

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

03 July 2020 (English)

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!

### **Dr Vera Bissinger**

Career consultant, trainer, personnel developer with focus on mentoring, in and outside Academia

### **Dr Kerstin Mauth**

Coach and trainer in a scientific context with focus on mindfulness, career, leadership

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

02 October 2020 (English)

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.

**Dr Vera Bissinger**

**Dr Kerstin Mauth**

## **Shaping Your own Future: Career planning**

27/28 April 2020 (English)

29/30 April 2020 (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.

**Dr Neela Enke**

Coaching, Training, conflict management

### **Talking Together, not at Cross-Purposes! – Professional conversation skills for female researchers**

10/11 June 2021 (German)

14/15 June 2021 (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.

**Julia Lehnhof**

**Prof. Dr. Pamela Luckau**

### **Half-time: Group, progress and perspectives**

28/29 September 2021 (English)

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.

**Dr Vera Bissinger**

**Dr Kerstin Mauth**

### **Strategic Networking – the key to career development (German)**

28/29 October 2021

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.

**Jaqueline von Saldern**

career counselor, coach and trainer  
focused on women in leadership. She set  
up, established, and managed professional  
networks

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

03/02 November 2021

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?

**Dr Ulrike Preißler**

**German Association of University  
Professors and Lecturers**

### **Writing Scientific Grant Proposals (English)**

13/14 April 2022 (virtually)

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).

**Dr Beate Scholz**

Scholz CTC GmbH, international  
consulting and science policy advice,  
research assessment and career coaching

### **Voice and Body Coaching – Communicating with confidence and accuracy (English)**

22/23 June 2021

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.

**Julie Stearns**

professional trainer and certified coach,  
theater director and actress

### **EU Research Funding in the European Research Area (English)**

09/10 September 2021 or 10/11 February 2022

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**

17/18 March 2021 (English)

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.

**Dr Vera Bissinger**

**Dr Kerstin Mauth**

*legend:*

*green = seminars of process assistance*

*blue = mandatory modules*

*orange = optional modules*