

Preparatory Workshop: Aims, Expectations and orientation

How can mentoring support me in achieving my professional goals? What expectations do I have of the program and how can I make the most of mentoring for my professional advancement? What criteria do I use to select a suitable mentor for me? How do I ideally design a successful mentoring relationship? These questions, as well as getting to know each other in the mentee group, shape the first day together in the mentoring program.

In addition to self-reflection on your own professional situation, the workshop provides comprehensive practical tips on the mentoring method and thus lays the foundation for a successful program!

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

Networking among the participants is an important column of Leibniz mentoring: The kick-off day offers mentors and mentees ample opportunity to get to know each other, formulate expectations of the programme and reflect together.

In exclusive workshops for mentors and mentees, the participants receive important tools for a successful role design and effective discussion. Present tandems also have the opportunity for a first meeting in pairs.

Shaping Your own Future: Career planning

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

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.

Half-time: Group, progress and perspectives

At the end of the first half of the program, mentees and mentors are given the opportunity in the mid-term workshop to take stock of the current situation, identify initial successes and look at further areas of development. Impulses on the topics of self-management and resource activation in mentoring round off the joint work.

In addition, mentors receive in-depth training in communication and leadership based on their previous experience. In a separate workshop, mentees receive their first impulses for everyday leadership - based on their own previous experience, topics such as delegating, role awareness or dealing with stress can be deepened here.

Strategic Networking – the key to career development

Studies show that 70 to 90 % of attractive professional positions within and outside academia are found by making oneself visible in the network in a way that arouses interest. A living network of grown relationships provides information, professional support and feedback. In this workshop, the mentees work out concrete next steps based on their current professional situation in order to constructively and productively integrate fruitful working relationships and cooperations into their professional path.

Appointment Procedures

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?

Writing Grant Proposals – How to design and communicate your project convincingly

Successful grant proposal writing is key to a career in research. However, what makes a successful grant proposal very much depends on the requirements of the funding programme. Thus, we will start with background information on funding institutions and funding instruments. This will be complemented by how to read the documents and a systematic overview on funding opportunities in general. After this setting of the scene, we will explore the handcrafting aspects of project design and communication: You will explore different methods for developing your own idea for a research project into a first work plan with work packages and objectives and for understanding the innovative aspects, barriers, and impact. Thus, you will also understand how to proceed with time, effort, and budget planning. From time to time in this process, we will change perspective and explore what it takes so that reviewers can understand and evaluate your project.

You will benefit most from this workshop if you bring along a new idea for a research project. If this is not possible you can use your current research project for the planning activities.

Voice and Body Coaching – Communicating

with confidence and accuracy

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.

EU Research Funding in the European Research Area

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

At the end of the mentoring year, we look back and evaluate - individually as well as together - the experiences and the design of the program. What has happened in the meantime professionally? What are the subsequent goals that are now to be set? How can the contents and contacts of the programme continue to be used? In addition to the time for structured transfer, the workshop provides impulses for a successful conclusion of the mentoring relationship as well as space and ideas for the appreciation of the joint work.

In addition, the topic "leadership" is once again the focus of the separate seminar parts for mentors and mentees.

legend:

green = seminars of process assistance

blue = mandatory modules

orange = optional modules