

### **Preparatory Workshop: Aims, Expectations and Orientation**

How can mentoring support me in achieving my professional goals? What expectations do I have of the programme 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? What is the best way to structure a successful mentoring relationship? Our first day together in the mentoring programme will address these questions, as well as offering a chance to get to know the other members of the mentee group.

As well as encouraging self-reflection on your own professional situation, the workshop provides comprehensive practical tips on the mentoring method, laying the foundations for a successful programme!

### **Kick-off: All Set and Ready to Go with Leibniz Mentoring**

Networking among the participants is an integral part 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, participants are introduced to effective tools for successful role design and effective discussion within the mentoring relationship. Mentoring pairs who are present also have the opportunity for a first one-to-one meeting.

### **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.

### **Let's talk! Leadership in Professional Communication for Academics**

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 programme, a mid-term workshop will give mentees and mentors the opportunity to take stock of their current situation, identify initial successes and look at further areas for development. The joint workshop also provides information and advice on self-management and resource activation in mentoring.

In addition, mentors receive in-depth training in communication and leadership based on their previous experience. In a separate workshop, mentees receive input on everyday leadership – based on their own previous experience: topics such as delegating, role awareness or dealing with stress can be addressed in detail in order to meet the group's needs.

### **Visibility and Networking**

A considerable number of jobs are found and filled through personal network contacts. In addition, trusted connections provide information, access to resources and help develop new projects. In order to approach networking activities efficiently and systematically, relevant objectives are first examined in the workshop. We then take stock of existing networks and analyze them in order to make them strategically usable for career development. In the group of mentees we develop ideas on how to get in touch with potential network partners. Two virtual exchange sessions with alumnae also provide in-depth insights into networking practice.

### **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 are the right ones, they can still leave you in the lurch. Without tuning in to breath and articulation, the message doesn'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.

### **Appointment Procedures (in German)**

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?

### Securing Research Funding

To be successful in science, scientists have to secure funding for their project ideas or their own position. Which funding programmes are of interest to me? How do I efficiently find funding programmes tailored to my needs? What are the principles of successful proposals? The seminar will provide insights into the structure and systems of the funding landscape in Germany. To enable you to find tailor-made funding options for your individual needs, you'll get strategic tips on how to search for funding. The basis for success in securing funding is the written proposal. In this online seminar, participants can choose their own topic. They will practise writing a convincing proposal in terms of concept and content. There will be a focus on the title of the proposal, a strong summary and strategic considerations for developing a project plan with an adequate budget. Participants who are currently writing a proposal can bring their summary for analysis and further development. Participants will also learn about the unwritten rules they should keep in mind when applying for research funds.

### EU Research Funding in the European Research Area

The two-day seminar, entitled "EU Research Funding in the European Research Area", will provide participants with a comprehensive understanding of the political processes related to the EU framework programme for Research and Innovation, "Horizon Europe". The presentations and interactive talks will provide unparalleled insight into the workings of the EU institutions and the challenges and opportunities facing the European research community. Participants will have the unique opportunity to engage directly with representatives of the EU institutions and other organisations, thereby gaining a comprehensive understanding of the roles and responsibilities of the scientific community at the European level. Additionally, practical guidance will be provided for successful application in the field of EU research funding, particularly within the scope of the individual support measures of the European Research Council (ERC).

### Taking Stock: Knowledge Transfer and Outlook

At the end of the mentoring year, we look back and evaluate – individually as well as together – our experience of the programme and its design. What has happened professionally since the start of the programme? What new goals are to be pursued next? How can the programme's content and contacts continue to be visible and effective? In addition to the time allocated to structured knowledge transfer, the workshop provides suggestions for a successful conclusion of the mentoring relationship as well as space and ideas for appreciating joint progress.

In addition, separate workshops both for mentors and mentees will revisit the topic of leadership.