

GRADUATE ACADEMY

Promoting Young Researchers!

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SEMINAR
PROGRAM

Seminar Program 2009

Additional and Transferable Skills
for Doctoral Students

Course Language: English

UNIVERSITÄT
HEIDELBERG
GRADUIERTENAKADEMIE



SEMINAR PROGRAM For Doctoral Students

The Graduate Academy offers a seminar program specially designed for doctoral students. This program aims at supporting young researchers in acquiring career-oriented qualifications and transferable skills. It caters for doctoral students from different research areas and backgrounds.

An introduction to various techniques of project management is given in the basic course "Strategies for a Successful Doctorate" for doctoral students from all research areas. Further courses focus on a wide range of aspects related to working on a doctoral thesis and other research projects.

NEW

FEES REFUNDABLE!

Heidelberg University doctoral students can have their course fees refunded.

Details and registration at:

www.graduateacademy.uni-heidelberg.de

Menu item: *Workshops and Training*

STRATEGIES FOR A SUCCESSFUL DOCTORATE

Project Management – Social Skills – Time Management For International Doctoral Students

In this two and a half days course the dissertation is viewed as a personal project that can be planned and executed efficiently by employing the correct strategies. The course focuses on the following aspects:

- » Identifying the individual phases of a project and their core tasks: situation analysis, goal definition, project structure plan and project action plan
- » Applying these phases to the personal doctoral project
- » Work-Life-Balance: which goals do I want to spend my time on?
- » Weekly planning and prioritising: how do I distribute my tasks over the week and avoid time pressure?
- » Analyzing personal strengths and weaknesses regarding soft skills: what do I need to improve and how can I plan my development?
- » Communicating effectively with my supervisor: how do I plan and carry out goal oriented dialogs?

Location

Seminar room of the Department *Schlüsselkompetenzen*,
Bergheimer Str. 20

Dates

Tuesday, 28.04.2009, 1.30 pm – 5 pm

Wednesday, 29.04.2009, 9 am – 5 pm

Tuesday, 05.05.2009, 9 am – 5 pm

Tutor

Sita Schanne

ZSW, Department Schlüsselkompetenzen

Number of participants

max. 12

Target group

International doctoral students from all research areas

Fee

95 €

ENGLISH FOR INTERNATIONAL DOCTORAL STUDENTS IN THE (LIFE) SCIENCES

For International Doctoral Students

This course has been designed to cater specifically to the needs and wishes of international doctoral students in the (life) sciences whose native language is not English. We will be analyzing a number of primary journal articles as well as sources from other media with a view to dealing with essential grammatical structures and general text organisation. We will also work on writing scientific texts in English (esp. abstracts and journal articles) and presenting and discussing papers in English in an international setting. Participants' suggestions are, of course, welcome.

Location

Zentrales Sprachlabor,
Plöck 79–81, room 207

Dates

Tuesdays and Thursdays, each day 7.45 pm – 9.15 pm,
starting on 05.05.2009

Tutor

Andrew Terris, B.Sc., MBA
Zentrales Sprachlabor

Number of participants

max. 15

Target group

International doctoral students in the (life) sciences,
in all stages of their dissertation project

Fee

95 €

PRESENTING RESEARCH RESULTS

An important part in research is presenting your results. This course helps doctoral students to prepare for the presentation of their research in seminars, at conferences or in their disputation. Participants bring their own presentations in order to work on the following topics:

- » How do I structure my talk to make it more effective?
- » How do I use media efficiently?
- » What do I have to bear in mind in order to address my audience most effectively?
- » How can I improve my presentation skills through feedback

The course requires participants to be actively involved by giving a presentation. Systematic feedback will help the presenters to recognize their strengths and weaknesses, to try out new presentation strategies and thus to improve their presentation skills.

Please note: This is not a language course.

Location

Seminar room of the Department *Schlüsselkompetenzen*,
Bergheimer Str. 20

Dates

Monday, 11.05.2009, 9 am – 5 pm

Tuesday, 12.05.2009, 9 am – 5 pm

Tutor

Sita Schanne

ZSW, Department *Schlüsselkompetenzen*

Number of participants

max. 12

Target group

Doctoral students from all research areas

Fee

95 €

CROSS CULTURAL COMPETENCE

Living and Working in an International Environment (Focus: Germany)

Living and working in an international environment often causes irritation as the other's behavior appears strange in many ways. Different values, expectations and a diverse structure of communication lead to misunderstandings.

This workshop aims at creating awareness and an ability to reflect the participants' own cultural background. You will learn how to deal with different cultural standards and expectations and you will experience why other cultures often appear to be peculiar. We will discuss that the perception of what we define as normal is a matter of culturally influenced thinking. In the course of the workshop we will take a close look at the experience you had with living and working in Germany and in how far this is different from what you know from your countries of origin.

Location

Anglistisches Seminar,
Kettengasse 12, room 108

Date

Saturday, 16.05.2009, 10 am – 4.30 pm

Tutor

Fadja Ehlail, M.A.
Intercultural Trainer

Number of participants

max. 12

Target group

Doctoral students from all research areas and all stages in their dissertation project

Fee

65 €

SCIENTIFIC COMMUNICATION IN ENGLISH

This course will focus on practical usage of English in Science. We will first cover basic, useful principles for scientific writing. These principles will then be extended to scientific presentations. Every student will be encouraged to participate at each meeting, presenting themselves and their work to the group. Feedback will include best practice videos. This students will be able to immediately put into practice the principles they learn.

Further special topics will include:

- » How to write a review paper
- » Use and misuse of English
- » How to write a CV
- » Telephone and E-mail

The course will be run by a native English speaker with over 20 years experience in scientific communication.

Location

Kirchhoff-Institut für Physik,
INF 227, 2nd floor

Tuesdays' sessions: room 2.401

Wednesdays' sessions: room 2.403

Dates

Tuesday, 02.06.2009, 4 pm – 8 pm

Wednesday, 03.06.2009, 4 pm – 8 pm

Tuesday, 09.06.2009, 4 pm – 8 pm

Wednesday, 10.06.2009, 4 pm – 8 pm

Tutor

Dr. Seán O'Donoghue
EMBL Heidelberg

Number of participants

max. 15

Target group

Doctoral students from the natural and life sciences

Fee

95 €

SCIENTIFIC WRITING

For Doctoral Students in the Natural and Life Sciences

Academic writing is an important skill for all academic careers: research results, research proposals, reports and publications are all composed in writing. In contrast to literary writing, these texts should be informative, precisely formulated and well structured. In this workshop we focus on the following topics:

- » Recognizing personal strengths and defining areas in need of improvement
- » Developing an awareness for the writing process, improving writing fluency, suggestions for improving structure
- » Developing reading strategies in order to comprehend research articles effectively
- » Peer-review editing and revising of individual texts
- » Identifying the characteristics of scientific writing

Please note: This is not a language course.

Location

Seminar room of the Department *Schlüsselkompetenzen*,
Bergheimer Str. 20

Dates

Monday, 15.06.2009, 9 am – 5 pm

Tuesday, 16.06.2009, 9 am – 5 pm

Tutor

Sita Schanne

ZSW, Department *Schlüsselkompetenzen*

Number of participants

max. 12

Target group

Doctoral students in the natural and life sciences

Fee

95 €

COMMUNICATION AND NEGOTIATION SKILLS

Doctoral students often face challenges in their social and communicative environment at work: They have to interact successfully with colleagues, researchers and with their supervisor. Ideally, in the long run they also have to build up a network of connections within their research community.

The workshop will employ short inputs, practical exercises, group work and role play and cover the following aspects of successful communication and negotiation:

- » Which communication techniques help me to interact constructively and to achieve mutual understanding among all communication partners?
- » How do I cope with situations of conflict and tension?
- » How do I best take the interests of all negotiation partners into account?
- » How do I build up a network in the research community and how do I maintain my connections?

Please note: This is not a language course.

Location

Seminar room of the Department *Schlüsselkompetenzen*,
Bergheimer Str. 20

Dates

Wednesday, 08.07.2009, 9 am – 5 pm
Thursday, 09.07.2009, 9 am – 5 pm

Tutor

Dr. Ute Leidig
ZSW, Department *Schlüsselkompetenzen*

Number of participants

max. 12

Target group

Doctoral students from all research areas

Fee

95 €

Further information on the Graduate Academy Seminar Program and on the registration can be found at:

www.graduateacademy.uni-heidelberg.de