



Potsdam  
Graduate  
School



# Basic Module

## “Management Skills for Research and University”

For postdocs and junior professors

- ✓ Future-oriented Leadership and Team Management
- ✓ Grant Proposal Writing
- ✓ Communication and Conflict Resolution
- ✓ Project Management

**DEADLINE FOR REGISTRATION:**

**15 August 2021**

**[www.uni-potsdam.de/pogs](http://www.uni-potsdam.de/pogs)**

## Basic Module “Management Skills for Research and University”

The Basic Module “**Management Skills for Research and University**” equips postdocs and junior professors with fundamental and science-relevant methods and instruments of management. It includes four topics (workshops) in which participants strengthen their leadership, communication and project management skills. In addition, the topic funding is included as its own workshop. The program’s main idea is to go beyond general management principles by considering the nature of academic research, comprehensively bridging the gap between management skills on the one hand and research projects on the other hand.

The program includes the following four workshops (bookable exclusively as a package):

- **Future-oriented Leadership and Team Management: 30 September & 4 – 5 October 2021**
- **Grant Proposal Writing: 4 – 5 & 11 – 12 November 2021**
- **Communication and Conflict Resolution: 24 – 25 November 2021**
- **Project Management: 6 – 7 December 2021**

### Profile

Target group	<b>Postdocs and junior professors</b> at the University of Potsdam and research institutions in Brandenburg
Methods	Trainer-based workshops (partly digital) with short inputs, practical exercises, case-studies, group work, role plays, peer group consulting, short presentations, peer review, creative techniques, self-reflections, discussion
Workshop dates	30 September & 4 – 5 October 2021 (full-time) 4 – 5 & 11 – 12 November 2021 (part-time) 24 – 25 November 2021 (full-time) 6 – 7 December 2021 (full-time)
Language	English
Fees	Please compare the table below and note that the workshops can exclusively be booked as a package

## Registration

**Deadline: 15 August 2021**

Candidates who want to participate in the program have to register via email. Please send your application documents to: [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de).

The registration must include the following information combined into one PDF file, which shall be named as follows: `surname_basic-module2021.pdf`:

- CV (including private address and private telephone number)
- Affiliation to faculty, institute, department and chair; participants from non-university (partner) institutes or external institutions shall also state their institution
- Short description of your research project (max half a page)
- Signed “Vorab-Teilnahmebestätigung / Preliminary Confirmation of Participation”
- Participants from non-university (partner) institutes or external institutions must also include the form “absorption of costs” (signed by their institution)

## Fees

	Postdocs of the University of Potsdam	Postdocs and junior professors of partner institutes	External postdocs and junior professors
<b>Participation fees</b>	The University of Potsdam covers the program fees for its members. However, participants have to pay a participation fee of <b>270 €</b> (30 € per workshop-day).	No participation fees	No participation fees
<b>Program fees</b>	No program fees	Participants from partner institutes have to pay the program fee of 2,100 €, which are usually covered by your institution!  Please speak to your administration officer and request a confirmation of absorption of costs.  (See form “Vorab-Teilnahmebestätigung / Confirmation of Participation Basic Module 2021” and include a signed version in your registration.)	Participants from external institutes have to pay the program fee of 2,530 €, which are usually covered by your institution!  Please speak to your administration officer and request a confirmation of absorption of costs.  (See form “Vorab-Teilnahmebestätigung / Confirmation of Participation Basic Module 2021” and include a signed version in your registration.)

## Program details

### Future-oriented Leadership and Team Management 30 September & 4 – 5 October 2021 (full-time, partly digital)

**Trainer: Svenja Neupert**

#### Objectives

- Obtain a comprehensive overview of current leadership and team-management principles and tools
- Build a practical skill-set to effectively deal with difficult team situations
- Learn to develop your deeper interpersonal skills; appreciation of potentials, competencies and personality
- Explore and understand the value of diversity as a team resource

#### Content

- What does future-oriented leadership mean? (paradigm change)
- Leadership and management – clarity in your role and function
- Self-leadership-team-leadership and leadership of organisations
- Check lists and leadership tool box (delegation, feedback, yearly review)
- How to build a motivated and functional team (team roles and personality)
- Typical problems in the daily work-life and how to deal with it
- How to create a better understanding in the 3 worlds: academia, industry and public sector
- Diversity management in Intercultural teams

#### Methods

- Input
- Individual, pair and group exercises
- Discussion
- Role-play

#### About Svenja Neupert

Svenja Neupert is a speaker, coach, trainer and organizational consultant and is an expert on Future Leadership. She has 30 years' experience of supporting a wide variety of teams in the academic and business worlds.

Svenja will help you discover unconventional approaches to your thinking and coach you to follow your talents. She believes that everyone can realize his or her unique potential in his or her chosen professional life and have fun and fulfilment at work.

An essential conviction for Svenja is that everyone has an inner compass - a purpose which gives him or her a lifelong orientation, and which especially equips one to cope with challenges in times of uncertainty.

