

Professional Skills Courses, Language Courses, Industry Excursions Mar-Aug 2012

* Course will also be offered in the next course announcement (Sep 2012 - Feb 2013)

Trainer	ID	* Title of Course	Credits	Date
Scientific Communication				
Silyn-Roberts, Heather	S 01	* Effective scientific communication: journal papers, seminar or conference presentations, and posters	1.5	14-16 May 2012
Yagoda Shagham, Janet	S 04	Science and medical writing for the public	3.0	21-25 & 29-31 May 2012
Schütte, Christina	S 10	* Grant Writing for Scientists	0.5	14 May 2012
Schütte, Christina	S 26	Writing Scientific Publications	1,5	15-16 May & 12 Jul 2012
Ohlen, Nikola	S44.I	Adobe Illustrator Beginners' Course	0.5	23 Apr 2012
Ohlen, Nikola	S44.II	Adobe Illustrator Beginners' Course	0.5	24 Apr 2012
Good Scientific Practice and Intellectual Property				
Jahn, Reinhard	S 24.I	* Seminar on Good Scientific Practice	0.25	14 Mar 2012
Rodnina, Marina	S 24.II	Seminar on Good Scientific Practice	0.25	09 May 2012
Wild, Markus	S 40	Animal Philosophy	1.0	25-26 Jun 2012
Inthorn, Julia; Beier, Katharina	S 47	* Neuroenhancement from an ethical perspective	1.0	mid June 2012

Trainer	ID	* Title of Course	Credits	Date
Self-Management and Organizational Skills				
Golin, Simon	S 07	* Project Management for young scientists. Taking off as a project pilot	0.5	03 Apr 2012
Golin, Simon	S 08	* Time Management in Doctoral Research. Aligning Time and Goals	0.5	04 Apr 2012
Mohr, Gunda	S 31	Conflict management for doctoral candidates. From a clash to a culture of conflict	1.0	18-19 Apr 2012
Brandes, Kerstin	S 46	Learning skills	1.0	03-04 May 2012
Career Development				
Petersen, Alexia	S 05	Working across borders, communicating across cultures I: An introductory workshop to intercultural communication for graduate students	1.0	01-03 Jun 2012
Golin, Simon	S 25	Career Planning for PhD Students	0.5	05 Jun 2012
Dierbach, Heike	S 39	Media & public relations for academia. How research gets into the spotlight	0.5	10 Apr 2012
Klein-Franke, Silvie	S 41	Leadership Excellence in the Knowledge Society	1.0	27-28 Jun 2012
Brandes, Kerstin	S 45	A Application skills: How to apply for non-scientific jobs	1.0	22-23 Mar 2012
Women-Only Courses				
Schick, Elisabeth	W 05	Empowerment	1.0	14-15 Jun 2012
Schick, Elisabeth	W 06	Successful and authentic self-presentation	0.5	20 Apr 2012

Trainer	ID	* Title of Course	Credits	Date
Industry Excursions				
Industry Excursions	X 02	Boehringer Ingelheim, Biberach/Riss	0.5	21-22 Jun 2012
Industry Excursions	X 11	Bruker Daltonics, Bremen	0.5	26-27 Apr 2012
Industry Excursions	X 12	Qioptiq, Göttingen	0.5	<i>tba</i>

German Language Courses

German Language Courses will be announced separately.

English Language Courses

English Language Courses will be announced separately.

UniVZ No.:	340096	Credits:	1.5	Date:	14-16 May 2012	
Title of Course (Course ID):	Effective scientific communication: journal papers, seminar or conference presentations, and posters (S01)					
Instructor:	Dr. Heather Silyn-Roberts <i>University of Auckland, New Zealand</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 12	max: 20				
Duration:	2.5	Time:	from	10:00 h	to	18:00 h

Course description:*The workshop*

The aim of this workshop is to introduce graduate students to the principles of scientific communication: writing a journal paper; making an effective scientific conference poster; and making a professional seminar or conference oral presentation of scientific material. The presenter is multi-disciplinary and the courses are adapted to each graduate school.

1. Writing and Publishing an Effective Journal Paper (half- or 1-day programme)

Participants should bring a journal paper that they have written or are familiar with; each participant will analyse this paper during the course.

Aim

To help participants understand the following: the characteristics of an effective paper; requirements for each section of a paper; what reviewers and editors look for; the process of publishing a paper.

To be covered

The general structure of a journal paper. Then, for each section: the purpose of the section; how to write it; difficulties in writing it; tense of the verb; common faults; review checklist.

Method of learning

- PowerPoint presentation by Heather Silyn-Roberts.
- Group discussion between presenter and participants.
- Participants' individual assessment of the papers they have brought with them.

2. Making an Effective Conference Poster (half-day programme)

Participants should bring examples of conference posters. These will be analysed during the course.

Aim

To help participants construct for a conference a display poster that effectively communicates the essential elements of a piece of scientific work.

