

## EMBO Long Term Fellows

### Lab Management Course – Professionalising Processes at Work

#### Day I

12:00 Arrival, Check-In, Light Lunch

#### **Session 1 Setting the Frame**

13:00-13:30 Welcome, Introduction

13:30-14:00 Sociometry

14:00-14:15 Contracting

#### **Session 2 Basics of Process Management**

14:15-14:40 Management Model

14:40-15:00 Coffee break

15:00-16:15 Requirements of successful teamwork

#### **Session 3 Basics of Communication**

16:15-16:35 Perception

16:35-16:55 Coffee break

16:55-18:00 Transactional Analysis

18:00-19:15 Dinner

#### **Session 4 Managing the Team Process**

19:15-20:20 Working in a team, exercises

20:20-20:35 Team stages

20:35-20:45 Behaviour of team leader and team member

20:45-21:00 Feedback

21:00 Evening break

#### Day II.

#### **Session 5 Key Communication Skills**

8:00-9:00 Breakfast

9:00-9:15 Iceberg model

9:15-10:30 I-Language

10:30-10:50 Coffee break

10:50-11:00 Active listening

11:00-11:50 Typical behaviours, feelings, needs

11:50-12:00 Questioning skills

#### **Session 6 Personality and Leadership Style**

12:00-12:20 Personality model

13:20-13:00 Dealing with different personalities in a team

13:00-14:15 Lunch

#### **Session 7 Managing the Work Process**

14:15-14:30 Management wheel

14:30-14:40 Setting goals/objectives

14:40-15:50 Setting priorities

15:50-16:10 Coffee break  
16:10-16:30 Delegation

**Session 8 Conflict Management and Negotiation**

16:30-16:55 Attitude towards conflict  
16:55-17:30 Win-Win strategy  
17:30-18:00 Problem- and conflict resolution  
18:00-19:15 Dinner  
19:15-20:45 Negotiation  
20:45-21:00 Lessons learned, buddy work  
21:00 Evening Break

**Day III.**

**Session 9 Application and Recruitment**

8:00-9:00 Breakfast  
9:00-10:00 Competencies and qualities (personal profile)  
10:00-10:30 Job profile  
10:30-10:50 Coffee break  
10:50-13:00 Structural interview  
13:00-14:15 Lunch  
14:15-14:45 Interviews contd.

**Session 10 Career Development**

14:45-15:30 Co-Coaching  
15:30-16:00 Wrap up  
16:00 End of course

Dear participants

Thank you for your interest in the EMBO Lab Management Course "Professionalising Processes at Work". Thomas and I are looking forward to seeing you in Heidelberg soon. Thanks also for answering the question of the survey. It helped us a lot to design this course and it will hopefully now match your needs.

I would like to take the opportunity to point out that it is absolutely necessary to attend the entire course. It is a matter of mutual respect due to both the teachers of the course and to the other participants that we start punctually on Thursday at 1:00 pm and close the course all together on Saturday at 4:00 pm. Thank you for your cooperation!

Best regards,



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