SCHILLER & MERTENS

SCIENTISTS NEED MORE

Workshop

"Project and Time Management for Scientists"

English or German | 2 days

Trainer: Dr. habil. Alexander Schiller

Venue:
Center for Materials Research (ZfM/LaMa)
of Justus Liebig University Gießen
IFZ Building
Heinrich-Buff-Ring 26, 35392 Gießen
Seminar Room B 202

Date:
January 15, and
January 16, 2019
9:00 – 17:00

Target group:
max. 15 Ph.D. students or Postdocs from the research groups organized in the ZfM/LaMa

Setting:
Workshop includes two full days (8 hours per day) with one trainer

Registration:
via e-mail to Martin Güngerich (martin.guengerich@lama.uni-giessen.de)

www.schillermertens.de

COURSE AIM AND FORMAT

When PhD students or Postdocs take the next step in their career, they may move into leadership positions and need to manage projects and teams, be it in public research or industry. Polls have shown that while their scientific competence is usually good, most of the times these researchers need to improve their capacity in project management and to lead a team and understand its group dynamics in order to deliver a successful performance. Thus, it is important to realize that PhD students should always try to improve their **organizational** and **communication** skills, understand **group dynamics** and **conflicts** and know how to use **negotiation skills** in order to deliver a successful performance.

AIM – To provide Ph.D. students and Postdocs from the Gießen Center for Materials Research (ZfM/LaMa) with an opportunity to build their **understanding, skills and confidence in advanced project management of scientific projects**. We focus on organizational skills of project management in academia. These skills will enhance their overall effectiveness in research and maximize success in their future careers.

The highly interactive workshop trains participants to:

- Adopt a mindset that is self-aware and sensitive to diverse people in different settings
- Consider alternative perspectives (from supervisor, coworkers, etc.)
- Understand system dynamics and complexity of issues and actors
- Develop a reflective practice of learning
- Work towards constructive outcomes through collaborative processes in science
- Use theory to inform their understanding while applying pragmatic approaches

MODULES

- Fundamentals of Project Management
- Project Control
- Human resources

- Leadership
- Roles of Coordinator, Collaborators and Partners
- Group dynamics
- Conflicts & Collaboration
- Communication
- Feedback & Active listening
- Negotiation
- Time Management

At the end of the course, the participants will dispose of a personal toolbox that will allow them to initiate, plan and lead a project, skills that are key to success!

METHOD – Participants will experience **interactive lectures**, and **perform activities** followed by **moderated group discussions** in order to learn from first-hand experience. We will safely move them outside of their "comfort zone" to the "learning zone" (Gerald Hüther) to enhance acquisition of novel skills. Participants will learn by supervised "trial-and-error". The shortcoming experienced by participants is subsequently resolved in carefully moderated and focused review sessions, using peer-to-peer feedback as powerful tool.

The aims of this flexible format will be achieved through:

- Trainer with experience as an **active scientist** and group leader in chemistry
- Trainer A. Schiller is a "Certified Facilitator" with the Thiagi Concept (www.thiagi.com).
- A **safe, yet challenging course environment** that will encourage participants to reflect the key elements of effective communication. Ground rules and feedback rules will be established by the participants to ensure course ownership and a respectful attitude.
- A balanced and structured program of **plenaries, challenging activities and review sessions** that will provide a variety of learning situations allowing participants to identify and take away relevant lessons
- A range of **group situations** where participants will be encouraged to share feedback with their peers on their overall effectiveness
- A learning **handout** which will be offered to aid the training process of participants
- The program is fully adoptable to the needs of the participants and will be created in close cooperation with the coordinators of the Center for Materials Research (ZfM/LaMa).
- Course language will be English or German.