To be covered

Features of posters that viewers like; planning; design and structure of information; figures and tables; effective and ineffective features of posters; review checklist.

Method of learning

- PowerPoint presentation by Heather Silyn-Roberts.
- Discussion of the requirements.
- Participants' assessment and grading of posters (posters brought by participants, photos).

3. Making an Effective Seminar or Conference Presentation (1 day, maximum 12 students per day)

Each participant should prepare beforehand a five-minute oral presentation (with visual aids: Powerpoint or overhead foils) on an aspect of his/her work. Each presentation is given once, then improved and presented a second time.

Aim

To help participants learn how to use the skills of rhetoric, structuring of information, and preparation of visual aids to present scientific information in a professional manner at a conference or seminar. To learn what to avoid doing.

To be covered

Guidelines for beginners; types of notes; structuring a presentation; using overview information at the beginning and end; dealing with detail; spoken style; wording (your own, visual aids); designing visual aids; delivering the talk; dealing with needing to pause, interruptions, finishing in a hurry; answering questions.

Method of learning

- All participants will present a prepared five-minute seminar based on their work. Each presentation is followed by group discussion analysing the effective and ineffective points.
- PowerPoint presentation by Heather Silyn-Roberts of what to do and what not to do when making a scientific presentation.
- Time allowed for participants to improve their presentation, followed by the second, improved version by each participant. Group discussion after each presentation. Also practice in finishing in a professional manner when one's time has run out.
- NOTE: each participant who has gone through this course has shown a marked improvement in presentation technique and confidence in the second presentation.

Contact:

GGNB Office

ggnb@gwdg.de

0551 - 39-14002/3/4

UniVZ No.: Credits: Date:

Title of Course (Course ID):

Instructor:

Place:

Participants:

Duration: Time: from to

Course description:

There are many career opportunities for people able to translate and interpret medical and scientific information for peer and public readers. In addition to print and broadcast media, science writers work for universities, hospitals, industries, museums and government agencies. Freelancing is another satisfying way to approach this profession.

Students who take this class will learn the art and craft of writing for public audiences. The class format includes lecture and discussion, field trips, workshop time and critiques. Students may write 2 to 3 articles and have the potential to publish one article in the MPI News. Writing opportunities may include:

- Reporting on activities celebrating the 275th Anniversary of the Georg-August University of Göttingen,
- An article on a field trip to a local business, museum, exhibition, or applied research facility.

Contact:

UniVZ No.:	340139	Credits:	1.0	Date:	1-3 Jun 2012
Title of Course (Course ID):	Working across borders, communicating across cultures I: An introductory workshop to intercultural communication for graduate students (S 05)				
Instructor:	Alexia and Stephan Petersen <i>Aachen</i>				
Place:	Freizeit und Tagungshaus Klein Süntel, Bruchweg 12, 31848 Bad Münter/Klein Süntel				
Participants:	min: 7	max: 13			
Duration:	2.5 days	Time on day 1:	17:00 h		

Course description:*What is “intercultural communication”?*

Intercultural communication looks at a very few key cultural concepts (e.g. fact-based vs. relationship-based interpersonal interactions, individual vs. group orientation, the role of hierarchy, to name a few) and how these in their various constellations impact the communication behaviour of different cultures in every-day problem-solving, decision-making, project-planning, workplace interaction, etc. It is not about compiling simplified *do's* and *don'ts* checklists for specific countries.

Nor is it about coming up with the “correct” interpretation of every cross-cultural situation. In realistic, functional terms, intercultural communication skills enable one to first distinguish which problems encountered by workgroups are in fact cultural communication problems, rather than issues of individual personality or technical competence. In the case of a multicultural group, isolating and understanding the impact of key cultural issues on group dynamics puts one in a position to make a *reasonable* assessment of a situation and take the steps of effective action.

How do scientific and technical professionals benefit from intercultural communication skills?

The predominance of foreign students and professionals in scientific and technical programmes throughout the world means that many universities and research institutions are host to some of the most culturally diverse work teams one is likely to encounter. Within such organisations where cultural differences can be quite pronounced and rather the norm, the effectiveness of the workgroup may well hinge on the complete skills package of certain key persons; for instance, persons working in positions where they need to influence others or co-ordinate the work of others to achieve specific objectives. Given this reality, intercultural communication skills must be more than just “something extra”: they are the key to accessing the full synergistic potential within a multicultural group.

Experienced managers, engineers and other internationally active professionals consistently recognise the considerable barriers posed by cultural differences, and the challenge posed to overcome them. Given this reality, it is not inconceivable that intercultural communication awareness and skills development are equally relevant and challenging as a central issue for students of all disciplines.

How can intercultural communication skills be trained?

