

## Course Offering for Academic Clients

I offer customized workshops for coaching groups as well as for providers of mentoring programs and as support in team-building processes. Below you find a selection of workshops and seminars especially designed for the needs of PhDs and postdocs. For custom-made workshops please contact me directly.

### **1. Starting a career in industry: Matching market needs and self-presentation**

2 days, up to 16 participants

For most graduates the entry into a professional business life is a challenge. In the workshop we will discuss details about the application procedures, we will critically review the information you give in your CV and we will practice job interviews. Furthermore, we will talk about the obligations you have towards the employer once you start to work.

Focal points: The labor market: Companies and competitors The documents: Cover letter, Curriculum vitae and appendices The interviews: Questions and answers The job: Contacts and agreements

### **2. Unfold your self-confidence: Reflecting on achievements, practicing a convincing self-presentation and learning of handling difficult social interactions**

2 days, up to 12 participants

For many people self-marketing is one of the most difficult things to do and learn. Problems range from being unaware of one's own capabilities to unconvincing self-presentation. It results in feeling unsure, reduced self-confidence and the fear to actively push and promote oneself. The workshop will focus on four main topics: Reflection on self-confidence, development of communication skills, practicing self-presentation, and discussion of tips and tricks for improved self-marketing.

Focal points: Self-confidence: Success stories, competencies and strengths Self-presentation: Handling feedback Communication: Body language; ways to reduce the gap between what we want to say and the way it is perceived by our counterparts Social interactions: Personal preferences and sabotage mechanism Tips and tricks: Convincing arguments

### **3. Competency Awareness – the Foundation of a Confident Self-Presentation**

2 days, up to 12 participants

Success begins with the knowledge of what you know and what you are capable of doing. During your studies you acquire many different competences and still judging and telling about them is a challenging task. Goal of this workshop is to help you identify what your competences are and how to present these skills in a convincing way.

Focal points: From qualifications to competences: How our working world has changed Skills profile: What are you able to do and where are your strengths? Rising in the academic

world: Expectations towards PhDs Competence profiling: Learn the methods and find a uniqueness Competency based interviews: Convince others in a job interview

#### **4. Active networking – an important professional success factor**

1 day, up to 12 participants

Professional success depends already for a long time not on the individual performance alone but also on other factors like social competences and the network. Regardless of where the next professional move will lead one, applying active networking always improves one's chances of success. What is active networking and how does a thoughtful usage affect the career?

Focal points: Elevator pitch: The first impression somebody makes Network landscapes: Quantity and quality of the contact world Social systems: Evolvement and impacts Active contracting: Approaching people and staying in contact with them

#### **5. Beyond the obvious: Elements of a Scientific Career Strategy**

2 day, up to 12 participants

Scientific careers are built on a variety of different factors. Despite the conviction that scientific recognition is the main requirement in order to succeed in the academic world, more and more interdisciplinary competencies, knowledge about how a university functions and how the individual is integrated into the scientific community become the success factors. We will discuss some important characteristics, which are essential for an academic career.

Focal points: The university: structure – decisions – funding The roles: clarification and self-development The expectations: handling of different interests The network: Integration into a scientific community

#### **6. Social Skills and their Impact on Self-Confidence**

1 day, up to 12 participants

Self-confidence is based on different elements; one of them is the ability to handle social interactions. Although the majority of our daily interactions work well, certain situations appear unpleasant and difficult to deal with. Handling these challenges requires awareness of our interests and knowledge of the tools, which enable us to manage them. Knowing about influencing mechanisms allows people to develop a better self-confidence.

Focal points: Introduction into a practical and easy-to-use model for social interactions Analysis of social situations in the context of personal judgments and perceptions Discussion about avoiding or approaching difficult situations and the long-term effect on self-confidence Application of the gained knowledge about behavior in role games in order to improve one's interactional habits.