

## EMBO Laboratory Management Course - The Art of Leadership -

### Day I

#### Session 1

#### Setting the Frame

12:00	✂ Arrival, Check-In, Light Lunch
13:00-13:30	Welcome, Introduction
13:30-14:00	Sociometry
14:00-14:30	Contracting
14:30-14:50	☞ Coffee Break

#### Session 2

#### Basics of Process Management and Communication

14:50-16:20	Process Management Perception
16:20-16:40	☞ Coffee Break
16:40-18:00	Transactional Analysis
18:00- 19:30	✂ Dinner
19:30-20:30	Group Leader Role
20:30-21:00	Debriefing and Buddy Work
<b>21:00</b>	<b>Evening Break</b>

### Day II.

#### Session 3

#### Team Process

8:00-9:00	Breakfast
9:00-9:15	Repetition-Flashlight-Program (R-F-P)
9:15-10:30	Team Performance Exercise Team Development
10:30-10:50	☞ Coffee Break
10:50-13:00	Team Clock How to Improve Group Performance
13:00-14:15	✂ Lunch

#### Session 4

#### Key Communication Skills

14:15-15:30	Iceberg Model Active Listening
15:30-15:50	☞ Coffee Break
15:50-18:00	Typical behavioral patterns, feelings, needs
18:00-19:30	✂ Dinner

#### Session 5

#### Personality and Leadership

19:30-20:50	Impact of Personality on Work and Leadership
20:50-21:00	Debriefing
21:00	Evening Break

### Day III.

#### Session 6

#### Process Management

9:00-9:15	R-F-P
9:15-10:30	Management Wheel Setting goals/objectives
10:30-10:50	☛ Coffee Break
12:00-13:00	Setting priorities Proactive management
13:00-14:15	☛ Lunch

#### Session 7

#### Delegating Tasks

14:15-15:45	Delegation Wheel Situational Leadership Leadership Styles
15:45-16:00	☛ Coffee Break

#### Session 8

#### Selecting and Inducing New Personnel

16:00-18:00	Phases of Recruitment Job Description Job Profile
18:00-19:30	☛ Dinner
19:30-20:50	Application Interviews
20:50-21:00	Debriefing
21:00	Evening Break

### Day IV.

#### Selecting and Inducing New Personnel (contd.)

9:00-9:15	R-F-P
9:15-10:00	Personnel Induction Plan

#### Session 9

#### Conflict Management

10:00-10:30	I-language
10:30-10:50	☛ Coffee break
10:50-13:00	Win-Win Strategy Negotiation
13:00-14:14	☛ Lunch
14:15-15:30	Conflict Prevention and Conflict Resolution Strategies
15:30-16:00	<b>Wrap Up</b> Wrap Up
<b>16:00</b>	<b>Workshop closes</b> Departure