The models and tools delivered here are conceptualised to help start the long process the learner must undertake to construct and refine his/her own cultural model through research, experience, observation and objective analysis. The workshop, therefore, trains participants in transferring their understanding of patterns of "cultural logic" into an ability to recognise and assess *reasonably accurately* cultural patterns of communication behaviour, which in turn enables informed action and solutions. Using typical, authentic case studies, real-life samples for group problem-solving activities, and role-play simulations, the strength of the design of this workshop, especially with regards to professional or academic user groups, lies in its integration of the relevant academic knowledge into a solid conceptual framework that is taught with an applications-oriented approach specifically tailored to the user's needs.

About the trainers:

Alexia Petersen is an intercultural communication trainer from Toronto, Canada, based for the last 18 years in Germany. Together with Dr. Stephan Petersen, an engineer and manager with a company active worldwide, she consults to a wide range of companies, non-profit organisations, government and cultural institutions, and also teaches intercultural communication at the RWTH Aachen and other universities in Germany. Further information about the trainer and the course they offer is available at <http://www.aspetersen.de>.

Contact:

GGNB Office

ggnb@gwdg.de

0551 - 39-14002/3/4

Comments:

The course is jointly organized with Hannover Biomedical Research School (HBRS) and will be held as a retreat (outside of Göttingen).

UniVZ No.:	340100	Credits:	0.5	Date:	3 Apr 2012	
Title of Course (Course ID):	Project Management for young scientists. Taking off as a project pilot. (S 07)					
Instructor:	Dr. Simon Golin <i>Golin Wissenschaftsmanagement, Hamburg</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 10	max: 16				
Duration:	1 day	Time:	from	10:00 h	to	18:00 h

Course description:

New, time limited and complex – such are the tasks generally undertaken as projects. A work environment without project work is almost unimaginable nowadays. And this is not only true for the non-academic sector: Even the doctorate is a project!

Proven project management tools pave the way for the professional development and planning of projects, for competent guiding of their implementation and for their successful completion. With the help of these tools even difficult steps in the project journey can be safely navigated.

During the workshop the participants familiarise themselves with the most important project management methods and instruments. The following topics are at the core of the workshop:

- Basics of project management: From design to completion of a project
- It is all about direction: Setting objectives for my projects
- How to handle the unforeseen: Strategies for dealing with difficulties
- Projects in the higher education sector: What are the idiosyncrasies of academia?
- Strengthen your strengths! How can I exploit the strengths of my project?
- Stakeholder analysis: Where do I find support for my project?
- Project management: My next steps

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	<input type="text" value="340101"/>	Credits:	<input type="text" value="0.5"/>	Date:	<input type="text" value="4 Apr 2012"/>	
Title of Course (Course ID):	<input type="text" value="Time Management in Doctoral Research. Aligning Time and Goals (S 08)"/>					
Instructor:	<input type="text" value="Dr. Simon Golin
Golin Wissenschaftsmanagement, Hamburg"/>					
Place:	<input type="text" value="Ernst-Caspari-Haus / GZMB Building,, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232"/>					
Participants:	<input type="text" value="min: 10"/>	<input type="text" value="max: 16"/>				
Duration:	<input type="text" value="1 day"/>	Time:	from	<input type="text" value="9:00 h"/>	to	<input type="text" value="16:00 h"/>

Course description:

Teaching, part time work, professional development, private arrangements and not least the thesis: Time pressure results in many things only being half done. In the end there is not enough time for the important tasks and you are left with the uncomfortable feeling of again not having managed everything.

It is however not difficult to improve dealing with the personal time budget. Through the implementation of established time management methods, individual disturbances can be minimised, priorities can be set and planning horizons can be determined in order to make the own work more effective.

During this workshop the participants learn the fundamentals of time management and deal mainly with the following topics:

- Basics of time management: Setting goals and priorities
- Efficiency versus effectiveness: The subtle difference
- Structuring your time: My planning horizon
- Would 'ave, could've, should've: Disturbances & time-wasters – both self-inflicted & caused by others
- Expect the unexpected: Strategies for dealing with the unplannable
- Time management: My next steps

Contact:	<input type="text" value="GGNB Office"/>	<input type="text" value="ggnb@gwdg.de"/>	<input type="text" value="0551 - 39-14002/3/4"/>
-----------------	--	---	--

UniVZ No.:	340102	Credits:	0.5	Date:	14 May 2012	
Title of Course (Course ID):	Grant Writing for Scientists (S 10)					
Instructor:	Dr. Christina Schütte <i>ProSciencia, Lübeck</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.233					
Participants:	min: 12	max: 20				
Duration:	1 day	Time:	from	10:00 h	to	18:00 h

Course description:**NOTE: Preparatory work by the participants necessary!**

The aim of this course is to familiarize participants with the strategies for writing successful grant / fellowship applications to various funding bodies. It consists of lecture-style sequences with active participation by the audience dealing with the theory of good scientific writing, the basics of grant applications and the principles of different funding bodies, as well as hands-on exercises on aim definition, writing a grant summary and evaluation. Participants will be asked to prepare a summary of their project and scientific CV in preparation to the course, which will be due approx. 5 days before the start of the course. These "mini-applications" applications will be evaluated by other participants individually before the course and in an evaluation session within the course and each participant will also evaluate 3-4 proposals by others in the 4-5 days before course start.

