommen, sich in Ihrem Arbeitszusammenhang beim Leiten und Führen zu erproben und zu professionalisieren. Dazu bekommen Sie eine Übersicht in die drei Hauptaspekte von Führung und Führungsmodellen. Sie haben die Gelegenheit, Ihre eigene



Erfahrung mit Führung auszuwerten - als Geführte und als Führende. Mit Hilfe eines allgemeinen Orientierungsrahmens werden Sie Ihr eigenes Führungsverständnis reflektieren und Ihren angestrebten Führungsstil klären. Sie lernen grundlegende Führungsinstrumente kennen und können diese üben. Für die Übungen wäre es gut, wenn Sie vergangene und aktuelle praktische Beispiele aus Ihrem Arbeitszusammenhang einbringen.

### **Inhalt**

Der Workshop richtet sich an Doktorandinnen und Postdocs, die Forschungsteams, DiplomandInnen und PraktikantInnen anleiten und führen. Doktorandinnen und Postdocs müssen sich meistens in zwei Richtungen positionieren: Gegenüber DiplomandInnen, PraktikantInnen oder älteren technischen MitarbeiterInnen und gegenüber der/dem vorgesetzten ProfessorIn. Dabei entstehen immer wieder Fragen und Unsicherheiten bezüglich der eigenen Rolle, z.B.: Wie kann ich erfolgreich anleiten und führen, ohne zu bevormunden? Wie grenze ich mich konstruktiv gegenüber der Professorin/dem Professor oder den anderen DoktorandInnen ab und setze die eigenen Interessen durch? Welcher Führungsstil passt zu mir und wie kann ich ihn umsetzen? Weiterhin: Die Hauptaspekte von Führung und Führungsmodellen, das eigene Führungsverständnis, der eigene Führungsstil, grundlegende Führungsinstrumente.

### **Eingesetzte Methoden**

Impulsvorträge, Selbstreflexion, spielerische Übungen zur Selbsterfahrung, Übungen in Kleingruppen, moderierte Plenumsdiskussionen.