

## Overview of the workshop programme

# Team work & leadership competencies in academia and beyond

## Youngster – team player – key player

1 or 2 days, to be agreed

Target group: Female postdocs and PhD candidates

When PhDs make the transition into the labour market they are often expected to take on leadership responsibilities. Not only careers outside the higher education sector but also such in academia involve leadership roles – e.g. in the supervision of students or junior colleagues or the ‘lateral guidance’ of colleagues. A better understanding of leadership mechanisms is also useful in situations where one is being led, for example as a PhD candidate by a supervisor. ‘Bottom up’ leadership techniques can contribute to the success of cooperation in this context.

With sound knowledge of leadership, team dynamics can be optimized and situations of conflict better managed. New recruits can therefore grow with their leadership role and constructively work with their colleagues.

In this workshop participants will be introduced to the most important leadership styles and techniques and will acquire knowledge of the methodical approach to leadership tasks. The following topics will be covered:

- >> Basics of team work & leadership:  
An overview of leadership tasks and styles
- >> My leadership profile:  
Stocktaking of my key skills
- >> Ambiguous hierarchies:  
What does leadership mean in academia?
- >> Manager-employee discussions as a leadership tool:  
Setting common objectives
- >> Role change:  
Staff member – colleague – boss
- >> Keeping the peace:  
Conflict management and strategies for negotiation in the work place
- >> Typical woman!?:  
Gender specific strengths and strategies
- >> Team work & leadership competencies:  
My next steps

## Overview of the workshop programme

# Networking for female academics

## Creating perspectives through contacts

1 day, to be agreed

Target group: Female postdocs and PhD candidates

The possibilities to make quick and target focused contact with experts, colleagues, potential employers and staff members, funders and business partners have increased in number and significance. In the light of growing complexity in the knowledge society and better electronic contact possibilities, the 'know-who' is gaining in importance next to the 'know-how'.

In the academic sector, as elsewhere, personal contacts enhance the chances of finding supporters and funders for one's own project, of receiving conference invitations, of being involved in publications, and of being told about interesting positions.

Networking requires initiative and continued investment. It is helpful, in this context, to be able to rely on proven strategies to make the right contacts, to communicate in a target focused way and to find the balance between giving and taking. The workshop transmits these proven networking techniques. The following points are dealt with:

- >> Basics of networking:  
Objectives – right from the start!
- >> Before the harvest, sow:  
Building contacts
- >> Network care:  
The dos and don'ts of networking
- >> Network university:  
Which contacts and bodies are important?
- >> Networking as investment:  
Benefits versus costs
- >> Small talk as icebreaker:  
Getting into conversation confidently
- >> Typical woman!?  
Gender specific strengths and strategies
- >> Networking:  
My next steps