Contents:

- General points to consider when writing a grant application
- General points on good scientific writing
- The different parts of a grant application and their contents
- Strategies for successful grant applications: What information is necessary, how and where should it be presented?
- Differences between different funding bodies and funding principles (stress on DFG-, BMBF- and EU-funding)
- Common mistakes in grant applications and how to avoid them
- Evaluation of grant abstracts provided by the participants
- Exercises for writing a grant abstract and for structuring a work plan

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340103	Credits:	0.25	Date:	14 Mar 2012	
Title of Course (Course ID):	Seminar on Good Scientific Practice (S 24.I)					
Instructor:	Reinhard Jahn <i>MPI-bpc Göttingen, Dean of GGNB</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 5	max: 30				
Duration:	0.5 days	Time:	from	10:00 h	to	14:30 h

Course description:

NOTE: This course is mandatory for all newly admitted GGNB doctoral students!

In the first part, the rules for writing scientific protocols and for managing and storing data will be discussed. Additional topics include do's and don'ts for writing M.Sc. and Ph.D. theses.

In the second part, appropriate and inappropriate means of handling, processing, and displaying scientific data will be discussed (e.g. sampling and statistics, image processing), with examples of "borderline" cases being presented.

In addition, the rules of appropriate scientific conduct with respect to honesty, recognition of the work of others, authorship on publications etc. will be discussed. Furthermore, the students will be familiarized with the rules of Good Scientific Practice enacted by various organizations (such as the University of Göttingen, the DFG (German Research Council), and the Max-Planck-Society).

Finally, it will be discussed what to do and how to act in cases of unfair treatment by coworkers or in cases where there is suspicion or evidence for scientific misconduct.

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

Comments:	Four-hour seminar (2 x 2 h, interrupted by a break). Presentation and discussion. Handouts will be distributed.
------------------	---

UniVZ No.:	340159	Credits:	0.25	Date:	9 May 2012
Title of Course (Course ID):	Seminar on Good Scientific Practice (S 24.II)				
Instructor:	Marina Rodnina MPI-bpc Göttingen				
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232				
Participants:	min: 5	max: 30			
Duration:	0.5 days	Time:	from	10:00 h	to 14:30 h

Course description:

NOTE: This course is mandatory for all newly admitted GGNB doctoral students!

In the first part, the rules for writing scientific protocols and for managing and storing data will be discussed. Additional topics include do's and don'ts for writing M.Sc. and Ph.D. theses.

In the second part, appropriate and inappropriate means of handling, processing, and displaying scientific data will be discussed (e.g. sampling and statistics, image processing), with examples of "borderline" cases being presented.

In addition, the rules of appropriate scientific conduct with respect to honesty, recognition of the work of others, authorship on publications etc. will be discussed. Furthermore, the students will be familiarized with the rules of Good Scientific Practice enacted by various organizations (such as the University of Göttingen, the DFG (German Research Council), and the Max-Planck-Society).

Finally, it will be discussed what to do and how to act in cases of unfair treatment by coworkers or in cases where there is suspicion or evidence for scientific misconduct.

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

Comments:	Four-hour seminar (2 x 2 h, interrupted by a break). Presentation and discussion. Handouts will be distributed.
------------------	---

UniVZ No.:	<input type="text" value="340104"/>	Credits:	<input type="text" value="0.5"/>	Date:	<input type="text" value="5 Jun 2012"/>	
Title of Course (Course ID):	<input type="text" value="Career Planning for PhD Students (S 25)"/>					
Instructor:	<input type="text" value="Dr. Simon Golin
Golin Wissenschaftsmanagement, Hamburg"/>					
Place:	<input type="text" value="Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232"/>					
Participants:	<input type="text" value="min: 10"/>	<input type="text" value="max: 16"/>				
Duration:	<input type="text" value="1 day"/>	Time:	from	<input type="text" value="10:00 h"/>	to	<input type="text" value="18:00 h"/>

Course description:

An occupation in research and teaching, a career in the economic or service sector or in a non profit organisation – after the doctorate there are numerous career paths open.

Because of this, strategic career planning is necessary. A series of important questions has to be answered: What are my goals and interests, what are my strengths and weaknesses? Where can I apply? Do I know what is expected of me and how to deal with that?

