Module 4P – Skills for Project Leaders

Why – Objectives

The aim is to develop skills that go beyond the traditional scientific qualification.
Leading a project team or a research group in science requires management skills.
In this role, scientists are regularly involved in three areas:

> The task (planning projects, objectives, resources, milestones)
> The individual group or team members (leading, training, coaching)
> The team itself with its particular group dynamics (diversity, conflicts)

This workshop is designed to cover all three areas: Participants will gain knowledge about project management, have the opportunity to reflect on their leadership style and learn models and tools to approach this challenging role successfully. In particular, "Communication" and "Conflict Resolution" will be looked at from a managerial perspective and relevant techniques will be trained.

It prepares doctoral candidates and post-doctoral researchers for the possible next steps in their careers - be it in the academic world or in industry.

What - Topics

Project Planning
…following the critical path
- *Project plan and Work Breakdown*
- *Estimations and resources*
- *Use of modern planning tools*

Monitoring and Control
…how to manage time and quality
- *Milestones and reporting*
- *Managing stakeholders*

Delegation by Pleasure
…how to open space
- *Management by objectives*
- *Stewardship delegation*
- *Empowerment and Coaching*

Successful in Groups and Teams
…the spirit of cooperation
- *Team building and development*
- *Managing diversity*
- *Decision making*

Communication for Leaders
…typical situations
- *Face-to-face conversation*
- *Moderation of Meetings*

Conflict Resolution
…a leader's responsibility
- *Vicious circles and the "difficult other"*
- *Win-Win negotiation*
- *Mediation basics*

How - Methods

The training is delivered as a workshop over 2,5 days. It is a mixture of short theoretical lectures, discussions, individual and small group exercises and role-playing with feedback. The case studies and projects are provided by the participants to ensure that the scenarios are as realistic as possible. A questionnaire will be sent to participants in advance.

When - Course schedule (example)

Day 1   9:30 – 12:45 and 13.45 – 17:30
Day 2   9:00 – 12:30 and 13:30 – 17:00
Day 3   9:00 – 13:00

Where – Location

Seminar room at your institute or online via ZOOM.