

## **TRANSFERABLE SKILLS**

### **Workshop**

#### **Team work & leadership competencies in academia and beyond: Youngster – team player – key player**

**12 September 2008, 9 a.m. – 5 p.m.**

When PhDs make the transition into the labour market they are often expected to take on leadership responsibilities. Not only careers outside the higher education sector but also such in academia involve leadership roles – e.g. in the supervision of students or junior colleagues or the 'lateral guidance' of colleagues. A better understanding of leadership mechanisms is also useful in situations where one is being led, for example as a PhD candidate by a supervisor. 'Bottom up' leadership techniques can contribute to the success of cooperation in this context.

With sound knowledge of leadership, team dynamics can be optimized and situations of conflict better managed. New recruits can therefore grow with their leadership role and constructively work with their colleagues.

In this workshop participants will be introduced to the most important leadership styles and techniques and will acquire knowledge of the methodical approach to leadership tasks. The following topics will be covered:

Basics of team work & leadership:

An overview of leadership styles and techniques

My leadership profile:

Assessing my leadership skills

Ambiguous hierarchies:

What does leadership mean in academia?

Setting common goals and achievements as leadership tools:

What do they mean to me as staff member... and as boss?

Role change:

Staff member – colleague – boss

Keeping the peace:

Conflict management and strategies for negotiating in the work place

New in the job:

My first 100 days as boss

Team work & leadership competencies:

My next steps



**Registration**  
**(only one participant per registration, please)**

**12 September 2008 Workshop**

**Team work & leadership competencies in academia and beyond:  
Youngster – team player – key player**

Surname \_\_\_\_\_ First name \_\_\_\_\_

Institution  
\_\_\_\_\_

Date and Signature \_\_\_\_\_

**Please fax your completed registration form to +49 (0)341 97-32668 by 25 July 2008.**