On the basis of these questions the current application standards are conveyed and individual application strategies are worked out. With the help of selected examples from practice, the participants develop the competencies needed for a successful approach to the application process. The workshop deals in particular with the following topics:

>> Alma mater forever? Possibilities within and outside academia

>> My profile: Stocktaking of my key skills

>> Before the application: Strategies & stumbling blocks

>> Application dossier: Current standards

>> The interview: From individual interview to assessment centre

>> Role-play: Application situations

>> Career planning: My next steps

Contact:	<input type="text" value="GGNB Office"/>	<input type="text" value="ggnb@gwdg.de"/>	<input type="text" value="0551 - 39-14002/3/4"/>
-----------------	--	---	--

UniVZ No.:	340141	Credits:	1.5	Date:	15-16 May & 12 Jul 2012
Title of Course (Course ID):	Writing Scientific Publications (S 26)				
Instructor:	Dr. Christina Schütte <i>ProSciencia, Lübeck</i>				
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.233 (day 1 and 2)/0.232 (day 3)				
Participants:	min: 12	max: 16			
Duration:	2.5 days + e-mail follow-up	Time: from	10:00 h	to	18:00 h

Course description:*Target group:*

Doctoral students at an advanced stage.

PLEASE NOTE: workshop is directed at students working on a manuscript!

Participants will:

- learn the principles of publication layout
- learn about presenting results and designing figures
- get introduced to general writing techniques
- individually write and improve a publication based on their own results
- learn to review texts and give feedback to others

Structure:

- kick-off meeting: 15-16 May 2012 (1.5 days) – **Participant pre-work required!**
- Writing manuscripts in parts, deadlines for specific parts, e-mail follow-up on written texts – **Participants need time to work on the manuscript during this time!**
- follow-up meeting: 12 July 2012 (1 day) for analysis, additional exercises and feedback

Contents:

The workshop is designed to give participants an overview on producing a scientific publication, including intensive exercises which are based on the own results of the participants. To assure this, participants will be asked to prepare a figure and figure legend a short text describing the figure in preparation to the workshop. The workshop includes a theoretical introduction into the structure of scientific publication and principles of writing readable texts in English, which is enhanced and consolidated by the personal writing experience in exercises and by individual feedback. In addition, strategies for paper writing will be introduced and practiced.

Course format:

- Interactive workshop with group work, including extensive exercises and examples.
- Individual feedback on written texts for all participants by the trainer and by other course participants
- Evaluation of texts provided by other participants

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340143	Credits:	1.0	Date:	18-19 Apr 2012	
Title of Course (Course ID):	Conflict management for doctoral candidates. From a clash to a culture of conflict (S 31)					
Instructor:	Gunda Mohr <i>Golin Wissenschaftsmanagement, Hamburg</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 10	max: 16				
Duration:	2 days	Time:	from	9:00 h	to	17:00 h

Course description:

Conflicts are unavoidable in the normal course of the working life, in academia as well as outside. Whether it is about subject specific differences, competition amongst colleagues or disagreements with the supervisor or boss – there are plenty of potentially explosive situations. But it does not have to come to a detonation which damages the atmosphere in the long run!

It is not difficult to deal with conflicts in a constructive manner and to solve them before they grow into a substantial problem. If conflict is neither ignored nor allowed to escalate into a personal power struggle and the own as well as the others' motives are reflected upon, one can act consciously instead of only reacting emotionally. This way there is a chance of finding a solution with which all parties are satisfied.

This workshop conveys fundamental knowledge about dealing with conflict and trains the powers of observations as well as negotiation skills. The participants learn to better judge the impact of their behaviour and to develop strategies for solving conflicts. The workshop focus is:

- >> Basics of conflict management:
Subject and interpersonal levels in conflict situations
- >> Give way and stop signs:
Offering leeway, setting boundaries
- >> Bad weather warning:
Recognising conflict causes and signals in time
- >> An eye for an eye until the bitter end?
Win-win solutions as an alternative
- >> Looking in from the outside:
Mediation as a tool for solving conflicts
- >> Conflict management:
My next steps

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340144	Credits:	0.5	Date:	10 Apr 2012	
Title of Course (Course ID):	Media & public relations for academia. How research gets into the spotlight (S 39)					
Instructor:	Heike Dierbach <i>Science journalist, Hamburg</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 10	max: 16				
Duration:	1 day	Time:	from	10:00 h	to	18:00 h

Course description:

The wide media landscape offers numerous chances to attract public attention. The placing of publications does not, however, happen by itself: Journalism has its own laws, and it is certainly a challenge to make oneself heard in the media jungle.

With the right knowledge it is often possible even with a modest budget to get into the media and to bring one's own concerns into the public domain. Thus it is possible to attract attention to one's own topics and to transport the respective message in a media and target group specific way.

