



Regular seminars of the doctoral college: Leadership Competence Module (2)

Seminar	Applied project management (two-day seminar) (in German)	ECTS: 1.50
Lecturer	Prof. Dr. Tobias Rieke	
Content	<p>The planning and implementation of research projects, dissertation projects, cooperative tasks such as book projects as well as classic change projects require sound planning and structuring as well as effective monitoring and steering so that the projects are successfully implemented with the given resources and in the intended time. Changes are common during the project, which in turn need to be taken into account in further planning and management. This event aims to support participants and provide them with tools to structure and manage projects of different kinds.</p> <p>Educational objectives</p> <ul style="list-style-type: none">• Structuring problems and research questions and deriving corresponding work packages• Arranging tasks and work packages chronologically• Identifying the critical path through the work packages and exploiting buffer times• Assessing and applying accompanying aspects such as stakeholder and risk management in a targeted manner• Recognising the need for project documentation and being able to design it for own purposes• Differentiating between classical and agile project management and identifying possibilities for integration• Adapting and applying methods of agile project management (SCRUM) for research projects and other collaborative tasks	



Seminar	Conflict management - mastering conflicts and difficult situations with confidence (two-day seminar) (in German)	ECTS: 1.50
Lecturer	Carola Frank	
Content	<p>It is often the little things in life that have a big impact on the overall organisation, on communication and on the corporate climate. Conflicts can arise from various causes, such as clumsy communication, lack of clarification of tasks and functions, insufficient transparency about operational processes and much more.</p> <p>For people with leadership responsibility, it is particularly important to recognise latent conflicts early on and intervene so that a "smouldering fire" does not turn into a big "fire" that makes cooperation impossible. Recognising the need for action at the right moment and resolving emerging conflicts with the necessary tools are the tasks of a leader.</p> <p>What you achieve in this seminar</p> <p>In this seminar you will learn more about the nature of conflicts and how escalations arise. You will examine your own attitudes, experiences and approaches to dealing with conflicts. It becomes clear that your own perception and experiences determine the way you deal with conflicts. You will receive suggestions for expanding your own conflict resolution skills and integrating them into your everyday work.</p>	



Seminar	Facilitation in science and teaching (two-day seminar) (in German)	ECTS: 1.50
Lecturer	Dipl.-Päd. Eva-Maria Schumacher	
Content	<p>In everyday university life, there are many occasions when academics need facilitation skills. In teaching, it is necessary to initiate and steer goal-oriented teaching talks or discussions among the students after a lecture or presentation. In the context of research, for example, meetings must be held within the working group and work steps must be guided, accompanied and results secured.</p> <p>In this workshop you will learn the basics of successful facilitation and how to apply them to the different facilitation settings in teaching and meetings in the context of research. The focus will be on the specific tasks, roles, methods and tools that facilitators have or need in order to successfully lead groups in different contexts.</p> <p>In the workshop, you will have the opportunity to become clear about your roles in the specific facilitation settings and you will practise these specific facilitation strategies in exercises and role plays. This will give your facilitation more clarity, goal certainty and result orientation.</p>	



Seminar	Personnel management (two-day seminar) (in German)	ECTS: 1.50
Lecturer	Prof. Dr. Susanne Maaß-Sagolla; Dipl.-Ing. Kerstin Pawelke	
Content	<p>Changing seminars on the topic of personnel management with different focal points:</p> <p>Effectuation or acting under uncertainty</p> <ul style="list-style-type: none">• Getting to know the principles of effectuation<ul style="list-style-type: none">○ Means orientation instead of goal orientation○ Achievable loss instead of expected return○ Partnerships instead of competition○ Using circumstances and coincidences instead of avoiding them• Going through the stages of the Effectuation process with own projects and processes• Transfer to further areas of application <p>Leading and being led</p> <ul style="list-style-type: none">• Introduction to personality styles and their impact on the leadership context• Introducing different leadership styles• Role and function - what does it mean?• Getting to know one's own leadership style• Leading healthily• Introduction to group and team dynamics/team roles according to Belbin• Leading teams or leading in a team - effects of role analysis on one's own leadership in or of the team• The team clock according to Tuckmann and its effects on leadership in the different phases of a group or team <p>Developing leadership</p> <ul style="list-style-type: none">• Cooperative communication & general semantics• Solution-focused leadership feedback• The SySt principles and the orientation of systems• Building robust systems (organisations/teams)• Syntactic work in teams and organisations• Team phases and their significance for leadership work	



Seminar	Time management and planning techniques for the doctoral dissertation (one-day seminar) (in German)	ECTS: 0.75
Lecturer	Dr. Eva Reichmann	
Content	<p>The life of a doctoral candidate revolves around self-motivation and time management. Organisation and self-management are necessary to complete the dissertation on time. However, work modes, dissertation projects and personal behaviours in dealing with time and planning are different - which is why the focus of the workshop is on developing individual strategies that suit your project and personality.</p> <p>In addition to dealing with different methods for work, time and project planning, the topic of work-life balance is also on the programme, as it is the basis for successful project work - especially when it comes to the aspects of self-motivation and stress prevention.</p> <p>You will</p> <ul style="list-style-type: none">• Identify goals, key tasks and appropriate timeframes for your tasks - appropriate to your work mode and PhD project• Learn methods for organising and dividing tasks and for monitoring progress - for your doctoral thesis, but also for tasks arising in the context, such as presentations, meetings, goal-oriented discussions, etc.• Identify personal strengths and methods for dealing with planning tasks and make them available to yourself• Learn about your individual path for a balanced work-life-balance and your personal stress management• Derive motivational strategies from reflecting on your personal goals for your doctoral studies• Create your own project plans and receive feedback on them <p>The workshop work focuses on practical exercises and methods - as a participant you should therefore be prepared to discuss your ideas with others and to receive and give feedback.</p>	