<http://www.kompetenzia-international.com>

## **Grant Proposal Writing – How to design and communicate your project convincingly**

**4 – 5 & 11 – 12 November 2021 (part-time, partly digital)**

**Trainer: Dr. Sabine Preusse**

### **Objectives**

- Get an overview on funding programmes and how you can use them for driving your career as a researcher
- Develop your own idea for a research project proposal into a first work-plan
- Understand how to match your research project to the funding programme in order to increase the potential to be funded
- Understand the basics of budget planning
- Acquire basic skills for formulating objectives, progress beyond the state of the art and impact
- Try out the “RaumZeit toolkit” to efficiently develop a research proposal

### **Content**

- Identification of the right funding programme
- Assessment of the framework defined by the funding scheme
- Mapping the research idea to the framework to achieve a high relevance
- Setting up a concept for the project
- Identification of the necessary expertise and resources
- Structuring the proposal
- Visualisation
- Formulation of the different parts of the proposal with regard to the framework
- Coordination of the proposal writing and submission process

### **Methods**

- Presentation of background information
- Applying the “RaumZeit toolkit” to your own idea for a research project
- Group work
- Feedback from trainer and peers

### **About Dr. Sabine Preusse**

Dr. Sabine Preusse (RaumZeit e.K. Coaching Beratung Training) geophysicist, business economist (IWW), BDVT certified trainer and business coach, offers individual solutions for projects from basic research to product innovation, from the idea to the exploitation of the results. She combines scientific understanding with entrepreneurship and experience both as project manager and salesperson and provides both technological and personal development at the same time.

[www.raum-zeit.de](http://www.raum-zeit.de)

## **Communication and Conflict Resolution 24 – 25 November 2021 (full-time)**

**Trainer: Anna Royon-Weigelt**

### **Content**

- Basics of conflict management: subject and interpersonal levels in conflict situations
- Conflict analysis: types of conflicts and conflict escalation levels: being able to analyse conflict situations and to decide what can be done
- Bad weather warning: Recognizing conflict causes and signals in time
- Conflict handling modes and conflict management styles: understanding different ways of handling conflicts and reflecting one's own conflict management style
- Communication in tense situations and conflicts: communication techniques that help shape a constructive and de-escalating dialogue in conflict situations (active listening, mirroring, reframing, asking good questions, I-and You-messages)
- Leading constructive talks: How to prepare and lead a constructive talk in difficult feedback and conflict situations – role plays of concrete situations
- Mediation of conflicts – staying calm in the middle of a hurricane: Mediating in conflicts within your team, handling strong emotions

### **Methods**

- Short inputs, films, practical exercises, self-reflection, case studies, small group work, role plays, peer group consulting (“kollegiale Fallberatung”).
- The training is based on a balanced approach linking a scientific-theoretical perspective and relevant practice-oriented activities, experience-based observations, and critical reflection. Concrete situations of own conflict experiences of the participants and their actual post doc context will be considered and integrated in practical exercises.

### **About Anna Royon-Weigelt**

Anna Royon-Weigelt was educated at the universities of Saarbrücken and Paris (Panthéon-Assas). As a consultant and project manager she gained varied experience in different countries. She performs in German, English, French and Polish. From 2008 to 2019, she worked as a freelance consultant, coach, trainer and mediator in the fields of research, education, the public sector and industry. Since January 2020, she is Head of Career Centre at GISMA Business School and GISMA Hochschule.

<http://www.respea.com>

## **Project Management**

### **6 – 7 December 2021 (full-time)**

**Trainer: Stephan Heilmann**

#### **Objectives**

- Acquire the essential knowledge about the requirements and principles of projects
- Strengthen your skills on how to plan and carry out a scientific project
- Get to know the fundamental techniques of Project Management by practical group work

#### **Content**

- Terms and Concept of Project Management
- Phrasing the Objectives
- Compiling a Work Breakdown Structure
- Creating a dependable Project Schedule
- Stakeholder- and Risk Management
- Variants of Project Controlling

#### **Methods**

- Impetus presentation
- Practical group work based on case studies
- Peer review

#### **About Stephan Heilmann**

Stephan Heilmann worked for almost 5 years as a project manager and project coordinator for publicly funded projects at the Technische Universität Berlin. After 2 years in the private Economy he returned to the TU Berlin in 2016. He is currently the Head of the Project Education & Training at the Campus Management Program.

With his field-proven experience in the structuring and implementation of project ideas Stephan works freelance since several years as a lecturer and consultant for international scientific centers and international organizations.

## Registration

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Please note that the workshops can exclusively be booked as a package and that the fees must be paid before the beginning of the program.

After the registration deadline you will receive a confirmation email with all relevant information regarding payment, next steps and further deadlines.

If you have any questions, please contact the  
Basic Module program coordinator  
at the Potsdam Graduate School

Nadja Schubert  
0331-977-4568  
[nadja.schubert@uni-potsdam.de](mailto:nadja.schubert@uni-potsdam.de)



### Impressum

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[www.uni-potsdam.de/pogs](http://www.uni-potsdam.de/pogs)