The workshop conveys the most important methods of media and public relations work with a particular focus on the academic sector. The participants acquire technical knowledge, sharpen their sense for strategic media work and receive useful tips on how to deal with journalists. In this context the following topics are covered:

- Basics of media & public relations: Goals and target groups
- Me and the media: Dealing with journalists
- The classic tools of the trade: Press releases and press conferences
- Science goes public: How much media competence does a scientist need?
- Target oriented communication: Media & public relations for my project
- The impact on the outside: Media & public relations in practice
- Media & public relations: My next steps

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340145	Credits:	1.0	Date:	25-26 Jun 2012
Title of Course (Course ID):	Animal Philosophy (S 40)				
Instructor:	Dr. Markus Wild <i>Humboldt-Universität, Berlin</i>				
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232				
Participants:	min: 8	max: 16			
Duration:	1.5 days	Time on Day 1: from	14:00 h	to	16:30 h
		Time on Day 2: from	10:00 h	to	16:30 h

Course description:

The short course aims to give an overview on animal philosophy by introducing each field by specific problems. Animal Philosophy falls into three interconnected fields defined by the following questions: (1) Animal mentality: Do animals have minds? (2) Anthropological difference: What is the difference between humans and animals? (3) Animal ethics: Do we have moral obligation towards animals? The general philosophical interest for those questions is the following: (1) What does it take to have a mind? (2) What is the nature of the human being (or more generally: rational beings)? (3) What does it take to have moral status?

Preparatory texts:

Lurz, Robert, Animal Minds, The Internet Encyclopedia of Philosophy, ISSN 2161-0002

<http://www.iep.utm.edu/ani-mind/>

Allen, Colin, Animal Consciousness, The Stanford Encyclopedia of Philosophy (Winter 2010 Edition), Edward N. Zalta (ed.)

<http://plato.stanford.edu/archives/win2010/entries/consciousness-animal/>

Gruen, Lori, The Moral Status of Animals, The Stanford Encyclopedia of Philosophy (Fall 2010 Edition), Edward N. Zalta (ed.)

<http://plato.stanford.edu/archives/fall2010/entries/moral-animal/>

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340146	Credits:	1.0	Date:	27-28 Jun 2012	
Title of Course (Course ID):	Leadership Excellence in the Knowledge Society (S 41)					
Instructor:	Dr. Silvie Klein-Franke <i>Ideas X Skills, Innsbruck</i>					
Place:	Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen, seminar room 0.232					
Participants:	min: 10	max: 15				
Duration:	2 days	Time:	from	8:00 h	to	16:45 h

Course description:

Highest-level leadership practice in academic institutions is essential as well for employee satisfaction and retention as their performance and institutional competitiveness in the local and global higher education market. To achieve an organizational culture that promotes innovation and resilience simultaneously is urgent.

The proven way to achieve this excellence is engaging a diverse workforce. Chances and risks need to be understood and used consciously to recruit and engage people from the most different backgrounds successfully, ensure their contribution and thus gain crucial advantages.

This course is designed so as to understand important general principles of leadership, team dynamics and to foster corresponding competencies. Special emphasis will be laid on leading a diverse team.

Workshop content

- Demands on leadership: today's working world and the vision of the learning organization
- Management and leadership
- Conscious leadership and diversity competencies and how to achieve them
- Understanding differences
- Leading a diverse workforce – systematic utilization of multiple perspectives

A methodological mix of impulses, examples, self-reflection, and analysis enables participants to reflect on leadership from their individual and specific starting point.

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.: **Credits:** **Date:**

Title of Course (Course ID):

Instructor:

Place:

Participants:

Duration: **Time:** **from** **to**

Course description:

This Adobe Illustrator beginners' course will introduce you to the basics of graphic design and illustration with Adobe Illustrator, with a focus on creating poster presentations.

Level: beginners introduction

Course requirements: Good computer skills. Some previous knowledge of design software would be helpful, but is not essential.

Contact:

UniVZ No.:	<input type="text" value="340151"/>	Credits:	<input type="text" value="0.5"/>	Date:	<input type="text" value="24 Apr 2012"/>	
Title of Course (Course ID):	<input type="text" value="Adobe Illustrator Beginners' Course (S 44.II)"/>					
Instructor:	<input type="text" value="Nikola Ohlen
Graphic designer, Hamburg"/>					
Place:	<input type="text" value="Ernst-Caspari-Haus / GZMB building, Justus-von-Liebig-Weg 11, 37077 Göttingen,
CIP-Pool (basement)"/>					
Participants:	<input type="text" value="min: 5"/>	<input type="text" value="max: 15"/>				
Duration:	<input type="text" value="1 day"/>	Time:	from	<input type="text" value="9:00h"/>	to	<input type="text" value="18:00h"/>

Course description:

This Adobe Illustrator beginners' course will introduce you to the basics of graphic design and illustration with Adobe Illustrator, with a focus on creating poster presentations.

Level: beginners introduction

Course requirements: Good computer skills. Some previous knowledge of design software would be helpful, but is not essential.

