Preparatory Workshop: Aims, Expectations and orientation

29 May 2019 (bilingual)

Can mentoring help with my career progression? Will it help me move into a leadership role? Which criteria should I use to select a suitable mentor? What does the Leibniz Mentoring Programme as a whole have to offer me?

The first group day for the Mentoring Programme will look at these questions and offer opportunities for the mentees to get to know one another. We lay the foundations for a promising programme by providing helpful knowledge about the participants and about the mentoring tool.

Kick-off: All set to go on the Mentoring Programme

27 September 2019 (bilingual)

The Leibniz Mentoring Programme takes networking among the participants seriously, so the kick-off meeting with all the mentors and mentees is dedicated to getting to know one another and to formulating expectations for the shared year ahead. Tools for successful mentoring partnerships will also be presented in exclusive workshops for mentors and mentees.

Shaping Your own Future: Career planning

19/20 November 2019 (English)
21/22 November 2019 (German)

This workshop will help you draw up your personal qualification profile and produce a list of criteria – based on your personal values, preferences and abilities – that describes your career vision. Taking your qualification profile and list of criteria as a basis, you will define steps on the path to the next stage in your career. Your identity as a professional female researcher is also shaped by expectations linked to your background and gender. This is another topic that will be covered in the seminar in order to enable the participants to strengthen their self-belief in relation to their careers. The seminar is designed to help with conscious career planning – primarily for a career in academia, but it will also provide suggestions for moving into other fields.
Talking Together, not at Cross-Purposes! – Professional conversation skills for female researchers

8/9 January 2020 (German)
13/14 January 2020 (English)

Our day-to-day lives are full of conversations driven by a number of different aims: to inform, convince, motivate, criticise, etc. Starting from basic models of communication theory, this training will provide an insight into the possibilities of goal-oriented conversation skills. As well as identifying usable techniques, this session encourages participants to reflect on their own (leadership) role and authenticity. Participants will assess the content against the background of their own practice and experiences, and consider its usability in a friendly setting.

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Half-time: Group, progress and perspectives

05/06 March 2020 (bilingual)

Half-way through the mentoring programme, all mentors and mentees will meet as a group to take stock and see how much progress has been made in terms of the expectations and aims defined at the start. As well as reflecting individually on goals for the coming six months, participants will receive input on topics to do with self-organisation to generate ideas for activating skills and resources in mentoring work. In addition, there will be possibilities to share experience in the mentee and mentor subgroups – to ensure the programme continues with momentum.

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Strategic Networking – the key to career development (German)

02/03 April 2020

Strategic networking is decisive for career development. Especially women in male dominated work environments as in academia can only move up the career ladder with a resilient network and influential sponsors. At the outset we will reflect on your personal attitude and beliefs. Only if you approach people with a positive mindset, dauntless, and appreciative will you win over and develop durable contacts. But how do I reach out to high level personalities? How can I overcome my concerns and anxieties? The seminar will offer the opportunity to exchange experience and try out something new in role playing. Guidelines will help you initiate small talk in a playful way to then guide the conversation skillfully to big talk. Well versed communication skills are absolutely crucial to networking, thus lie at the core of the seminar. You will be encouraged to leave your comfort zone and discover that networking cannot only be learned but can in fact also be quite enjoyable.

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Susanne Kamp, personal & business coach
Sonsoles Cerviño, systemic personal & business coach, communication trainer

Julia Lehnhof
Alexandra Bielecke

Jaquelin von Saldern
career counselor, coach and trainer focused on women in leadership. She set up, established, and managed professional networks
Appointment Procedures (German)
07/08 May 2020

This workshop is designed to show you how to apply successfully for a professorship. To do this, you will need to write a good letter of application, and prepare convincing application documents. We will practise together how to perform before the appointments committee (test lecture and interview). Having received an offer, the aim is to negotiate terms productively and well. The following questions will be examined here: Who do I need to talk to in advance in order to be able to prepare a convincing concept paper and a letter outlining attractive salary expectations? What should these documents include and how long should they be? In the workshop, we will identify which negotiation points you will need to consider when it comes to equipment and remuneration. How can I prepare for my interview with the university executives and convince them of my value as a prospective professor?

Voice and Body Coaching – Communicating with confidence and accuracy (English)
23/24 June 2020

If only my voice and body could communicate what I am clearly thinking!" We know communication is far more than rhetoric. Even if the words seem to be the right ones, they can still leave you in the lurch. Without tuning in to breath and articulation, the message won't reach the listener. Without the right attitude and dynamic use of the body, language remains buried. This workshop supports the conscious use of voice and body and can be tailored to the needs of every group.

Writing Scientific Grant Proposals (English)
30 June/01 July 2020
13/ 14 July 2020

The aim of this workshop is to provide the participants with knowledge and competencies for the development of grant applications for funding bodies, an important element of a scientific career. The workshop concept considers the respective qualification phase and experience of the participants and offers the possibility of developing and presenting a grant summary. The workshop deals with the theory of good writing, the basics of grant application, hands-on exercises on defining your aims, structuring a work plan and writing a grant summary. It combines lecture-style elements (e.g. overview of funding process and funding programmes) with active participation of participants (developing a grant summary).
EU Research Funding in the European Research Area (English)
09/10 September 2020

As part of the two-day seminar "EU Research Funding in the European Research Area" that is being organised by the Europe Office of the Leibniz Association in Brussels the participants will gain an insight into political processes and the design of the new EU framework programme for Research and Innovation "Horizon Europe" which will start in 2021. Individual workshops will provide the opportunity to understand how Brussels works. Participants will have a chance to talk directly with representatives of the EU institutions. In addition, practical guidance will be provided for successful application in the field of EU research funding, in particular within the scope of the individual support measures of the European Research Council (ERC) and the Marie Skłodowska Curie Actions.

Taking Stock: Knowledge transfer and outlook
30 September/01 October 2020 (bilingual)

At the end of the mentoring year, we look back and evaluate the experiences and design of the programme – individually and as a group. What career progress has been made? What are the next goals to aim for? What can be done to ensure that the programme content continues to be useful? To secure important content and experiences, this event will include time for structured knowledge transfer and for formulating new goals. In addition, the workshops for mentors and mentees will once again focus on the topic of leadership.

legend:

- **green** = seminar of process assistance
- **blue** = mandatory modules
- **orange** = optional modules