Contact:	<input type="text" value="GGNB Office"/>	<input type="text" value="ggnb@gwdg.de"/>	<input type="text" value="0551 - 39-14002/3/4"/>
-----------------	--	---	--

UniVZ No.:	340148	Credits:	1.0	Date:	22-23 March 2012	
Title of Course (Course ID):	Application Skills: How to apply for non-scientific jobs (S 45)					
Instructor:	Kerstin Brandes <i>Kempkes.Gebhardt Organisationsberatung, Köln</i>					
Place:	European Neuroscience Institute (ENI), Grisebachstr. 5, 37077 Göttingen, seminar room 2.006					
Participants:	min: 8	max: 12				
Duration:	2 days	Time:	from	9:00 h	to	17:00 h

Course description:

The goals of the workshop are that the participants

- know the phases of an application process from preparation, execution to evaluation;
- know their personal professional career goals;
- know their strengths and weaknesses referring to their qualifications and experience;
- know how to write letters and CV
- know different instruments of recruitment
- know how to present themselves appropriately in terms of body language, appearance, communication skills
- get individual feedback on their personal impact in interviews and assessment situations

Contents:

- Preparing for applications: personal career goals, individual SWOT analysis (strengths and weaknesses / opportunities and threats of the individual competence portfolio); company research; job descriptions and requirement profiles; networking
- Different types of application letters (cover letters, unsolicited letters and broadcast letters) and Curriculum Vitae (chronological résumé, skill or functional résumé)
- Different types of job interviews (structured interviews, stress interviews)
- Dealing with questions and unfair behaviour during interviews
- Taking initiative during the interview
- Different exercises for assessment centers
- Basics in communication skills (verbal, non-verbal communication, impression management)
- Evaluation of interviews / ACs and follow-up

Methods:

- Brief input sessions with discussions
- Work in small groups
- Individual reflection
- Practical exercises
- Simulations with trainer, peer and video-feedback

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340149	Credits:	1.0	Date:	3-4 May 2012	
Title of Course (Course ID):	Learning Skills (S 46)					
Instructor:	Kerstin Brandes <i>Kempkes.Gebhardt Organisationsberatung, Köln</i>					
Place:	European Neuroscience Institute (ENI), Grisebachstr. 5, 37077 Göttingen, seminar room 2.006					
Participants:	min: 8	max: 12				
Duration:	2 days	Time:	from	9:00 h	to	17:00 h

Course description:

The workshop's aim is to teach proven tools and methods for optimizing individual learning techniques.

Contents:

- Mindsets, learning styles and types of learners
- Activating organization of the learning process
- The human brain and its role in the learning process
- Methods for improving the participants' ability to read and memorize
- Relaxation methods
- Methods for preparing and processing information
- Methods for storing information
- Time management of individual learning behavior
- Transfer: Lessons learned on learning behavior of adults
- Individual action plans

Methods:

- Brief input sessions with discussions
- Work in small groups
- Individual reflection
- Practical exercises
- Simulations with trainer and peer feedback

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	<input type="text" value="340147"/>	Credits:	<input type="text" value="1.0"/>	Date:	<input type="text" value="mid-June 2012 (tba)"/>
Title of Course (Course ID):	<input type="text" value="Neuroenhancement from an ethical perspective (S 47)"/>				
Instructor:	<input type="text" value="Julia Inthorn and Katharina Beier
Dept. for Ethics & History of Medicine, University Medical Center, Göttingen"/>				
Place:	<input type="text" value="Dept. for Ethics & History of Medicine, Seminar Room / Library, Humboldtallee 36,
37073 Göttingen"/>				
Participants:	<input type="text" value="min: 5"/>	<input type="text" value="max: 20"/>			
Duration:	<input type="text" value="2 days"/>	Time:	<input type="text" value="tba"/>		

Course description:

While interventions into the human brain via surgery or pharmacological means were originally meant for therapeutic use, we currently find an increased off-label use of these interventions for the purpose of enhancement of human cognitive capacities and attentiveness. This shift raises a range of ethical questions regarding our understanding of the human condition, performance and identity.

In the seminar we will address the following questions:

- What is Neuroenhancement and what does it distinguish from “other little helpers” (such as coffee, chocolate etc)?
- What practical applications for Neuroenhancement do already exist?
- Does Neuroenhancement change a person?
- Where runs the borderline between acceptable and unacceptable interventions?
- Does Neuroenhancement raise new problems of justice?

Each participant should contribute one presentation to the seminar. Themes and materials will be distributed during the preparatory meeting.

Contact:	<input type="text" value="GGNB Office"/>	<input type="text" value="ggnb@gwdg.de"/>	<input type="text" value="0551 - 39-14002/3/4"/>
Comments:	<input type="text" value="Preparatory meeting plus two days in mid-June – date to be announced."/>		

UniVZ No.:	340152	Credits:	1.0	Date:	14-15 Jun 2012	
Title of Course (Course ID):	Women- only course: Empowerment (W 05)					
Instructor:	Elisabeth Schick Consultant and trainer, Stuttgart					
Place:	European Neuroscience Institute (ENI), Grisebachstr. 5, 37077 Göttingen, seminar room 2.006					
Participants:	min: 8	max: 12				
Duration:	2 days	Time:	from	8:30 h	to	17:30 h

Course description:**Objectives:**

- To improve individual self-assertion capabilities
- To learn the basic principles of successful negotiations
- Basics for successful talks (esp. to ask for something and to say no)
- Strategies what to do in difficult meeting or negotiation situations
- Strategies how to be successful in negotiations about placement on the author list, salary negotiations, working conditions
- Decisive factors for successful self-assertion, e.g. hierarchy, influence, informal organizational structure

The main focus of this seminar will be on the topic self-assertion - how you can get what you want without damaging the ongoing professional relationship. Furthermore quite often it is possible to create a win-win situation, we will look when and how this is possible. The seminar starts with the introduction of the concept of successful negotiations (Harvard concept). Based on this approach we will look for win-win situations and learn the basics for successful self-assertion. We will also look on decisive factors like informal organizational structures and if necessary we will also train basic soft skills like self-presentation capabilities in order to enable each participant to lead convincingly talks or negotiations.

Content:

- Part 1: Successful negotiations (1/2 day)
 Part 2: Basics of self-assertion (1/2 day – 3/4 day)
 Part 3: Improving your own self-assertion capabilities (1/2 day)
 Part 4: Individual benefit from this seminar (1/4 day)

Methodology:

- Role-playing games
- Discussion in small teams and team work
- Video recording (optional)
- Feedback
- Monday-morning-action

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.:	340153	Credits:	0.5	Date:	20 Apr 2012	
Title of Course (Course ID):	Women-only course: Successful and authentic self-presentation (W 06)					
Instructor:	Elisabeth Schick Consultant and trainer, Stuttgart					
Place:	European Neuroscience Institute (ENI), Grisebachstr. 5, 37077 Göttingen, seminar room 2.006					
Participants:	min: 8	max: 12				
Duration:	1 day	Time:	from	8:30 h	to	17:30 h

Course description:

Being good is not good enough. You also need to make sure that other people know that you are good. You only will get praise, appreciation and promotion if your environment and your boss know about your work, your efforts, your capabilities and your success stories. Therefore you need to present yourself in a convincing but also authentic way. This requires first some analysis, e.g.: what are your strengths, where do you show outstanding know-how and capabilities, what values do you stand for. Secondly, based on this analysis you can start to develop an authentic self-presentation which you will feel comfortable with. We will discuss and train the most important rules for successful self-presentation, how to avoid negative self-presentation, how to make a good impression and how to make sure that your strengths and capabilities and your efforts are seen by your boss and environment.

The training gives you the theoretical framework for successful self-presentation but will focus on specific exercises. We will practice as well the 'elevator speech' as a dialogue situation, e.g. asking your boss for something. We will look into the effects of body language and voice and language. We will also discuss what you can do in difficult situations or if somebody has stolen your ideas or your merits.

To make one thing clear: Without good work even the best self-presentation will quickly be identified as just hot air without any substance. But without good self-presentation you might be just like an uncut diamond. Good self-presentation is like cutting a diamond so that everybody can see how brilliant you are.

Contact:	GGNB Office	ggnb@gwdg.de	0551 - 39-14002/3/4
-----------------	-------------	--	---------------------

UniVZ No.: **Credits:** **Date:**

Title of Course (Course ID):

Place:

Participants:

Duration: **Time on day 1 :**

Course description:

The pharmaceutical company Boehringer Ingelheim was founded in 1885 by Albert Boehringer (1861-1939) in Ingelheim am Rhein. From its beginnings in 1885 when it employed just 28 people in Nieder-Ingelheim, the company has since become a global enterprise.

As part of research and development activities for innovative drugs, the company focuses primarily on the therapeutic areas of cardiovascular disease, respiratory diseases, diseases of the central nervous system, metabolic diseases, virological diseases and oncology.

The industry excursion will give you the opportunity to get more detailed information on the company and career options and will also include a tour of production facilities.

The excursion will last 1.5 to 2 days, with an overnight stay in Ulm or Biberach. Further details will be circulated by e-Mail as soon as they become available.

Contact 1:

UniVZ No.: **Date:**

Title of Course (Course ID):

Place:

Participants:

Duration: **Time:**

Course description:

Bruker is one of the world's leading analytical instrumentation companies and covers a broad spectrum of applications in all fields of research and development. Its instruments are used in all industrial production processes for the purpose of ensuring quality and process reliability.

The excursion will last 1 day (departure early in the morning). Further details will be circulated by e-Mail as soon as they become available.

Contact 1:

UniVZ No.: **Date:**

Title of Course (Course ID):

Place:

Participants:

Duration: **Time:**

Course description:

Qioptiq designs and manufactures photonic products and solutions that serve a wide range of markets and applications in the areas of medical and life sciences, industrial manufacturing, defense and aerospace, and research and development.

Qioptiq has a worldwide presence with locations throughout Europe, Asia and the USA, employs over 2,100 people, and generated revenues of approximately US\$380 million in 2010.

Contact 1: