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DEAR COLLEAGUES,

Our university is constantly changing – it seems in Bochum as much as elsewhere nothing is so permanent as change. Over the next years and decades, RUB will undergo marked transformations: the university will become more international, more digital and more interconnected. And each of you contributes daily to making RUB fit to face and meet the challenges of the future.

RUB’s training and further education programme provides you with a broad range of offers that will equip you to respond to and deal with the different tasks in your field and beyond. The programme is as varied as the work that needs to be done: there is office communication, transversal skills like data protection, self-management or work safety, language and health courses – there is this and a lot more.

It seems to us that one of the central issues is leadership, in research, administration and the technical services. Tailor-made courses, which take into account the specific conditions of a university, will help you perform your roles as staff leaders. University teachers will again receive many new ideas for their classroom work in the university’s special Didactic Qualification Programme. In response to the current discussion about the situation of post-doc researchers in the German university system, we expand our range of courses dealing with career development in research. From this broad range, you can individually select the offers that are best suited to help you with your work. Apart from that, you may use the offers in this programme, regardless of any direct connection to your work, to further your professional and personal development.

Something that has been increasingly valuable in the past years is the way colleagues from different fields of research and administration have engaged in collaborative learning and an exchange of ideas, as organised by RUB’s staff training department. As a learning organisation, we are a community of people learning with and from each other. This allows us to actively shape our cooperation and develop our university. This way we will succeed, true to our academic creed, to shape and practise the unity of excellence in research, teaching and administration.

We wish you a lot of success and fun with your training!

Rector Prof Dr Axel Schölmerich

Chancellor Dr Christina Reinhardt
FORMS

REGISTRATION FORMS
On the last pages of this booklet, you will find registration forms which can be photocopied or removed and filled in. A registration form can also be found online at → www.rub.de/fortbildung.

Please note: we can only process registration forms that are complete!

And: as places will be allocated after registration has closed, even late registrations may be successful.

CHILDCARE APPLICATION FORMS
Ruhr-Universität Bochum is a family-friendly university!

This also means that we will arrange for free childcare for the time of your training course, together with ProKids, RUB’s family services. When taking part in courses and events outside the usual childcare times (after 4pm or on the weekends) you are invited to free use our childcare facilities. For the time of the event, your children will be looked after by experienced caregivers.

For planning purposes we would like to ask you to send the appropriate form to us at least three weeks before the course or event you want to take part in. You will find the form at the back of this booklet or at → www.rub.de/fortbildung.

Thank you for registering!
RUB TRAINING AND FURTHER EDUCATION PROGRAMMES

SELECTION PROCEDURE RULES

The training and further education programmes are for all RUB staff members.

In consultation with the teachers and trainers, for almost all courses and other training offers the maximum number of participants has been limited. This limitation results from didactic considerations as well as technical conditions, such as room sizes or the number of computers available in a classroom.

For all courses that have a maximum group size there are specific deadlines for registration. For these courses, the following selection rules apply:

I  Should the minimum number of participants not have been reached by the deadline stated in this booklet, the course will be cancelled. Invitations or negative replies will not be sent out before the deadline.

II  Should there be more registrations than the maximum number of participants stated in this booklet after the deadline has passed, the following selection rules will apply:

1. Among the registrations received, those that count among the stated target group will be given preference.

2. Applicants who in former selection processes for a particular course were turned down, will be given preference in the current selection process for that course. Should, for special reasons, applicants have been turned down twice before, they will now be admitted for certain (and all other criteria will be disregarded).

3. Women and men will be equally represented in the selection of participants.

4. The selection of participants will be based on the ratio of research/artistic staff to technical/administrative staff. The ratio will be calculated for each individual course and depends on the actual overall number of registrations. Places will be distributed on the basis of that ratio.

5. Ideally, all faculties and institutions of RUB are to be represented equally in the courses. If there are more people from one particular area, criteria 1-3 will be used for selection. If there are registrations from more faculties than places in the class, we will give preference to applicants from those areas that in the past have been more reserved in their response to staff training offers.

III  If there are more than six registrations too many, we will look into the possibility of offering a further course on the same topic.

IV  Should you be unable to take part in a course you have registered for, we would ask you to let us know as soon as possible. In cases of unexcused absence, we will charge you or your work unit a compensatory fee of €50 a day (or €25 for half a day) and €50 for each coaching session.
COURSE TICKER – JOIN OUR MAILING LIST

You would like to be kept informed about our training offers?

Join our mailing list and stay up-to-date on all offers, changes and free places!

You can join by filling in the form and sending it to us at Interne Fortbildung und Beratung, SH 1/143 – or by email to fortbildung@rub.de.

INTERNE FORTBILDUNG UND BERATUNG

SH 1/143

☐ I wish to be kept informed by email about the general offers for all RUB staff members (computer courses, language courses etc.).

☐ I wish to be kept informed by email about the current offers for research staff (dealing with university teaching, career development etc.).

☐ I wish to be kept informed by email about the current offers dealing with staff leadership.

☐ I wish to be kept informed by email about all trainings and further education offers.

Name: ________________________________________________________________

Email Address: __________________________________________________________

Date:_____________________________ Signature: ________________________________
### STAFF AND CONTACTS AT IFB

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<th>Position</th>
<th>Phone</th>
<th>Email</th>
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<tr>
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<td>Coaching programme for professors, <em>inSTUDIES Plus, ELLI</em></td>
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<td>Registration, certificates (of attendance and achievement), the university’s didactic qualification programme</td>
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<td>Research careers, <em>CoachingPLUS: Von der Promotion zur Professur, thekla – Wirtschaftsmentoring für Studierende</em></td>
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<tr>
<td><strong>HELGA WOLLERT-RUDACK</strong></td>
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<td>23726</td>
<td><a href="mailto:helga.rudack@uv.rub.de">helga.rudack@uv.rub.de</a></td>
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<tr>
<td><strong>JULIA PHILIPP</strong></td>
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<td>27489</td>
<td><a href="mailto:julia.philipp@uv.rub.de">julia.philipp@uv.rub.de</a></td>
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<td><strong>ALEKSANDRA PENKALA</strong></td>
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<td><a href="mailto:aleksandra.penkala@uv.rub.de">aleksandra.penkala@uv.rub.de</a></td>
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<tr>
<td><strong>JULIA KNOCH</strong></td>
<td></td>
<td>22140</td>
<td><a href="mailto:julia.knoch@uv.rub.de">julia.knoch@uv.rub.de</a></td>
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<tr>
<td><strong>FRIEDERIKE BERGSTEDT</strong></td>
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<td><a href="mailto:mark.schwindt@uv.rub.de">mark.schwindt@uv.rub.de</a></td>
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STAFF AND CONTACTS IN THE PROJECTS OF QUALITÄTSPAKT LEHRE

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ELLi  
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Diversity, Offene Hochschule, project-based teaching and learning, entrepreneurship

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SILVIA MARKARD  
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Transversal skills, computer, health and language courses, NRW further education offers, tailor-made offers

ANJA TILLMANN  
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Leadership and management in administration and research, organisation of coaching offers and team development processes, performance reviews
QUALITÄTSPAKT LEHRE PROJECTS: INSTUDIES PLUS AND ELLI

The specific offers of these projects have been integrated into RUB’s staff training programme.

The inSTUDIES PLUS project serves to develop teaching at RUB and to support students in their development of a personal study profile by offering them special disciplinary and interdisciplinary course offers. During its second stage of funding, inSTUDIES PLUS will be focused on one-subject degree courses and masters degrees.

PLUS thus stands for a university-wide range of the inSTUDIES measures, but it also means the institutional incorporation of the profile-building elements in the curricula. Pursuing the aim of making students’ individual profile development a core concern of teaching at RUB, inSTUDIES will offer different training opportunities in the form of workshops, coaching sessions, talks or peer exchange forums for teachers.

The respective topics of these offers will primarily have been chosen to meet the aims of the overall project, but can also be adapted to suit the particular needs and training ideas within your faculties and institutions.

Selected inSTUDIES courses have been incorporated into the Expansion Module of the university’s didactic qualification programme (see the HD section of this booklet).

You will find the inSTUDIES annual programme at → www.rub.de/instudies/veranstaltungen.

ELLI – Exzellentes Lehren und Lernen in den Ingenieurwissenschaften, a cooperative project of RUB, RWTH Aachen and TU Dortmund, serves to implement standards that intend to further the quality of teaching in the engineering sciences. In the section called ‘Courses Offered for the Engineering Sciences’ (ING), you will find offers that have been especially designed to suit the needs of the engineering disciplines. New offers in this section are the units on teaching in English and on using the concept of entrepreneurship as a teaching tool.

Apart from that, PhD students in engineering can take part in inter-university training courses. More information about the offers in the series called Career Paths for PhDs in Engineering can be found at → www.rub.de/elli/fortbildungen.

RUB is happy to announce that both projects will also be financed in the second phase of Qualitätspakt Lehre, that is from autumn 2016 to the end of 2020.
LEADERSHIP AND MANAGEMENT – OFFERS FOR SENIOR RESEARCH, ADMINISTRATION AND TECHNICAL STAFF MEMBERS

At a university, leadership involves many different things – be it in research, in administration, in the technical services or in project work. Also, there are those who are new to their roles as staff leaders, and those that have a lot of experience in the field already.

The programme line of ‘Leadership and Management’ takes account of this diversity by offering participants a broad range of choices: whether they are new to leadership or experienced, work in administration, as a professor or as a project leader without official authority – they will all find an offer that is especially tailored to suit their needs.

Apart from their diversity and many particularities, the different forms of leadership also share a lot common ground, such as the question of how to deal with leadership in a sandwich position, the leadership-related aspects of staff law or important issues like the prevention of corruption and addiction. These general questions, too, are dealt with in the current programme.

Last but not least, we would like to bring to your attention the offers in the field of coaching team organisation for senior staff, which may be especially useful in difficult leadership situations.

But read for yourself!

CONTACT:
Anja Tillmann
phone: 0234.32.28830
anja.tillmann@uv.rub.de
FM 1 – EFFECTIVE LEADERSHIP – THE PRACTICAL BASICS

TARGET GROUP:
All new RUB senior staff members

OBJECTIVES:
In this workshop, you will learn...
- how to actively shape your role as a staff leader;
- how to use basic tools for leadership to manage staff effectively;
- how to find a way to cope with challenging situations.

CONTENT:
As a new senior member of staff you are facing numerous challenges: not only do you have to take on responsibility for the work done in your province, but you also have to manage and motivate yourself and others in a way that ensures that tasks and projects are carried out successfully and with the resources available.
The good news is: effective leadership can be learned! And, in this course, you will be introduced to its basics: what is part of the tasks and role of senior staff members? And how do I lead myself and others through the challenges of everyday work?
Apart from short theoretical inputs, questions and concerns form everyday work life will be at the centre of this course. It will give you the chance, in a confidential setting, to exchange ideas about concrete cases with colleagues and thus help you to perform your daily leadership tasks more easily and confidently.
The course will deal with topics like:
- be prepared: the tasks and role of a staff leader at RUB;
- face what is coming: how to lead oneself and others, tools for leadership (e.g. feedback), difficult conversations.

METHODS:
Theoretical inputs, individual and group work, structured exchange of ideas among participants.

DATES & TIMES:
Mon & Tue 7 & 8 Nov 2016, 9.30am–5.30pm

MAX. GROUP SIZE:
12

TRAINER:
Christina Budde

REGISTRATION DEADLINE:
17 Oct 2016
FM 2 – LEADERSHIP AND STAFF DEVELOPMENT – HOW TO RECOGNISE AND PROMOTE STAFF POTENTIAL

TARGET GROUP:
All experienced senior staff members

OBJECTIVES:
Upon completion of this course, you will...
... have at your disposal a number of basic tools for practical use with which you can systematically develop your staff;
.... Be able to apply the relevant methods to conduct a good staff development interview;
.... have gained an overview of various development and qualification measures;
.... know how to use delegation as a means to develop your staff.

CONTENT:
As an experienced senior staff member, you already know a lot about how to lead your colleagues – but does that also hold for the question of how to systematically develop their potentials? In this course, you will take a close look at such staff development issues and will find that this part of your leadership responsibilities represents a win-win situation: it makes you use the potential of your staff more profitably, and it makes your staff more motivated and committed.

What then exactly is the difference between qualification and development? And what means for supporting staff are there? After developing some foundations, you will soon be able to design a systematic staff development plan for your team. Apart from learning ‘what’ to do, you will also be introduced to ‘how’ to do it. By applying special conversation and coaching strategies you will be enabled to conduct staff appraisal interviews in a professional way. And you will be surprised to see how one of the classics of leadership, delegation, will also help you to develop your staff.

METHODS:
Trainer input, classroom discussion, simulated conversations.

DATES & TIMES:
Tue 16 May 2017, 9am–5pm &
Wed 17 May 2017, 9am–12.30pm

TRAINER:
Siracusa Gómez

REGISTRATION DEADLINES:
25 Apr 2017
FM 3 – HOW TO LEAD STAFF SUCCESSFULLY (WITHOUT HAVING DIRECT AUTHORITY)

TARGET GROUP:
Research and administrative staff in charge of projects

OBJECTIVES:
This workshop serves to develop your social and strategic skills in leading staff without having formal and direct authority over them. You will be introduced to a number of concrete and practical steering methods which you can employ to motivate individual colleagues, teams and organisations to join you in the pursuit of your aims and concerns and lead them efficiently.

CONTENT:
In universities, leading staff without having official authority is common practice – be it in cross-departmental cooperations of the administration or in research projects. This type of leadership is characterised by cooperation, the building of close ties among different work units and colleagues, flat hierarchies, and team and project work. It depends on trust and communication and aims for combining the interests of those involved by creating a common frame of thought.
This training course will help you to lead, motivate and inspire staff without exerting hierarchical power. You will experience how to control cooperative processes and gain authority and the respect and acceptance of your colleagues and staff. The workshop will, for instance, provide you with some tools that will help you to advise others in a comprehensible way, to form relationships and networks. On completion, you will have at your disposal a large repertoire of effective strategies that will help you succeed in your leadership.
Participants are invited to bring their own examples and practical questions!

METHODS:
Classroom work, work in small groups, individual work, trainer input, working with and discussing practical examples.

DATES & TIMES:  
Thu 11 May 2017, 9.30am–5.30pm &  
Fri 12 May 2017, 9am–12.30pm

MAX. GROUP SIZE:  
12

TRAINER:  
Birgit Lutz

REGISTRATION DEADLINE:  
20 Apr 2017
FM4—EXCELLENT RESEARCH NEEDS LEADERSHIP – A SURVEY COURSE

TARGET GROUP:
Professors and junior professors

OBJECTIVES:
This training course will provide you with practical checklists and inspirations for completing essential tasks in leadership. It will also give you the chance to reflect on some leadership-related questions arising from your everyday work practice in dialogue with an experienced senior researcher.

CONTENT:
You have a busy day: there is research, publishing, teaching, marking and representing. There is only little time for leading your junior staff and team members. Yet investing time in leadership pays off: a clear assignment of tasks is a prerequisite for achieving excellent results. A skilful handling of conflicts enables you and your team to devote your energies exclusively to your research. To achieve this, strong leadership is the method of choice. You know all about it, and yet you have to finish your article for the important journal to meet tomorrow's deadline – a dilemma.

This one-day course deals with topics that are indispensable for senior research, technical or administrative staff who want to take seriously their managing responsibilities. Reducing our content ‘to the max’, we will look at the practical and pragmatic side of investing time in leadership that will create a huge pay off. As a special highlight you will have the opportunity to exchange your ideas with an experienced senior researcher at the end of the course, when you can discuss your personal questions and concerns.

METHODS:
Short trainer inputs and classroom discussions, application of content to concrete examples, exercises in groups of two or three.

DATE & TIME:
Mon 5 Dec 2016, 10am–6pm

MAX. GROUP SIZE:
6

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
14 Nov 2016
FM 5 – CONFIDENT LEADERSHIP FROM THE SANDWICH POSITION

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
You will define your current position as a leader within the dynamic interplay between person, role and organisation.
- You will expand your repertoire of leadership strategies;
- you will become aware of potential pitfalls and will develop ways to deal with them;
- you will develop your task profile in terms of ‘leadership from the centre’;
- you will develop a plan for establishing a good work-life balance;
- you will expand your skills in leadership communication and team organisation.

CONTENT:
Your daily work as a senior staff member is highly demanding: you have to get projects started and carried out, contribute ideas, lead staff, make the right decisions, communicate professionally, be well connected with work partners – and, all the while, keep control of your time management. A lot of this you manage quite well, some of it you find rather challenging. A leadership position ‘at the centre’ is of crucial importance here as it will allow you to steer processes in many places and provide you with a rich load of options of taking influence. This position is characterised by an increasing amount of pressures of expectation from various sides and growing work complexity. For leadership to be successful from this position, you will need to be able to carefully manage the diverse expectations and tasks, to define you role in a clear but flexible way, and to bring to bear developed skills in communication and interaction. In this course, we will look at specific skills like these, especially those that involve aspects of self-management and multi-level leadership.

METHODS:
Trainer inputs and classroom discussion, individual reflection, exchange of ideas and practical case work in classroom discussion and small groups, summary of outcomes and prospect.

DATES & TIMES:
Thu 29 Jun 2017, 10am–6pm &
Fri 30 Jun 2017, 10am–2pm

MAX. GROUP SIZE:
12

TRAINER:
Cäcilie Debbing

REGISTRATION DEADLINE:
8 Jun 2017
FM 6 – USING LIFE EXPERIENCE AS A WORK RESOURCE

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
In this course, you will be dealing with the tools and strategies of cross-generational leadership. You will learn to focus on the resources provided by experienced middle-aged staff, but also recognise the limits of their capacities. You will be enabled to secure and develop the qualifications and motivation of older staff and maintain their work capacity.

CONTENT:
Complex skills are needed when it comes to leading older staff members: especially as a young member of the senior staff you may need a developed sensitivity to strike the right chord and be able to use the rich expertise of your older colleagues to achieve good work results.
In the course, we will be looking at the following topics:
- what is the meaning of age-appropriate staff leadership?
- How to focus on the maintenance of staff health;
- age-related changes: causes, effects and consequences;
- taking into account and increasing the performance limits and capacities of middle-aged staff;
- designing work and learning processes for middle-aged staff;
- securing the intergenerational knowledge transfer: valuing and using work and life experience as a resource;
- concrete tools and strategies for doing so.

METHODS:
Trainer inputs and classroom discussions, group and small group work, discussing questions and cases brought by the participants, individual reflection.

DATES & TIMES:
Tue & Wed 25 & 26 Oct 2016,
9am–4.30pm

MAX. GROUP SIZE:
12

TRAINER:
Tanja Bastian

REGISTRATION DEADLINE:
4 Oct 2016
FM 7 – DO WOMEN LEAD DIFFERENTLY? HOW TO USE ONE’S STRENGTHS AND ACT CONFIDENTLY

TARGET GROUP:
Senior female staff

OBJECTIVES:
You will experience how to
- act confidently in your everyday work as a leader;
- find your personal style of leadership and practise it consistently;
- use your personal strengths as part of your behaviour as a leader;
- handle power games diplomatically, effectively and with ease.

CONTENT:
Women are valued highly as experts in communication and can be seen in the roles of competent specialists and leaders. This course will support you in perfecting your own leadership skills to make sure that you will be able to lead, not least in challenging situations, effectively, safely and confidently. We will address the following issues in particular:
- the way you see your role as a leader and how to develop a confident understanding of that role; knowing the (unwritten) rules of the game and how to apply them with a view to achieving solutions;
- types and techniques of leadership: situational vs. lateral leadership; communicating in challenging situations (respect, criticism, conflict and delegation);
- acting confidently: how to deal with power and status games; female and male leadership styles – what can be learned from one another?

This offer is provided by the equal opportunities office on the recommendation of the university’s health steering committee.

METHODS:
Trainer input and discussions, working in (small) groups, working with questions and cases from participants’ everyday work practice, individual reflection.

DATES & TIMES:
Tue & Wed 6 & 7 Dec 2016, 9am–4.30pm

MAX. GROUP SIZE:
12

TRAINER:
Tanja Bastian

REGISTRATION DEADLINE:
15 Nov 2016
FM 8 – EMPLOYMENT LAW FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
Upon completion, you will have...
... an overview of the aspects of employment law most relevant for a senior staff member;
... learned how to behave in a legally correct way in certain contexts;
... received answers to your legal questions about leading staff.

CONTENT:
The course gives a basic introduction to employment law from the perspective of senior staff members, and discusses practical questions that may arise in the daily work of senior staff. The following concrete topics will be dealt with:
- appointment of staff (including special cases);
- fixed-term contracts;
- how to involve the staff representation bodies;
- entries in personnel files;
- warnings, transfers, leaves etc.
The legal explanations will be illustrated by practical examples so as to facilitate participants’ application to their own work practice.

PLEASE NOTE:
This training offers senior staff members a grounding in employment law that will complement personal consultation with members of the Personnel Department in a given case.

METHODS:
PowerPoint presentation inviting active participation and the asking of questions on current developments and concrete cases.

DATE & TIME:
Tue 24 Jan 2017, 9am–3.30pm

MAX. GROUP SIZE:
15

TRAINER:
Lars Bergmann

REGISTRATION DEADLINE:
10 Jan 2017
FM 9 – PREVENTING CORRUPTION – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
Participants will be made aware of the different forms of corruption that may occur in the different areas of the university, and they will have learned about methods to prevent such corruption. They will also be familiar with the legal regulations that relate to the prevention of corruption.

CONTENT:
The following topics will be dealt with:
- corruption as a general social phenomenon that may affect any field of work;
- legal aspects (such as reporting in accordance with § 12 of Korruptionsbekämpfungsgesetz);
- areas of public administration particularly susceptible to corruption;
- how to cooperate in cases of suspicion;
- possible sanctions (in terms of criminal, administrative and labour law);
- what to do in cases of dilemma; how do I behave (as a colleague and/or senior staff member) when noticing suspicious signs?

PLEASE NOTE:
The course is mandatory for all senior staff from the central university administration (UV) who have not yet taken it.

DATE & TIME:
Tue 14 Feb 2017, 10am–1pm

MAX. GROUP SIZE:
15

TRAINER:
Franz-Josef Meuter

REGISTRATION DEADLINE:
24 Jan 2017
FM 10 – PREVENTING ADDICTIONS – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff

CONTENT:
If you suspect one of your staff members of abusing or being addicted to alcohol, drugs or other substances you are facing the difficult challenge to deal with the suspicions in a constructive way. The university’s addiction counselling services will lend their support in situations like these. Among other things, this year they will again organise another four-hour training course together with the addiction prevention services of Landschaftsverband Westfalen-Lippe, which will sensitise you for problematic situations and will point out to you both the options and the limitations of your role as senior staff member when it comes to addiction prevention.

You will also receive suggestions as to how to conduct the conversation with the staff appropriately. The training will introduce you to some basic knowledge about addictive substances and the support structures that exist within our university. This way you will be prepared, in case of need, to deal with the situation confidently and effectively.

PLEASE NOTE:
The course is mandatory for all senior staff from the central university administration (UV) who have not yet taken it.

IN CASE OF NEED: THE UNIVERSITY’S ADDICTION COUNSELLING SERVICES OFFER INDIVIDUAL SUPPORT
If you have concrete concerns, please get in touch with the university’s addiction counsellor:
Renate Heckmann | SH 2/218 | phone: 32.23863; mobile: 0160.696.3955 | renate.heckmann@rub.de

DATE & TIME: 
Tue 7 Feb 2017, 9am–1pm 

MAX. GROUP SIZE: 
14

TRAINER: 
Karin Martin

REGISTRATION DEADLINE: 
17 Jan 2017
FM 11 – LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
After completion, participants will have...
■ looked closely at the performance review guidelines;
■ practised central elements of the review interview (structuring the interview, listening, making their position clear); and
■ been given answers to their individual questions about the review method.

CONTENT:
Over ten years ago, performance reviews were introduced in all areas of the university’s central administration as mandatory for all staff. This is why many senior and junior staff members have already taken part in a performance review training. But also senior research and technical staff show an increasing interest in performance reviewing and readiness to use its positive effects.
Senior staff members play a special role in a performance review interview: They have to lead the conversation, have to listen closely, and, after the interview, have to make sure that mutual agreements will be observed in daily work life. This course will give senior staff the opportunity deal intensively with performance reviews and their role in them.
In a small group environment it will be possible to discuss participants’ individual questions about the reviews, the review guidelines or interviewing strategies, and thus deal with their very personal and practical needs.

PLEASE NOTE:
The course is mandatory for all senior staff from the central university administration (UV) who have not yet taken it.

METHODS:
Trainer inputs, open discussions, application of theoretical content to concrete examples, exercises.

DATE & TIME:  
Thu 16 Feb 2017, 2pm–6pm

MAX. GROUP SIZE:
10

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
26 Jan 2017
COACHING AND TEAM DEVELOPMENT FOR RUB PROFESSORS

COACHING AND TEAM DEVELOPMENT FOR EXCELLENCE IN RESEARCH
The work of a professor is varied and demanding – be it in teaching, supervising young researchers, leading research projects or playing a part in academic self-administration. On top of that, there is the research you want to do and the excellent performance of your research team you are responsible for. Apart from your scientific/academic expertise, you will also need social, communicative and management skills to achieve any of that. To be able to reconcile these different expectations with each other, and thus ultimately to gain more control over your time, professional support from outside is helpful.

INDIVIDUAL COACHING FOR PROFESSORS
Coaching is a one-to-one form of consultation especially tailored to suit your needs. It is an exclusive offer for professors and junior professors at RUB. Together with an external coach, you will deal with exactly those concerns that are currently most relevant for your everyday work – especially questions of team leadership and leadership communication will be at the centre of interest here. The first three coaching sessions are paid for by the central university administration – more sessions can be financed by your own funds.

(ORGANISATIONAL) DEVELOPMENT FOR RESEARCH TEAMS
Your research team wants to work together in an even better way? From your perspective, roles and tasks in it could be allocated yet more clearly? Or are you planning to deal with the conflicts in the team in a solution-oriented way? If so, organisational and team development may help you. Supported by internal or external expertise you are well prepared to tackle such changes and achieve profitable results.

INFORMATION:
Andrea Kaus
phone: 0234.32.25556
andrea.kaus@uv.rub.de

Anja Tillmann
phone: 0234.32.28830
anja.tillmann@uv.rub.de
OFFERS FOR DEANS

As a dean in your faculty, you are operating at the strategically important interface between your faculty and the university rectorate, and you are also responsible for the strategy development of your faculty. In order to be able to help you perform these tasks, we have developed a number of flexible, non-bureaucratic and confidential offers:

PERSONAL COACHING
In one-on-one sessions, you will discuss and work on the questions that you find most relevant for your work practice with an expert coach.

SHORT INTRODUCTIONS TO FINANCIAL, STAFF AND EMPLOYMENT LAW
These offers will introduce to the main points of financial, staff and employment law. They will be provided by the heads of the respective departments in the central university administration. Dates, lengths and contents of the introduction will be tailored to your needs and wishes.

ORGANISATIONAL AND TEAM DEVELOPMENT IN THE DEAN’S OFFICE
Supported by professional advisers, you will work together with the entire team of your office to make your future cooperation successful, constructive and profitable.

ORGANISED EXCHANGE WITH FORMER DEANS
Upon request, we will pair you up with an experienced former dean who you can discuss your questions and problems with.

Offers can be booked individually or as a set. Do not hesitate to contact us!

INFORMATION:
Andrea Kaus
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andrea.kaus@uv.rub.de

Anja Tillmann
phone: 0234.32.28830
anja.tillmann@uv.rub.de
RESEARCH CAREERS – DEVELOPING A POST-DOC PROFILE

The offers in this section help researchers plan their academic career. Participants will receive valuable suggestions and tools for reaching their career goals more quickly and efficiently. Developing their academic profile consciously may, for instance, help them to become more visible and competitive and better positioned in their (international) research communities.

SHORT WORKSHOPS FOR JUNIOR PROFESSORS AND LEADERS OF JUNIOR RESEARCH GROUPS
The short workshops (WK1-WK3) are specifically designed for the target groups mentioned, relating directly to their professional needs and challenges.

COACHING FOR PROFESSORS
This exclusive offer will give highly individual support to professors.

COURSES FOR RUB POST-DOCS
RUB post-docs are offered a series of courses dealing with careers in research (WK4-WK9). A number of highly relevant aspects are covered, from job training and research funding to career paths outside the university.

OFFERS FOR UA RUHR JUNIOR RESEARCHERS
Addressing all young researchers of UA Ruhr, coachingPLUS (WK10-WK20) is offered as part of the inter-university programme of ScienceCareerNet Ruhr (SCNR). Each of its courses comprises a one-day seminar and a 60-minute personal conversation with an experienced coach. The seminars may take place at either Ruhr-Universität Bochum, TU Dortmund or Universität Duisburg-Essen (Campus Duisburg).

CONTACT:
Julia Leising
phone: 0234.32.22695
julia.leising@uv.rub.de
WK 1 – EFFECTIVE NEGOTIATION IN RESEARCH – HOW TO STRENGTHEN YOUR POSITION

TARGET GROUP:
All RUB junior professors and leaders of junior research groups

OBJECTIVES:
- becoming aware of factors that weaken and limit your position;
- becoming familiar with ways to activate hidden and unused resources;
- understanding the basics dynamics of competition and cooperation;
- knowing methods and ways to overcome your inner barriers.

CONTENT:
Within science and academia, many different interests and motivations may clash at times. It may often be an enormous challenge for the individual researcher to position themselves and find an appropriate role within this complex force field. Limitations are not only imposed from outside, for instance by the strategic behaviour of others or the obligations we think we owe to the academic system or our work environment. There are also ambivalences and subconscious prohibitions within us that make work life hard for ourselves.

In this short workshop, we will look at the nature and the dynamics of the limitations we experience in research negotiations. Becoming conscious of these limitations may point out ways to unused potentials within us. Participants will have the chance to bring their own questions and through a number of model exercises experience how such resources can be accessed and their negotiation skills will become more powerful, pronounced and effective.

DATE & TIME:
Wed 30 Nov 2016, 1pm–5pm

MAX. GROUP SIZE:
10

TRAINER:
Dr Achim Goeres

REGISTRATION DEADLINE:
30 Oct 2016
WK 2 – HOW TO SET PRIORITIES – AND MAKE ROOM FOR RESEARCH!

TARGET GROUP:
All RUB junior professors and leaders of junior research groups

OBJECTIVES:
- becoming aware of your true and personal motivation for research;
- getting on to the critic and perfectionist in you;
- developing the skill to distinguish between urgent and important matters;
- being able to put into effective practice your knowledge of approaches and possibilities for change

CONTENT:
University work frequently confronts you with conflicting tasks and demands. This may keep you from pursuing your own research interests as rigorously as you would want to. Making enough room and time for creative and sustained research may in fact appear like an overwhelming problem, which in turn may lead to further pressure and stress. There may be external conditions that seem insurmountable, but there may also be psychological obstacles making yourself your own worst enemy and being partly responsible for your not sticking to your well-devised list of priorities.

In this short workshop, we will fathom the external and internal obstacles that keep shaking up our priorities. It is you who knows the path towards your real and sustained motivation and towards making room for research. There will be model exercises that you can apply to your own situation and thus will give you some first help to become clear and determined about how to set your future course of action.

DATE & TIME:
Wed 18 Jan 2017, 1pm–5pm

MAX. GROUP SIZE:
10

TRAINER:
Dr Tanja Hetzer

REGISTRATION DEADLINE:
18 Dec 2016
WK 3 – HOW TO MAKE INTERDISCIPLINARY WORK A SUCCESS

TARGET GROUP:
All RUB junior professors and leaders of junior research groups

OBJECTIVES:
In recent years, more and more interdisciplinary research structures have been established at universities and research institutions. Important funding partners increasingly call for interdisciplinary and transdisciplinary research projects. Apart from that, there are many academic/scientific topics that can only be sensibly worked on in multidisciplinary team efforts. This is why countless research work in an interdisciplinary way and find themselves confronted with a number of challenges: from differing ideas about what good academic/scientific enquiry is all about to diverging rules and regulations for scientific/academic publishing and complex considerations of one’s own discipline’s requirements for publishing and profile development. This course addresses junior professors and leaders of junior research groups who want to prepare for interdisciplinary research work or want to optimise their current interdisciplinary research activities. The course will deal with the central features of interdisciplinary work:

- what has to be taken into account when planning an interdisciplinary project?
- How can I confront the challenges of creating funding proposals for interdisciplinary projects?
- What opportunities and risks are there for my career development?
- How can the divergent ideas about publishing that are held by the different disciplines involved be reconciled?

In addition to these questions, the course will also deal with the particularities of supervising interdisciplinary PhD theses and qualification projects.

CONTENT:
- research cultures: the languages, traditions and conventions specific to a discipline;
- good to know: how to plan interdisciplinary projects and propose for their funding;
- how to publish, secure funding and develop a researcher’s profile in interdisciplinary contexts: opportunities, risks, striking a balance;
- promoting young researchers: how to supervise interdisciplinary PhD projects

DATE & TIME:
Tue 21 Mar 2017, 3pm–7pm

MAX. GROUP SIZE:
12

TRAINER:
Dr Dieta Kuchenbrandt

REGISTRATION DEADLINE:
21 Feb 2017
MEET THE RECTOR – END-OF-TERM EVENT

TARGET GROUP:
All RUB junior professors and heads of junior research groups

CONTENT:
All RUB junior professors and heads of junior research groups are cordially invited to take part in the traditional end-of-term meet-up with the Rector at Beckmanns Hof.

This year’s event will again offer participants ample opportunity to discuss all questions to do with RUB and to voice work-related concerns and suggestions.

DATE & TIME:
Wed 12 Jul 2017, 4pm–7pm

REGISTRATION DEADLINE:
12 Jun 2017

MAX. GROUP SIZE:
20
COACHING

TARGET GROUP: All RUB professors and junior professors

Coaching is a form of one-to-one counselling tailored to suit the personal needs and wishes of the participant. Together with an external expert, participants will systematically analyse the particular challenges they face in their work life and develop strategies that will help them improve their work performance and their careers.

After an initial meeting, in which the participant’s needs and wishes and some general preliminaries will be discussed, we will set out to find and suggest the right coach for the occasion. As a rule, up to three individual coaching sessions will be free of charge for participants. If you are interested, do not hesitate to contact us!

INFORMATION:
Dr Martina Schmohr
phone: 0234.32.28850
martina.schmohr@uv.rub.de
WK 4 – STRATEGIC NETWORK ANALYSIS FOR POST-DOCS PURSUING AN INTERNATIONAL CAREER IN ACADEMIA, INDUSTRY, COMMERCE AND POLITICS

TARGET GROUP:
All RUB post-doc researchers

OBJECTIVES:
International academia, industry, commerce and politics benefit from the diversity of their communities and the brain gain that accompanies this. This seminar aims to shed light on the special challenges internationalised career paths can be paved with. Mostly, professional strengths and expertise are focused on when people plan their careers, seeking the right job or the appropriate and desired position. This is a good approach, but is often just not enough. Only a fraction of vacancies/positions are advertised, while quite a number of positions are created, for instance, by people’s own initiative, third-party-funded projects or the skill to simply ‘happen’ to be in the right spot at the right time. This is why not only the goal-oriented research activities, but also the skill to form, maintain and use effective strategic networks in communities is among the key competences for successful careers in academia, industry, commerce and politics.

In this training session, participants will have the opportunity to analyse their networking activities systematically, to optimise them for improving their careers and to gain experience in using and practising their personal networking strengths. The course will support participants in developing their grasp of career planning principles, methods, and tools as well as of networking strategies for use in German academic/scientific communities. Participants will be invited to reflect on their individual goals and visions of a life-long contentment with their career decisions. They will find out how career-related objectives can be performed more professionally, consciously and cost-efficiently.

CONTENT:
- analysis of the strengths and weaknesses of participants’ current network situation;
- introduction to the diagnostic tool of ‘strategic network analysis’;
- quality analysis of participants’ current network activities with the help of the ‘network map’;
- developing strategies for mid- to long-term career planning and development;
- activation exercises (such as role-playing) to tackle the ‘structural’ weak spots in international careers.

DATE & TIME:
Thu 10 Nov 2016, 9.30am-5.30pm

MAX. GROUP SIZE:
12

TRAINER:
Christine Behrens

REGISTRATION DEADLINE:
10 Oct 2016
WK 5 – HOW TO APPLY FOR PROFESSORSHIPS AND JUNIOR PROFESSORSHIPS

TARGET GROUP:
All RUB post-doc researchers who are going to apply for professorships within the next 12 months

OBJECTIVE:
Participants will be thoroughly and systematically prepared for applying for professorships in Germany, Austria and Switzerland.

CONTENT:
Participants will receive concrete information about the legal aspects, the regular processes and the individual elements of appointment procedures. They will be informed on how to best prepare their application and put into shape their written application documents. In addition, participants will receive practical training in how to deal with central steps in the application procedure, such as the interview with the appointment committee. The seminar will help future applicants to bring out their individual strengths in the best possible way and cope with their potential weaknesses with more ease and confidence.

DATE & TIME:  
Fri 9 Dec 2016, 9am–5.30pm

MAX. GROUP SIZE:  
12

TRAINER:  
Dr Margarete Hubrath

REGISTRATION DEADLINE:  
9 Nov 2016
WK 6 – SUCCESSFUL NETWORKING AT INTERNATIONAL CONFERENCES

TARGET GROUP:
All RUB post-doc researchers

OBJECTIVES:
1. Developing a clear-cut and confident small-talk style for academic occasions, which includes, but is not limited to, a good grasp of small talk topics, possible communication styles and issues to be avoided.
2. Overcoming the fear of talking, especially about the issues you do not feel secure in.
3. Getting to know and practising a wide range of possible topics as well as forms of politeness, addressing and treating people from various backgrounds, including elements of intercultural competence.

CONTENT:
Active short-cut training that aims at providing an introduction to how you do small talk in English in scientific and academic contexts. It includes:
- typical formulations for small talk;
- typical topics and taboos, cultural issues, dos and don’ts;
- active training parts;
- active listening techniques and questions;
- 3-touch approach;
- using contacts;
- practical small talk rules of thumb.

METHODS:
Conversation exercises, active training dialogues and handouts

DATE & TIME:
Tue 21 Feb 2017, 3pm-7pm

MAX. GROUP SIZE:
12

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
21 Jan 2017
WK 7 – DEVELOPING A CAREER OUTSIDE OF THE UNIVERSITY

TARGET GROUP:
RUB post-doc researchers in the social sciences and humanities

OBJECTIVES:
The aim of the course is to introduce participants to the various professional options open for them outside the university. Participants will be enabled to evaluate these options critically, identify which of the alternative paths are attractive for them and realistically assess their own ‘market value’.
The course will focus on the following topics:
- the employment situation for those who hold a PhD in the social sciences or the humanities;
- job profiles outside the university;
- professional motivation: what drives me? What activities will serve to satisfy my drives and interests?
- Skills check: what am I good at? And how can I get this across?
- Qualification strategies.

CONTENT:
In recent years, the number of junior researchers has significantly increased, yet the number of tenured positions and professorships has stagnated. Many researchers thus sooner or later confront the idea of making a career outside of research and the university. In this course, we will develop perspectives and strategies for making a successful transition from the field of research to work outside the university. The course is addressed to post-doc staff in the social sciences and the humanities who want to take a systematic look at what having a career means for them, what career paths outside the university may be attractive to them, and what short-term and mid-term steps for further qualification will have to be taken by the participants to pursue these.

METHODS:
Trainer input, skills check questionnaires and worksheets, group discussions and partner work.

DATE & TIME:
Wed 22 Mar 2017, 9.30am–5.30pm

MAX. GROUP SIZE:
12

TRAINER:
Dr Dieta Kuchenbrandt

REGISTRATION DEADLINE:
22 Feb 2017
WK 8 – DEVELOPING A CAREER OUTSIDE OF THE UNIVERSITY II

TARGET GROUP:
RUB post-doc researchers in the natural and engineering sciences

OBJECTIVES:
The aim of the course is to introduce participants to the various professional options open for them outside the university. Participants will be enabled to evaluate these options critically, identify which of the alternative paths are attractive for them and realistically assess their own ‘market value’.
The course will focus on the following topics:
- the employment situation for those who hold a PhD in the natural or engineering sciences;
- job profiles outside the university;
- professional motivation: what drives me? What activities will serve to satisfy my drives and interests?
- Skills check: what am I good at? And how can I get this across?
- Qualification strategies.

CONTENT:
In recent years, the number of junior researchers has significantly increased, yet the number of tenured positions and professorships has stagnated. Many researchers thus sooner or later confront the idea of making a career outside of research and the university. In this course, we will develop perspectives and strategies for making a successful transition from the field of research to work outside the university. The course is addressed to post-doc staff in the natural and engineering sciences who want to take a systematic look at what having a career means for them, what career paths outside the university may be attractive to them, and what short-term and mid-term steps for further qualification will have to be taken by the participants to pursue these.

METHODS:
Trainer input, skills check questionnaires and worksheets, group discussions and partner work.

DATE & TIME:
Thu 23 Mar 2017, 9.30am–5.30pm

MAX. GROUP SIZE:
12

TRAINER:
Dr Dieta Kuchenbrandt

REGISTRATION DEADLINE:
23 Feb 2017
WK 9 – HOW TO WRITE SUCCESSFUL FUNDING PROPOSALS

TARGET GROUP:
All RUB post-doc researchers

OBJECTIVE:
Participants will develop skills in writing promising research funding proposals.

CONTENT:
Participants will learn how to write a promising funding proposal. They will take their own – current or future – research interest as an example and thus be able to apply the general content of the seminar to their own particular situation. We will focus on how to develop a convincing proposal, to find a striking title and write a strong summary. Although participants will not have to have prepared any concrete texts, it will be helpful if they will have started thinking about a potential title and summary of their project before the start of the seminar. They will be introduced to some of the basic principles that govern the funding of projects, its application and evaluation procedures, as well as some tips about the unwritten rules that should be observed when applying for third-party funding. Participants are also invited to bring the summary of any concrete funding proposal they are currently working on and have this discussed and developed in the seminar.

METHODS:
Trainer input, participant project work, exercises, (short) presentations and discussions

DATE & TIME: MAX. GROUP SIZE:
Mon 22 May 2017, 10am–6pm 6

TRAINER:
Dr Wilma Simoleit

REGISTRATION DEADLINE:
22 Apr 2017
WK 10 – WHAT NOW? POSITIONING YOURSELF AS A YOUNG RESEARCHER

TARGET GROUP:
UA Ruhr post-doc researchers in the natural and life sciences

OBJECTIVES:
This course aims at giving young researchers who have surpassed the second year of their post-doc phase the opportunity to take stock of their academic career and plan their future.

CONTENT:
The first step is to take stock of your achievements and compare them with those of members of your peer group. You will try to reflect on the feedback you have been given so far in your career and will identify areas in which you have not received any feedback yet. Taking into account your own strengths and preferences, the next step is to find career alternatives. The training course will provide you with some information about a number of potentially suitable professional fields and their requirements. Finally, you will be given the opportunity to make concrete plans for your next career moves by reflecting on the tasks and questions to be tackled as well as your personal circumstances and developing concrete patterns of action from these.

On the second day of the course, there will be time for discussing – in one-on-one conversations with the trainer - personal questions and details. The questions and topics to be discussed will be determined by you.

In preparation for the course, participants will be asked to fill in a questionnaire and provide the trainer with their CVs. Confidentiality is guaranteed.

DATES & TIMES:
Seminar: Thu 13 Oct 2016, 10am–6pm
Individual coaching: Fri 14 Oct 2016 (times by arrangement)

REGISTRATION DEADLINE:
13 Sep 2016

MAX. GROUP SIZE:
6

TRAINER:
Barbara Hoffbauer
WK 11 – HOW TO STRENGTHEN YOUR OWN POSITION – ACTING STRATEGICALLY IN COMPLEX WORK STRUCTURES

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
Junior faculty researchers have got plenty to do. The diversity of their tasks can make them lose track of their aims and spend the large part of their time and energy on their daily business. This may lead to them feeling a rising amount of pressure and producing lower quality output in teaching and research, which in turn might endanger their academic and professional prospects and cause them to be dissatisfied with their own effectiveness and efficiency. Researchers who think and act strategically...

▪ define concrete long-term goals for themselves;
▪ set themselves clear priorities and concentrate on the essentials;
▪ organise themselves and their work in permanent accordance with their strategic aims;
▪ actively seek to influence their work environment (chair or department) and work to create conditions conducive to a successful completion of their tasks in teaching and research;
▪ keep their sights set on the whole and contribute to the successful future positioning of their chair or department.

CONTENT:
▪ how to recognise and use spheres of power and influence in organisations;
▪ how to develop your aims strategically (shaping your profile in your research and academic/scientific community as well as getting established at your university);
▪ how to behave in competitive situations;
▪ upward leadership and lateral leadership.

DATES & TIMES:
Seminar: Wed 26 Oct 2016, 10am–6pm
Individual coaching: Thu 27 Oct 2016 (times by arrangement)

REGISTRATION DEADLINE:
26 Sep 2016

MAX. GROUP SIZE:
6

TRAINER:
Gerda Reiff
WK 12 – NEVER CHANGE A WINNING TEAM – HOW TO LEAD YOUR TEAM ACTIVELY

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
Participants can use this course to expand and develop their understanding of how teams work. The knowledge they acquire, and the experiences and reflections they make in the course will help them to actively develop the cooperation within their working teams and to lead the latter in a focused and effective way.

CONTENT:
Teamwork means using and combining the strengths of the individual members of a team. This doesn’t just happen spontaneously. A sound working team needs dependable structures, common aims and objectives, a clear role allocation and true leadership. And while there is no one-size-fits-all formula for leadership, there are basic principles and issues that can be applied to the specificities of your team:
- overt and covert aims of the team members and their effects;
- the different phases of team building and the challenges for the team leader;
- the different roles that have to be allocated in teams.

METHODS:
In the course, we will be working with your examples, and will reflect on your very own roles in everyday teamwork. There will be some trainer input as well as group discussions and practical exercises.

DATES & TIMES:
Seminar: Tue 15 Nov 2016, 10am–6pm
Individual coaching: Wed 16 Nov 2016 (times by arrangement)

REGISTRATION DEADLINE:
15 Oct 2016

MAX. GROUP SIZE:
6

TRAINER:
Petra Weigand
WK 13 – HOW STRATEGIC NETWORK ANALYSIS WILL IMPROVE YOUR CAREER

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
Many researchers rely on their expertise when it comes to developing their careers. This is, of course, a good approach, but often turns out to be just not enough. This is because even before there is the decision to advertise a particular professorship many of the informal rules and invisible selection criteria underlying professorial appointment procedures will have been effective. This is why a successful career in science/academia depends on whether researchers, apart from their actual research activities, have also been able to develop the key skill of building effective and reliable networks within their research communities and research management institutions. This training session will give participants the opportunity to analyse their own networking activities systematically, to optimise them for improving their careers and to gain experience in using and practising their personal networking strengths. In individual coaching sessions, participants can closely review the experiences made in the training exercises and develop them for their own ends.

CONTENT:
- introduction to the diagnostic tool of ‘strategic network analysis’;
- analysis of the strengths and weaknesses of participants’ current network situation;
- quality analysis of participants’ current network activities with the help of the ‘network map’;
- how to increase participants’ visibility in their career-related communities.

DATES & TIMES:
Seminar: Thu 23 Nov 2016, 10am–6pm
Individual coaching: Fri 24 Nov 2016
(times by arrangement)

TRAINER:
Jasmin Döhling-Wölm

REGISTRATION DEADLINE:
23 Oct 2016

MAX. GROUP SIZE:
6
WK 14 – HOW TO PUT TASKS INTO GOOD HANDS – THE ART OF DELEGATION

TARGET GROUP:
All UA Ruhr post-doc researchers who have already made some leadership experience

OBJECTIVES:
Delegating tasks is one of the central parts of the work of a team leader. Yet how can leaders make sure that delegated tasks are taken on and accomplished in a highly motivated, competent and efficient way? Apart from reflecting on the particular structure of successful acts of delegation, participants will learn about what, on an interpersonal level, goes on in the background of the delegation process and how this background communication will have an impact on how well the work is accomplished. The coaching sessions will give participants the opportunity to raise and discuss their individual questions about delegation und will help them develop concrete approaches for their day-to-day work.

CONTENT:
Some of the issues that will be addressed are:
- what happens when we delegate?
- The delicate question of legitimation;
- how can responsibility be delegated?
- Personal freedom, or: the agony of having no choice;
- feedback loops and their pitfalls;
- complicated hierarchies: who depends on whom, and how?
- Effective supervision and autonomy;
- a successful conclusion.

DATES & TIMES:
Seminar: Thu 1 Dec 2016, 10am–6pm
Individual coaching: Fri 2 Dec 2016
(times by arrangement)

TRAINER:
Dr Achim Goeres

REGISTRATION DEADLINE:
1 Nov 2016

MAX. GROUP SIZE:
6
WK 15 – HOW TO USE SYNERGY EFFECTS BETWEEN RESEARCH, TEACHING AND ADMINISTRATIONAL WORK

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
University work frequently confronts you with conflicting tasks and demands. This may have an adverse effect on your personal resources and on your work-life balance. In this course, we will deal with the question of how to bridge the gap between building an academic career, reacting to the demands made by the university and fulfilling the work targets set by project partners. How do these demands shape your daily work experience, where can you find synergy potential and where are the main conflicts between them? Who sets your priorities at whose expense? Where is room for manoeuvre?

In this course, you will be given the chance to take a detailed look at your own position in the field sketched above, you can sort out your priorities and become aware of interdependencies between the different forces at work. This involves looking at the organisational level above you just as much as the one below you. We will also take a look at your role as a supervisor, team leader or senior staff member. What rank orders and hierarchies are you working in? How can you delegate tasks effectively?

The individual coaching sessions will enable you to apply the content of the seminar to your own concrete situation, testing its use, and to develop strategies for carving out your personal path as a staff leader.

CONTENT:
Some of the topics will be:
- becoming aware of and dealing with conflicting priorities;
- disentanglement of work processes and definition of roles;
- effective and efficient delegation and leadership;
- handling short-term and long-term aims;
- handling multiple hierarchies and complex rank structures.

DATES & TIMES:
Seminar: Thu 19 Jan 2017, 10am–6pm
Individual coaching: Fri 20 Jan 2017
(times by arrangement)

REGISTRATION DEADLINE:
19 Dec 2016

MAX. GROUP SIZE:
6

TRAINER:
Dr Tanja Hetzer
WK 16 – FROM A(TOM PHYSICS) TO Z(OOLOGY) – HOW TO MAKE INTERDISCIPLINARY WORK A SUCCESS

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
Academic and scientific disciplines are as different from each other as the cultures of our world. In addition, researchers are increasingly working in interdisciplinary research contexts and as part of multidisciplinary teams. This means that researchers have to face a number of challenges: from different ideas about what academic/scientific enquiry is all about and what constitutes good examples of it to conflicting opinions about what a scientific/academic publication should look like and how conferences are to be organised and structured and central terms defined. The differences between individual fields of research are many and they often stand in the way of fruitful exchange, which, though, should be the main aim of interdisciplinary cooperation. For the individual researcher, meanwhile, working in an interdisciplinary way presents both an opportunity and a challenge in building their career. The training is meant to sharpen participants’ awareness and understanding of their own discipline and others, to optimise their communications, empathetical and conflictual skills in interdisciplinary contexts as well as to help them develop personal strategies for publishing and career-building in interdisciplinary research environments.

CONTENT:
These topics will be focussed on in the course:
■ research cultures: the languages, traditions and conventions specific to a discipline;
■ seeing through the eyes of one’s research culture: ‘this is not science, or is it?’
■ Interdisciplinary communication: how do I tell my colleague?
■ Empathy and compromise formation: my, your, our interests...
■ how to publish and secure funding in interdisciplinary contexts: opportunities, risks, striking a balance;
■ individual career paths: is there a Chair for Bioinformatics and the Sociology of Law?

DATES & TIMES:
Seminar: Thu 6 Apr 2017, 10am–6pm
Individual coaching: Fri 7 Apr 2017 (times by arrangement)

REGISTRATION DEADLINE
6 Mar 2017

MAX. GROUP SIZE:
6

TRAINER:
Dr Dieta Kuchenbrandt
WK 17 – HOW TO APPLY FOR PROFESSORSHIPS AND JUNIOR PROFESSORSHIPS

TARGET GROUP:
All UA Ruhr post-doc researchers who are going to apply for professorships within the next 12 months

OBJECTIVE:
Participants will be thoroughly and systematically prepared for applying for professorships in Germany, Austria and Switzerland.

CONTENT:
Participants will receive concrete information about the legal aspects, the regular processes and the individual elements of appointment procedures. They will be informed on how to best prepare their application and put into shape their written application documents. In addition, participants will receive practical training in how to deal with central steps in the application procedure, such as the interview with the appointment committee.

Following this one-day training seminar, participants will have the opportunity to take a 60-minute coaching session in which some particular concerns of each individual participant can be addressed. In the 12 months following the seminar, there is also the possibility for participants to receive some individual feedback on application documents they want to use for a current application. Both training and coaching sessions will help future applicants to bring out their individual strengths in the best possible way and cope with their potential weaknesses with more ease and confidence.

DATES & TIMES:
Seminar: Thu 27 Apr 2017, 10am–6pm
Individual coaching: Fri 28 Apr 2017
(times by arrangement)

REGISTRATION DEADLINE:
27 Mar 2017

MAX. GROUP SIZE:
6

TRAINER:
Dr Margarete Hubrath
WK 18 – UPWARD LEADERSHIP –
HOW TO LEAD LEADERS

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
Participants will acquire psychological background knowledge in the field of ‘upward leadership’, i.e. the art of leading staff from the ‘bottom up.’ They will learn to develop personal strategies for making the best use of their scope of action in dealing with senior members of staff.

CONTENT:
Staff leadership is frequently understood only in terms of how leaders exert top-down influence on junior staff members. Current social and organisational psychology, however, has shown that the active participation of lower staff members vitally contributes to a successful cooperation at the workplace as well as a high degree of satisfaction for everyone involved. Yet how can junior staff members lead their seniors?
This seminar consists of a balanced mix of theoretical impulses and practical exercises dealing, among others, with the following questions:
- How can I learn to read my superior’s character, ways and intentions?
- How can I, together with my superior, set work targets?
- How can I stand up for my interests confidently?
- How can I lead my superior without antagonising her/him?

After short pieces of theoretical input from the trainer, participants will be shown how to deepen their acquired knowledge about staff interaction and learn how to put it into practice. During the coaching sessions, participants can address some of their individual concerns. They will develop ‘upward leadership’ strategies that will help them to actively and positively influence their collaboration with senior members of staff.

DATES & TIMES:
Seminar: Thu 11 May 2017, 10am–6pm
Individual coaching: Fri 12 May 2017
(times by arrangement)

TRAINER:
Dr Simone Kaminski

REGISTRATION DEADLINE:
11 Apr 2017

MAX. GROUP SIZE:
6
WK 19 – HOW RESEARCH FUNDING WILL HELP YOU DEVELOP YOUR CAREER

TARGET GROUP:
UA Ruhr post-doc researchers in the humanities and social sciences

OBJECTIVES:
This workshop aims at providing participants with tailor-made and up-to-date information on the structure and conventions of the German and European science/academic systems. Participants will learn to identify and make strategic use of funding opportunities that are suitable for developing their scientific/academic careers. In addition, they are invited to take part in an individual coaching session on the day following the seminar.

CONTENT:
- basic principles of the German and European science/academic systems;
- how to develop a career in science/academia: a typology of research funding;
- the funding programmes to be discussed will be selected according to the individual personal profiles of the participants (as gleaned from the CVs they will submit). CVs will be treated confidentially, in keeping with current data protection law;
- how to cope with programme descriptions, project development and employ a change in perspective;
- practical tips for applying and meeting the evaluation criteria.

DATES & TIMES:
Seminar: Tue 23 May 2017, 10am–5pm
Individual coaching: Wed 24 May 2017 (times by arrangement)

REGISTRATION DEADLINE:
23 Apr 2017

MAX. GROUP SIZE:
6

TRAINER:
Dr Beate Scholz
WK 20 – HOW TO WRITE SUCCESSFUL FUNDING PROPOSALS

TARGET GROUP:
UA Ruhr post-doc researchers in engineering and the natural sciences

OBJECTIVE:
Participants will develop skills in writing promising research funding proposals.

CONTENT:
Participants will learn how to write a promising funding proposal. They will take their own – current or future – research interest as an example and thus be able to apply the general content of the seminar to their own particular situation. We will focus on how to develop a convincing proposal, to find a striking title and write a strong summary. Although participants will not have to have prepared any concrete texts, it will be helpful if they will have started thinking about a potential title and summary of their project before the start of the seminar. They will be introduced to some of the basic principles that govern the funding of projects, its application and evaluation procedures, as well as some tips about the unwritten rules that should be observed when applying for third-party funding. Participants are also invited to bring the summary of any concrete funding proposal they are currently working on and have this discussed and developed in the seminar. In addition, they may take part in a one-hour coaching session on the day following the seminar, in which, together with their trainer, they can work on their funding proposals or discuss questions of how to strategically use funding programmes and develop their own career.

DATES & TIMES:
Seminar: Mon 19 Jun 2017, 10am–6pm
Individual coaching: Tue 20 Jun 2017
(times by arrangement)

TRAINER:
Dr Wilma Simoleit

REGISTRATION DEADLINE:
19 May 2017

MAX. GROUP SIZE:
6
PEER COACHING – SOLUTIONS EVERYWHERE YOU LOOK!

TARGET GROUP:
All UA Ruhr post-doc staff

OBJECTIVES:
Participation in this trainer-led peer coaching group will give you the chance to develop concrete and individual solutions for the work-related challenges and conflicts you are facing at the moment. It will also enable you to use the instrument of peer coaching in your everyday work practice.

CONTENT:
Maybe you have in the past made the experience that, while you were discussing a complex problem with a colleague, a totally new perspective on that problem opened up – something that helped you solve or cope with it, something that you had not thought of before. Peer coaching serves to use this ad-hoc problem solving method in a more structured and systematic way.
After having been introduced to the procedures and successive steps of peer coaching, you will have the chance to take part in three meetings of a peer group, and find individual solutions to your own concrete questions.
Thematically, the meetings can cover a broad range of issues from everyday team leadership practice or one’s building of a career, such as...
- how do I bring about (necessary) change in my field?
- How do I respond to the concrete behaviour of colleague X?
- How do I take my place as a new senior member of a working team?
- I’ve got two options for my future career development: what are my central criteria for making a decision?
In all of this, peer coaching uses the fact that people frequently have completely different perspectives on one and the same issue and that hearing the point of view of colleagues that are not involved in the problem at hand will help those ‘see the forest for the trees’ again. Sometimes the solutions to a problem are strikingly different to what you thought they were. At other times, again, colleagues will confirm and support what you have figured out for yourself already.

DATES & TIMES:
The coaching programme will start in October 2017. It will include three evening sessions, whose dates will be announced at a later stage; please note that by registering for the group you are automatically registering to take part in all three sessions!

MAX. GROUP SIZE:
9

TRAINER:
Petra Weigand
POSTDOCS SUMMER NIGHT

TARGET GROUP:
All UA Ruhr post-doc researchers

UAR POSTDOCS SUMMER NIGHT
(BECKMANNS HOF, BOTANICAL GARDENS, RUHR-UNIVERSITÄT BOCHUM)

Once a year, ScienceCareerNet Ruhr invites all post-doc researchers from the UAR universities to take part in a special Summer Night. At the centre of the event will be a stimulating talk from a business expert or scientist/academic about a topic of current and career-related interest.

After the talk and discussion, there will be some nice food and drinks, and participants will have the opportunity to get together and exchange ideas.

Participation is not limited, but registration required.
Date: 21 June 2017

PROGRAMME:
5.45pm      Warm Up
6pm         Talk and Discussion
7pm         Food and Drinks
9pm         Expected End

INFORMATION:
Julia Leising
phone: 0234.32.22695
julia.leising@uv.rub.de
→ www.scn-ruhr.de/summerabend
CAREER FORUM

The Career Forum is a module offered twice a year by the ScienceCareerNet Ruhr. It is aimed at UAR post-doc researchers from all disciplines who seek to discuss their professional progress and find new career pathways. This meeting will give participants the opportunity to meet face to face and exchange ideas with top-notch experts on various topics from the worlds of business and research. The experts will take the time to share their experiences in in-depth conversations, will report about the dos and don'ts in career planning and divulge some inside stories.

The programme will include small discussion rounds, presentations and one-to-one conversations. In the discussion rounds, between 5 and 15 participants will exchange information and lead intensive discussions with one expert. During the 20-minute personal conversations, participants will have the opportunity to get to know representatives of companies, research institutions, research funding institutions and foundations outside of the conventional job interview situation. Throughout the event, there will also be information stalls set up by organisations like these.

Dates and registration deadlines will be announced on www.scn-ruhr.de/karriereforum. Participation in the discussion and conversation rounds is limited, and places will be assigned on a first-come, first-served basis.

INFORMATION:
Nadine Finke-Micheel
phone: 0231.755.7124
nadine.finke@tu-dortmund.de
→ www.scn-ruhr.de/karriereforum
location: TU Dortmund
EQUAL OPPORTUNITY OFFERS IN RESEARCH

Equal opportunities is a central concern within RUB’s university development plan and has been mainstreamed in all its areas and institutions. IFB has developed different offers and group-specific measures to promote equal opportunities. The topics include planning and developing a career in research as well as extending key and leadership skills. There is a tailored offer for each stage of a researcher’s career and each of their levels of qualification.

In the programme line for doctoral and post-doctoral staff a special focus is placed on the topic of career-building in research and the important expansion of non-specialist competences related to that.

The series entitled ‘Equal Opportunities and Scientific Careers’, which deals with DFG-funded programmes, looks at non-specialist/interdisciplinary topics through a number of different formats as well. Research staff can be advised on how to include equal opportunity concerns in their funding proposals: if you are planning to establish equal opportunity measures as part of the projects you devise, please do not hesitate to contact us. We will support you in the application process, in organising and carrying out the project and will develop tailored offers for promoting the career development of your researchers.

We would especially like to bring to your attention the workshop ‘Do Women Lead Differently?’ for female junior staff in research and administration (FM7/CH2).

Detailed information about all offers can be found on the pages following.

CONTACT:

Helga Rudack
phone: 0234.32.23726
helga.rudack@uv.rub.de
CH 1 – MEET THE FEMALE FACULTY 2017 – FEMALE RESEARCHERS AT RUB

TARGET GROUP:
All RUB female researchers

CONTENT:
Now in its ninth year, the ‘Meet the Female Faculty’ event has long become a cornerstone of the offers made for RUB’s female research staff. This year’s event will be held on Wednesday, 11 January 2017, from 6pm. We have taken into account and accommodated a lot of the positive feedback we received about last years’ discussion rounds, workshops and informal conversations as well as the suggestions for development and improvement. In 2017, the main topics will be how to build careers in research on different levels of qualification, research funding and the varied opportunities for young researchers.

The event will offer:
- information and thematic input in short workshops, presentations and discussion rounds;
- informal chat format ‘Learning from Role Models – Different Aspects of Career Building’ with female RUB researchers;
- opportunities for an informal exchange and networking activities of female RUB researchers.

The event is jointly organised by IFB and RUB’s equal opportunities office. An invitation and a programme will be sent out to all female RUB researchers in November 2016.

DATE & TIME:
Wed 11 Jan 2017, 6pm–9.30pm

MAX. GROUP SIZE:
unlimited

INFORMATION:
Helga Rudack
helga.rudack@uv.rub.de

REGISTRATION DEADLINE:
6 Jan 2017
CH 2 – DO WOMEN LEAD DIFFERENTLY? HOW TO USE ONE’S STRENGTHS AND ACT CONFIDENTLY

TARGET GROUP:
Senior female staff

OBJECTIVES:
You will experience how to
- act confidently in your everyday work as a leader;
- find your personal style of leadership and practise it consistently;
- use your personal strengths as part of your behaviour as a leader;
- handle power games diplomatically, effectively and with ease.

CONTENT:
Women are valued highly as experts in communication and can be seen in the roles of competent specialists and leaders. This course will support you in perfecting your own leadership skills to make sure that you will be able to lead, not least in challenging situations, effectively, safely and confidently. We will address the following issues in particular:
- the way you see your role as a leader and how to develop a confident understanding of that role; knowing the (unwritten) rules of the game and how to apply them with a view to achieving solutions;
- types and techniques of leadership: situational vs. lateral leadership; communicating in challenging situations (respect, criticism, conflict and delegation)
- acting confidently: how to deal with power and status games; female and male leadership styles – what can be learned from one another?

This offer is provided by the equal opportunities office on the recommendation of the university’s health steering committee.

METHODS:
Trainer input and discussions, working in (small) groups, working with questions and cases from participants’ everyday work practice, individual reflection.

DATES & TIMES: MAX. GROUP SIZE:
Tue & Wed 6 & 7 Dec 2016, 9am–4.30pm 12

TRAINER:
Tanja Bastian

REGISTRATION DEADLINE:
15 Nov 2016
EQUAL OPPORTUNITIES AND CAREER DEVELOPMENT IN DFG-FUNDED PROGRAMMES

In order to implement DFG’s research-oriented standards on gender equality, some of RUB’s collaborative research centres, research groups, postgraduate schools and programmes have, together with IFB, developed a concept for the career promotion of young female research staff and for fostering gender sensitivity among junior researchers.

An overview of the existing support structures, the series of talks entitled ‘Career Development and Equal Opportunities’ as well as the details about the intended target groups, contents and registration procedures of the individual events in the series can be found at → www.uv.rub.de/ifb/gender-sfb.

INFORMATION:
Helga Rudack
phone: 0234.32.23726
helga.rudack@uv.rub.de
MENTORING FOR FEMALE RESEARCHERS

RUB’s mentoring programmes are designed for female research staff from all levels of qualification and subjects. There are one-to-one as well as peer mentoring offers. As part of each programme, there are workshops addressing the special concerns of different groups, network meetings and informal conversation rounds on particular topics.

MENTORING3 mentoring3 is a module offered by ScienceCareerNet Ruhr (SCNR), a cooperation within Universitätsallianz Ruhr (UAR). mentoring3 is targeted at doctoral and post-doctoral staff who intend to go into research either within or outside of the university context. For each special group there is a special mentoring programme on offer, which starts are run alternatingly.

The current registration deadlines and more information can be found at ➔ www.scn-ruhr.de/mentoring-hoch-drei.

INTERDISCIPLINARY MENTORING
This is a programme for doctoral students who work in interdisciplinary contexts.

PEER MENTORING
This programme is targeted at advanced post-doc researchers and leaders of junior research groups who are planning the next step in their careers. As a participant in the peer mentoring programme focussing on scientific/academic career-building, you will extend your transversal skills, benefit from the advice and experience of different mentors and experts, exchange ideas with colleagues, and expand your network.

MQUADRAT[AT]RUB
mQuadrat[at]RUB is the one-to-one mentoring programme of the medical faculty targeted at post-docs and physicians who are building a scientific career.

Current dates and more information about all mentoring programmes can be found at ➔ www.rub.de/mentoring.

INFORMATION:
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THE DIDACTIC QUALIFICATION PROGRAMME
‘PROFESSIONAL SKILLS FOR UNIVERSITY TEACHING’

Next to research, teaching is the most important task of a university and should be constantly developed and improved. This is why RUB sets great store by offering its teachers didactic training programmes with which they can systematically expand their teaching qualifications. And this is also why its administrative department Interne Fortbildung und Beratung (IFB) offers RUB’s teachers a comprehensive didactic training programme called ‘Professional Skills for University Teaching’.

YOUR ADVANTAGES: You will be given the opportunity to complete a certificate in university didactics which is cuts across the many disciplines of this university and is officially recognised throughout North Rhine-Westphalia. In a programme that comprises 200 45-minute work units (AE) you will take a close and detailed look at a various didactic topics related to university teaching. There will be courses with an interdisciplinary focus and those that focus on didactic aspects related to your particular discipline only. Are you looking for information on a particular didactic topic and would want to take part in one of the courses? We are looking forward to receiving your registration!

THE STATUS OF THE PROGRAMME: The training programme has been modelled on the guidelines provided by Deutsche Gesellschaft für Hochschuldidaktik (dghd) and Netzwerk Hochschuldidaktik NRW, and it answers to the stipulations made by current university laws, which define the need of didactic qualifications of teachers, for instance as a prerequisite for being appointed to a professorial chair.

THE TRAINING PROGRAMME CONSISTS OF THE FOLLOWING MODULES:

<table>
<thead>
<tr>
<th>BASIC MODULE</th>
<th>EXPANSION MODULE</th>
<th>ADVANCED MODULE</th>
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<tbody>
<tr>
<td>76 AE</td>
<td>64 AE</td>
<td>60 AE</td>
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</table>

**Mode of completion:**
The Basic Module Certificate is awarded to participants after they have completed all its units successfully.

**Units**
- 5 Workshops
  - 1 two-day
  - 4 one-day
- 2 Supervised teaching sessions
- 5 Peer consultation sessions
- 1 Written reflection on the thematic content of the Basic Module

**Mode of completion:**
The choice is yours! The individual units offered all carry a number of AE. The Expansion Module Certificate will be awarded when your choices reach up to 64 AE.

**Units**
In 2016/2017, there are 18 offers to choose from: short one-afternoon workshops, one-day workshops, two-day workshops

**Aspects covered:**
- Teaching & Learning
- Examining
- Assessment
- Counselling

**Mode of completion:**
You will receive personal support in carrying out your teaching project or will receive help in assembling your teacher’s portfolio. Upon submitting a written documentation, you will be awarded the Advanced Module Certificate.

**Units**
In this module, you no longer take courses, but apply methods and concepts to your own teaching. *This can be done by either*
- planning, teaching, evaluating and documenting a newly developed course
- or
- developing and documenting your own teaching profiles.
SCHEDULE & PROGRESSION
The Expansion and Advanced Module are meant to be taken after completion of the Basic Module only. We recommend completing the entire programme within a maximum of five years so that a steady and coherent process of learning will be possible. The work units will only be awarded if you have completed the respective course in its entirety. Upon completion of all three modules, you will be awarded an overall NRW certificate.

Some of the courses are counting towards the requirements of the structured PhD programme. Please get in touch with the coordinators in your faculties for more information.

INFO FOR COLLEAGUES FROM THE FACULTY OF MEDICINE:
IFB and MeDiBo – Medizin Didaktik Bochum – mutually recognise each other’s work units and certificates. The 120-hour Certificate in Medical Didactics will count towards the overall NRW Certificate in university teaching. In order to complete the latter certificate (of at least 200 AE) participants from medicine will take 32 AE from IFB’s Expansion Module offers and complete the entire Advanced Module with IFB.
The didactic training offers for post-docs within the mQuadrat programme may be made to count towards the optional units in MeDiBo as well as in the Expansion Module of the NRW Certificate.

We are delighted to have been able to increase the options and offers for all RUB teachers by integrating the different programmes with one another.

CONTACT:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@uv.rub.de
HD 1 – PLANNING AND TEACHING UNIVERSITY COURSES

TARGET GROUP:
University teachers

OBJECTIVES:
University teachers’ didactic skills are a central factor in successful teaching. This means that in order to carry out a course effectively, you, as a teacher, will need competence in communicating with and motivating your students, knowledge of a broad range of methods and behaviours that promote the learning progress of your students. The first step of this training programme is to provide you with tools for planning your course. As a second step, you will try to carry out different model teaching sequences.

CONTENT:
- How do I get a good start in my course?
- How do I promote active participation?
- What are the right teaching methods for my course?
- What can I do to keep up the concentration of my students?
- How can I gauge the learning progress of my students?
- How can I use my behaviour to promote my students’ learning progress?
- What are my options for bringing the course to a good conclusion?

METHODS:
Short presentation, group work, discussion, exercises, simulation of teaching sequences.

PLEASE NOTE:
Participants who complete all of HD 1 will receive 16 AE.

DATES & TIMES:
HD 1_1: Thu & Fri 1 & 2 Dec 2016, 9.30am–4.30pm
HD 1_2: Mon & Tue 22 & 23 May 2017, 9.30am–4.30pm

REGISTRATION DEADLINES:
HD 1_1: 10 Nov 2016
HD 1_2: 28 Apr 2017

MAX. GROUP SIZE:
12

TRAINERS:
Klaus Hellermann, Kristina Müller
HD 2 – MANY ROLES, MANY EXPECTATIONS – STRATEGIES FOR TEACHING

TARGET GROUP:
University teachers

OBJECTIVES:
After completion, participants will have...
- become aware of, reflected on and evaluated their broad range of tasks as teachers;
- looked at the different expectations that are placed on teachers and managed to develop potential solutions;
- developed strategies for an improved handling of their various roles as teachers;
- defined themselves as teachers and gained confidence in the way they see themselves.

CONTENT:
In this course, participants will have the chance to reflect on the many different roles teachers have in teaching, and on the tasks, expectations and demands resulting from this. Together with their colleagues, they will exchange ideas about their potential self-image as teachers and will develop strategies for improved teacher behaviour and time management in daily classroom work.

At the centre of the course will be the practical questions brought by the participants from their daily teaching, such as how they can develop a good understanding of themselves as teachers and how they can manage to juggle the different tasks and expectations placed on them.

METHODS:
Exercises, self-reflection, trainer input, work in small groups, work with examples brought by the participants.

PLEASE NOTE:
Participants who fully complete HD 2 will receive 8 AE.

DATES & TIMES:
HD 2_1: Thu 6 Oct 2016, 9am–4.30pm
HD 2_2: Tue 9 May 2017, 9am–4.30pm

REGISTRATION DEADLINE:
HD 2_1: 15 Sep 2016
HD 2_2: 18 Apr 2017

TRAINERS:
Marita Kemper, Kristina Müller

MAX. GROUP SIZE:
14
HD 3 – HOW TO TEACH AND INTERACT WITH STUDENTS SKILFULLY

TARGET GROUP:
University teachers

OBJECTIVES:
Participants can look forward to receiving tips and suggestions for
- guiding and instructing students,
- assigning tasks clearly,
- presenting the topic in an interesting way,
- preparing and setting a group of learners to work,
- motivating and activating participants.

In this workshop, participants have the chance to hone their skills in teaching and to apply the training’s fresh input to their own classroom situations and practise them in a number of exercises.

CONTENT:
Good teaching depends on a many different factors. Apart from possessing expertise in the subject and using different teaching methods skilfully, teachers are required to guide learner groups and control learning processes. It is goal-oriented interaction that to a particular degree contributes to successful teaching and teacher and learner satisfaction.

In this workshop, you will be introduced to a great many approaches and tricks that will help you design the different stages and tasks of the learning process in an effective way and guide your group of learners sure-footedly to the intended objective. With all suggestions made the general rule is: small lever, big effect.

PLEASE NOTE:
Participants who fully complete HD 3 will receive 8 AE.

DATES & TIMES:
HD 3_1: Thu 13 Oct 2016, 9am–5pm
HD 3_2: Wed 1 Mar 2017, 9am–5pm

REGISTRATION DEADLINE:
HD 3_1: 22 Sep 2016
HD 3_2: 8 Feb 2017

MAX. GROUP SIZE:
12

TRAINER:
Harald Groß
HD 4 – HOW TO USE BLENDED LEARNING METHODS IN TEACHING

TARGET GROUP:
University teachers

OBJECTIVES:
After completion of the course, participants will...
... be familiar with different e-learning scenarios and platforms;
... have designed and experimented with some online courses.

CONTENT:
Digital media are playing an increasing role in university teaching and learning. This course will develop your didactic skills in employing these media, especially e-learning elements, in designing and carrying out your teaching formats.
The focus will be on becoming familiar with (and reflecting on the use of) different e-learning scenarios and their potential to support traditional classroom teaching as well as individual, autonomous learning and the development of effective teaching/learning processes.

▪ How can e-learning be integrated into traditional university course formats?
▪ What are a good uses of the Moodle and Blackboard platforms, of multimedia content and Internet-based communication tools?
▪ What are methods and tool for instigating and guiding online communication with students?
▪ Participants will design and discuss examples of their own potential online courses.

METHODS:
A mix of short presentations, discussions and team work.

PLEASE NOTE:
Participants who fully complete HD 4 will receive 8 AE.

DATES & TIMES:
HD 4_1: Thu 26 Jan 2017, 9am–4.30pm
HD 4_2: Thu 13 Jul 2017, 9am–4.30pm

REGISTRATION DEADLINE:
HD 4_1: 5 Jan 2017
HD 4_2: 22 Jun 2017

TRAINERS:
Holger Hansen, Simone Henze

MAX. GROUP SIZE:
16
HD 5 – HOW TO DEAL WITH DIFFICULT SITUATIONS IN THE CLASSROOM

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will...
... learn about the different levels of ‘difficult situations’ in the classroom;
... develop appropriate solutions for dealing with these;
... test the different solutions for their effectiveness and practicability in actual use.

CONTENT:
Of course, not all classes run smoothly and without problems. There may well be situations that obstruct and impair the central processes of teaching and learning. This can be for a number of reasons. Reticent or ‘unwilling’ groups may, for instance, complicate classroom work and progress, but there may also be actual disturbances or conflicts in the class that put both teacher and students in a problematic situation.

If you are looking for effective ways out of such situations, this course is for you!

METHODS:
Short presentation, group work, discussion, exercises, simulations dealing with the following points:
1. What difficult situations do we encounter in everyday teaching?
2. What to do and what not to do in case of disturbance and conflict
3. Different levels of disturbance and intervention
4. How to develop concrete strategies for solving difficult situations

PLEASE NOTE:
Participants who complete all of HD 5 will receive 8 AE.

DATES & TIMES:
HD 5_1: Wed 26 Oct 2016, 9.30am–5pm
HD 5_2: Wed 10 May 2017, 9.30am–5pm

REGISTRATION DEADLINES:
HD 5_1: 5 Oct 2016
HD 5_2: 19 Apr 2017

MAX. GROUP SIZE:
12

TRAINER S:
Holger Hansen, Klaus Hellermann
HD 6 – PEER CONSULTATION GROUP

TARGET GROUP:
University teachers

OBJECTIVES:
By taking part in the peer consultation group you will expand your didactic repertoire and will gain more confidence in teaching.

CONTENT:
The peer consultation group serves as a platform for discussing general and specific questions to do with teaching and learning. It gives you the opportunity to receive (interdisciplinary) advice from colleagues. At each meeting, the group will focus on one particular thematic question that has been agreed on by its members. In order to complete your basic module, you will need to attend five of the group’s sessions, which can be done in the course of one semester. You can, however, also spread your attendance across a number of semesters. The peer consultation group is open for, apart from those in their basic module, teachers from all faculties who are interested, even if they are currently not taking part in the training programme ‘Professional Skills for University Teaching’.

METHODS:
The main method is peer consultation, i.e. the exchange of experience and ideas among colleagues. As the group is made up of colleagues from different fields, you will learn about teaching methods from outside your discipline and will be encouraged to transfer these to your own teaching. Another method is peer case discussion, which opens up the possibility to, together with your colleagues, reflect on or work out a strategy for your own behaviour in difficult situations in the classroom.

PLEASE NOTE:
Participants who complete all of HD 6 will receive 15 AE.

DATES & TIMES:
Winter Semester 2016/17:
2 Nov, 16 Nov, 30 Nov, 14 Dec 2016,
11 Jan, 25 Jan 2017
Wednesdays 10am–12pm

Summer Semester 2017:
26 Apr, 17 May, 31 May, 21 Jun, 5 Jul,
19 Jul 2017
Wednesdays 10am–12pm

TRAINER:
Dr Hartwig Junge

REGISTRATION:
Brigitte Kühnemundt
phone: 0234.32.26466
brigitte.kuehnemundt@uv.rub.de

MAX. GROUP SIZE:
15
HD 7 – SUPERVISED TEACHING

TARGET GROUP:
University teachers

OBJECTIVES:
The two supervised teaching sessions will help you improve your personal teaching style and your didactic skills (e.g. in motivating students, using different methods and media). You are teaching in a foreign language and would like to have sessions of yours supervised? Then do not hesitate to contact us!

CONTENT:
Supervised teaching means training in the field, i.e. in your classes. As part of the basic module, you will have to complete two supervised sessions, which are both followed up by an intensive feedback meeting. The second of the two supervised units will serve to find out whether the alternatives suggested in the first round are practical for you. This is why there should be an interval of approx. four weeks between the two supervisions (for you to digest the suggestions). In classes taught in English (by non-natives), supervision also focus on language aspects. Apart from training your didactic skills, you will be given advice on issues of pronunciation and grammar as well as on how to use idiomatic expressions. The results of the supervision will be treated confidentially.

METHODS:
Supervision will include three steps:
1. a preparatory meeting with the trainer to clarify and discuss your wishes and the main aspects the observation will focus on;
2. the trainer will sit in on two of your classes and supervise them;
3. subsequent reflection and feedback.

PLEASE NOTE:
Participants who complete all of HD 7 will receive 10 AE.

DATES & TIMES
can be arranged with Brigitte Kühnemundt (IFB).

TRAINERS:
Dr Hartwig Junge, Klaus Hellermann;
Bettina Drew-Viol, Katharina Zilles
(class supervision in English)

REGISTRATION:
Brigitte Kühnemundt
phone: 0234.32.26466
brigitte.kuehnemundt@uv.rub.de
HD 8 – WRITTEN REFLECTION OF THE BASIC MODULE

TARGET GROUP:
University teachers

OBJECTIVES:
Participants’ written reflection (of approx. three pages) is meant to serve them as a means to become aware of and digest the experience and skills gained in the basic module and how these may affect their own practice as teachers. At the same time, the reflection also gives IFB some indication to what extent the university’s didactic qualification programme can be further improved.

CONTENT:
The basic module concludes with a written reflection. This gives participants in the qualification programme the opportunity to evaluate the uses of the module for their own development and teaching. The following questions may serve as a structuring device for the reflection:

▪ What results have the individual courses, consultation and collegial support offers had for you?
▪ How do you evaluate the university’s qualification programme in terms of its potential for developing your skills as a teacher?
▪ What (other) topics and issues would you have liked to discuss in more detail?

PLEASE NOTE:
For the written reflection 3 AE will be awarded within the basic module.

INFORMATION:
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kristina.mueller@uv.rub.de
EXPANSION MODULE

In this section you will find one- or two-day as well as three-hour courses that will give you the opportunity to look into relevant topics of university teaching in an intensive and thoroughgoing way.

The topics offered will develop the content discussed in the basic module, but will also introduce new aspects of university teaching and learning. You may choose from four areas:
- teaching and learning;
- testing;
- evaluating;
- advising and counselling.

The expansion module also includes courses that promote the internationalisation of teaching at RUB.

Some courses carry the label ‘Recommended by Students’. These workshops have been designed and developed on the basis of the project ‘Study Well, Teach Well’, which serves for including a student perspective into the didactic training offerings of IFB.

The choice is yours: from these offers you can compile a 64 AE expansion module that is tailored to your special interests and wishes!
HDI 1 – TEACHING IN ENGLISH – HOW TO IMPROVE YOUR PRESENTATION AND DISCUSSION SKILLS

TARGET GROUP:
Academic staff teaching in English, academic teachers of multilingual groups, guest lecturers, teachers preparing for a teaching position abroad, refugees working as academic teachers, anyone interested

OBJECTIVES:
- acquiring and improving your skills in teaching in English;
- enhancing your discussion skills in English;
- improving your skills in chairing sessions in English;
- expanding your vocabulary for various forms of teaching;
- improving your ability to react spontaneously in English.

CONTENT:
This two-day training is designed to help teachers gain confidence in teaching in English. First of all, it aims at overcoming participants’ barriers and fears of talking English and teaching in it. Then it provides solid English-language classroom competence for activities like delivering input, dealing with questions, chairing discussions, explaining matters and stimulating thinking. As a last step, the training will deal with the question of how to cope in unexpected situations and how to react spontaneously.

METHODS:
- Brain English© combination of language and memory training;
- practical mind maps for learning vocabulary;
- highly intensive discussions.

PLEASE NOTE:
Participants who fully complete HDi 1 will receive 16 AE.

DATES & TIMES:
27 Oct 2016, 9am-5pm &
28 Oct 2016, 9am-5pm

MAX. GROUP SIZE:
10

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
6 Oct 2016
HDI 2 – WIEDZA, BILGI AND WISSEN – HOW TO USE AND PROMOTE LANGUAGE DIVERSITY IN THE CLASSROOM

TARGET GROUP:
University teachers teaching multilingual groups, teachers teaching in a foreign language, visiting teachers, teachers who want to prepare for teaching abroad, teachers from a refugee background, anyone who is interested

OBJECTIVES:
In this short workshop, you will...
- reflect on the way you engage with language diversity;
- confront potential reservations about allowing more than just one language in the classroom;
- learn what advantages there are in using language diversity productively;
- be made familiar with quick and easy didactic methods to use language diversity in learner groups.

CONTENT:
The growing internationalisation of young people’s education biographies and study programmes has led to an increasing diversity of languages in the classroom. While the focus often is merely on the problems resulting from the fact that not all participants are equally proficient in the language of instruction, the many advantages of that situation are easily overlooked. This is why this short workshop starts from the idea that linguistic diversity can also be seen and used as a valuable resource in teaching. We will be discussing the following questions: how can students be supported using all the languages available to them for their studies? And what advantages can classroom learner groups derive from that? How can linguistic diversity be used profitably for classroom work?

METHODS:
Short presentation, group work, discussion. The main language of communication in the class will be German, but other languages are welcome and will be worked with too!

PLEASE NOTE:
Participants who complete all of HDi 2 will receive 4 AE.

DATE & TIME: MAX. GROUP SIZE:  
Wed 2 Nov 2016, 2pm–5pm 16

TRAINER:  
Dr Ulrike Lange

REGISTRATION DEADLINE:  
12 Oct 2016
HDI 3 – HOW TO BECOME INTERCULTURALLY COMPETENT – DEVELOP GOOD PRACTICES FOR EVERYDAY TEACHING!

TARGET GROUP:
University teachers teaching multilingual groups, teachers teaching in a foreign language, visiting teachers, teachers who want to prepare for teaching abroad, teachers from a refugee background, anyone who is interested

OBJECTIVES:
After completion of the workshop, you will have...
- heightened your awareness of cultural factors in everyday life (and teaching);
- developed a culturally reflexive approach for your own teaching;
- developed concrete concepts for culturally sensitive teaching.

CONTENT:
The growing internationalisation of universities has led to an increased relevance of intercultural competence for their staff. Teachers are facing new challenges through the growing heterogeneity of the student body. In order to stay able to control group processes, supervise papers and theses and include all students in the learning process, these teachers will have to deal with their own role in a self-reflexive way and they will have to expand their repertoire of didactic skills and ways of behaviour – on top of their usual teaching activities. Participants may look forward to practical reflection and work in the following fields: intercultural competence and communication, teaching and learning styles in intercultural comparison, good practices for everyday teaching.

METHODS:
Trainer input, trainer-led discussion, open discussion, group work, case discussion, simulations. The language of instruction will be German or English, or a mix of them; this will be decided on once it is clear who has registered for the course.

PLEASE NOTE:
Participants who complete all of HDi 3 will receive 8 AE.
HD 9 – GETTING HEARD – VOICE AND SPEECH TRAINING

TARGET GROUP:
University teachers

OBJECTIVES:
After completion of this course, you will have ...
... become familiar with the components of voice production;
... learned and tried out techniques for avoiding voice failure;
... reflected on the interconnections between using one’s body and verbal articulation as realised in a number of practical exercises.

CONTENT:
This course gives participants the chance to learn about their ‘overall acoustic impression’ on people, to work on their components of voice production (from breathing to intentionality), to learn how to prevent quick voice failure (i.e. the voice becoming hoarse or soft) as well as to enhance or control easily the acoustic presence of their personalities. This means that they will work to increase the volume of their voice without straining the vocal system. They will receive tips on how to reduce or avoid stage fright or nervousness when presenting.

Relaxation and loosening-up exercises will be combined with improvisations in order to increase participants’ skills at quick repartee. The connection between a person’s use of their whole body and the communicative gains thus produced will be experienced and realised by participants both actively and passively (through listening).

METHODS:
Presentations and, at the beginning, improvisational elements.

PLEASE NOTE:
Participants who fully complete HD 9 will receive 16 AE.
HD 10 – VOICE RELIEF – HOW TO BE BETTER HEARD AT WORK

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Participants will be made aware of (the functioning of) their own voice and will learn about those factors that put strain on as well as those that relieve the voice. They will receive practical advice and, with the help of a number of exercises, will try out methods for keeping their voice healthy.

CONTENT:
You have to talk a lot, but want to keep your voice healthy? Particularly those who use their voices professionally frequently have problems with vocalisation. They should take preventive measures seriously.

This course will introduce participants to the most important factors that will help them keep their voices healthy and will give them practical help and exercises for their daily work.

METHODS:
Short presentation and practical exercises

PLEASE NOTE:
Participants who fully complete HD 10 will receive 4 AE.

DATES & TIMES:
Thu 4 May 2017, 3pm–6pm

MAX. GROUP SIZE:
10

TRAINER:
Friederike Rosin

REGISTRATION DEADLINE:
12 Apr 2017
HD 11 – HOW TO PROMOTE INDEPENDENT LEARNING

TARGET GROUP:
University teachers

OBJECTIVES:
▪ you will gain clarity about the different formats of autonomous learning available and about your own preferred choices;
▪ you will expand your repertoire of methods for structuring phases of independent learning;
▪ you will become more confident in guiding and supporting your learner groups;
▪ and you will be able to try out some of your own ideas for your course.

CONTENT:
In your courses, you introduce students to subjects and modes of thinking. Summaries, examples and good explanations will support them in acquiring specialist knowledge. In order to train their thinking skills, your students will need tasks and incentives that allow them to practise, experiment and sometimes even fail, as it is these experiences that will help them to learn. Autonomous learning does not come equally easily to all students. You too, as a teacher, may experience uncertainties about what and how many rules you are supposed to set up and how soon you may be required to intervene in the independent learning process.

In this workshop, you will deal with the following independent learning-related issues:
▪ three fundamental teaching tenets and different ways to encourage students to work independently;
▪ five model roles and approaches for teachers, and the question of how you can use these roles to promote independence;
▪ habits and rules in courses,
▪ different methods of autonomous learning;
▪ strategies for setting the learner group to work independently;
▪ intervention strategies.

PLEASE NOTE:
Participants who fully complete HD 11 will receive 8 AE.

DATE & TIME:
Wed 1 Mar 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Harald Groß

REGISTRATION DEADLINE:
8 Feb 2017
HD 12 – TEXT WORK AND TEXT-BASED DISCUSSION IN THE CLASSROOM

TARGET GROUP:
University teachers

OBJECTIVES:
Participant will learn how to...
- formulate reading tasks in such a way as to prepare for later classroom discussion;
- formulate reading tasks in a way that allows students to practise different methods of work and reading strategies;
- choose texts and tasks so as to allow students to increase their reading skills and subject-related knowledge step-by-step;
- use text work methods that address and activate as many students as possible;
- integrate students’ written response to what they have read into the structure of the course.

CONTENT:
Many of the courses in subjects that largely deal with texts and textual analysis depend on students doing the preparatory reading for the next class. Frequently, however, not all students read the set texts. This may result in sluggish and unsatisfactory discussions in the classroom, which in turn further reduce students’ motivation for reading.

You may counter this process by making the reading activity a conscious part and topic of classroom work. Concrete reading tasks and diverse reading activities do not only promote subject-related learning, but they also support students in developing their reading skills. The focus of this course will thus be on how to formulate tasks that encourage students to read for meaning and that support them to also engage with difficult subject matter.

METHODS:
Trainer input, group work, individual work, learning circuit.

PLEASE NOTE:
Participants who fully complete HD 12 will receive 12 AE.

DATES & TIMES:          MAX. GROUP SIZE:
Mon 27 Mar 2017, 10am–5pm & 12
Tue 28 Mar 2017, 10am–1.30pm

TRAINER:
Dr Ulrike Lange

REGISTRATION DEADLINE:
6 Mar 2017
HD 13 – LEARNING BY RESEARCHING

TARGET GROUP:  
University teachers

TOPICS:  
HD 13_1: Designing Courses in the Learning by Researching Format (Dr Kerstin Kucharczik, Steffen Hessler MA);  
HD 13_2: Interdisciplinary Courses in the Learning by Researching Format (Prof Dr Notburga Ott, Prof Dr Thorsten Schäfer);  
HD 13_3: Examining in the Learning by Researching Format (Dr Patricia Schütte-Bestek);  
HD 13_4: Digital Methods in Learning by Researching (Prof Dr Bernhard Linke, Dr Meret Strothmann).

CONTENT:  
Learning by researching means introducing students (how to do their own) research at an early stage in their studies. They may experience research first hand and acquire their first research skills! In many of RUB’s courses, students acquire their knowledge by following the sequences of the research processes in their fields. Such learning by researching is promoted in many ways at RUB, for instance in programmes like the rectorate’s Forschendes Lernen, Optionalbereich’s new research profile, within inSTUDIES projects or the initiatives and programmes run by the WORLDFACTORY®.  
We invite you to take part in a number of short workshops that will give you an overview of the possibilities of learning by researching at this university. You may pick one, more or all of the offers to find out how teachers initiate and support students’ learning by researching.

PLEASE NOTE:  
Participants will receive 4 AE for each short workshop.

DATES & TIMES:  
HD 13_1: Wed 23 Nov 2016, 2am–5pm  
HD 13_2: Wed 14 Dec 2016, 2am–5pm  
HD 13_3: Wed 25 Jan 2017, 2am–5pm  
HD 13_4: Wed 22 Feb 2017, 2am–5pm

TRAINERS:  
various;  
introduction: Kristina Müller, Julia Philipp

REGISTRATION DEADLINE:  
HD 13_1: 2 Nov 2016  
HD 13_2: 23 Nov 2016  
HD 13_3: 4 Jan 2017  
HD 13_4: 1 Feb 2017

MAX. GROUP SIZE:  
12
HD 14 – BRAIN-FRIENDLY LEARNING, OR: HOW TO USE A BIRKENBIHL METHOD FOR TEACHING

TARGET GROUP:
University teachers

OBJECTIVES:
After completion, participants will have received...
- information about the effects of the Birkenbihl CAWA method (creative, analograffiti, word, associative);
- recommendations and suggestions for using CAWAs in teaching;
- examples from the trainer’s teaching;
- skills in transferring the methods to other disciplines

CONTENT:
CAWA is brain-friendly, creative, self-structuring and visually appealing. Vera Birkenbihl’s method of learning will help your students to compile one-page summaries of your last teaching session that will support their learning process. How will you make your students do so?
In this course Professor Eleonore Soei-Winkels will explain the method and effects of CAWA, ask you to compose your own CAWAs from your own teaching materials, and discuss with you some general conditions of teaching that will help you guide your students towards being able to organise and associate content from their last lesson in a brain-friendly and individual way. Drawing on some best practice examples from her work at FOM Hochschule für Ökonomie und Management, the trainer will show how both teachers and students can benefit from the approach.

METHODS:
Trainer input, individual work. Participants are asked to bring some of their teaching materials in order to be able to practise composing their own CAWAs.

PLEASE NOTE:
Participants who complete all of HD 14 will receive 4 AE.

DATE & TIME:  
Thu 10 Nov 2016, 2pm–6pm  
MAX. GROUP SIZE: 12

TRAINER:  
Prof Dr Eleonore Soei-Winkels

REGISTRATION DEADLINE:  
20 Oct 2016
HD 15 – ONE AGAINST ALL? HOW TO MAKE LARGE COURSES A SUCCESS

TARGET GROUP:
University teachers

OBJECTIVES:
After completion of this workshop, you will have at your disposal new options for making even large courses interesting and full of variety and for dealing with potential size-related problems competently.

CONTENT:
Large courses, whether they have 40 or 400 students, frequently seem to follow their own rules – rules that appear to be almost beyond the teacher’s control. This, however, does not have to be that way. In this workshop, you will get to know some of the means by which even large courses can be made a success.
Starting from the personal experiences of the participants, we will develop practical methods for activating students in large courses, for promoting active learning and coping with difficult situations. The techniques will be practised and analysed through a number of exercises and simulations, making you face your next large course with more equanimity.

METHODS:
Trainer-led discussions, simulations, presentations, jigsaw technique.

PLEASE NOTE:
Participants who complete all of HD 15 will receive 8 AE.

DATE & TIME:
Thu 2 Feb 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Prof Dr Karl Friedrich Siburg

REGISTRATION DEADLINE:
12 Jan 2017
**HD 16 – MUCH CONTENT, LITTLE TIME – WAYS OUT OF THE COMPLETENESS TRAP**

**TARGET GROUP:**
University teachers

**OBJECTIVES:**
- selecting the relevant material: the less-is-more principle;
- guaranteeing completeness: learning structures for practical people;
- reducing by steps: the ‘filters of reduction’
- using instruments for reducing material effectively: thematic maps etc.

**CONTENT:**
‘Today I haven’t managed to get through everything.’ – ‘I’m afraid I have not yet finished with my material.’ All university teachers will know the problem: the scope and complexity of their subjects are steadily increasing, yet at the same time, less and less time is available for learning.

Martin Lehner shows how complex subject material can be prepared and presented, without any distorting simplification, so that it can be understood easily in little time. Depending on the external conditions of the teaching situation, didactic reduction can involve the reduction of both content (selection) and thematic complexity (concentration and simplification).

**METHODS:**
Trainer input, individual, partner and group work, discussions.

**PLEASE NOTE:**
Participants who complete all of HD 16 will receive 8 AE.

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**DATE & TIME:**
Tue 27 Jun 2017, 9am–4.30pm

**MAX. GROUP SIZE:**
12

**TRAINER:**
Prof Dr Martin Lehner

**REGISTRATION DEADLINE:**
6 June 2017
HD 17 – INNOVATIVE PRESENTATIONS WITH PREZI – A CRASH COURSE FOR BEGINNERS

TARGET GROUP:
University teachers

OBJECTIVES:
Participants...
... will understand the basic functions of the web-based version of the program and will know how to use them purposefully and effectively;
... will, with the help of the trainer, develop their own ways of creating presentations with Prezi.

CONTENT:
Using the innovative web-based program Prezi, you cannot only benefit from a completely new presentation format, but also to use tools missing from other like, for instance PowerPoint. Creative and interesting presentations especially suited for teaching purposes, talks etc. are designed in a non-linear form. In addition, Prezi presentations can easily be worked on collectively via the Internet and/or presented online and in real time to larger groups.

This workshop will introduce you to the basic technical functions of Prezi, and it will enable you to soon create your own Prezi presentations.

PLEASE NOTE:
Participants who complete all of HD 17 will receive 8 AE.

DATE & TIME:  
Fri 17 Feb 2017, 9am–4.30pm

MAX. GROUP SIZE:  
12

TRAINER:  
Stefanie Füchtenhans

REGISTRATION DEADLINE:  
27 Jan 2017
**HD 18 – A PICTURE IS WORTH A THOUSAND WORDS**

**TARGET GROUP:**
University teachers

**OBJECTIVES:**
- You will learn to develop and effectively use either prepared or spontaneous flipchart visualisations;
- You will be shown how to present content in a visually appealing way and how to use creative design elements for that purpose;
- You will find out about your own creative possibilities and will discover your own graphic style.

**CONTENT:**
Crammed and confusing presentations are no rarity in your field of work? You would like to translate your topics, concepts and maybe at times dry content into a poignant ‘visual language’? Come and develop your own hand-drawn visualisations and design your presentations in a vivid, attractive and comprehensible way. In this workshop, you will learn quick and easy methods and receive valuable advice for making your visualisations more skilful and effective. You can bring examples from your everyday teaching to work on.

The course will focus on flipchart work – the necessary markers and materials will be made available. Of course, it is possible to apply the acquired skills also to other media and presentation formats (e.g. PowerPoint etc.).

**METHODS:**
The main methods will be experimenting and practical application. Short trainer inputs will provide participant with the necessary background knowledge. Though series of progressive exercises, participants will be shown step-by-step how to make their own visualisations. To take part, no prior drawing skills are necessary!

**PLEASE NOTE:**
Participants who complete all of HD 18 will receive 8 AE.

**DATE & TIME:**
Fri 3 Feb 2017, 10am–5pm

**MAX. GROUP SIZE:**
10

**TRAINER:**
Dipl.-Ing. Brigitte Seibold

**REGISTRATION DEADLINE:**
13 Jan 2017
HD 19 – HOW TO UNDERSTAND AND CONSTRUCTIVELY INFLUENCE GROUP DYNAMICS

TARGET GROUP:
University teachers

OBJECTIVES:
- you will be made familiar with the typical phases in group behaviour as well as the related interventions for giving leadership;
- you will be able to recognise different types of behaviour and know how to deal with them;
- you will know how to apply the content of the course to the groups you work with and the experiences you have made;
- you will have developed your teaching skills.

CONTENT:
For making students learn effectively teachers do not just need didactic skills. Creating a positive group atmosphere supports the learning process too. People who have to lead groups know how challenging this may be. There are groups that quickly reach a state of constructive cooperation, and there are others who appear passive and lethargic, some even conflict-ridden, and sometime there are individual group members who adversely affect the atmosphere in the group. In such situations, teachers are called on to react professionally and influence group dynamics in a positive way.

This short workshop will introduce you to the mechanics of group processes and to different types of behaviour in groups. You will learn what interventions will help you to constructively influence group dynamics in order to create a productive work environment. Looking at case studies from your everyday work at university will make sure that there is practical relevance and that you can use the opportunity to reflect on your own behaviour in relation to groups and find approaches to work with groups that fit your individual character and situation.

PLEASE NOTE:
Participants who complete all of HD 19 will receive 4 AE.

DATE & TIME:  
Tue 2 May 2017, 2pm–6pm

MAX. GROUP SIZE:  
12

TRAINER:  
Bettina Hahn

REGISTRATION DEADLINE:  
2 Apr 2017
HD 20 – ASSESSMENT

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will...
- be introduced to the main findings of assessment research;
- reflect on their own exam practice, using constructive alignment and Bloom’s taxonomy of educational objectives as models;
- reflect on their own assessment criteria, and possibly make them more complex and concrete;
- be made familiar with (and develop their own) tools for applying criteria to student performance;
- be made familiar with tools communicating their assessment criteria to students.

CONTENT:
Participants will take a detailed look at their own practice assessing and marking and will find out how they can systematise and keep transparent their ways of assessment. They will learn to differentiate between different responses to exam performances, such as marking, assessing, correcting, giving feedback or responding. They will reflect on their own assessment criteria, gain an overview of possible criteria for assessing oral and written work, and will be made familiar with the standards of justifying a certain mark. The course will pursue four main themes:
1) What function does assessment have, and how do participants define their role in assessment and marking?
2) How can the ‘transitory’ nature of oral performances be dealt with, and what assessment criteria take account of this?
3) What are the best approaches to correcting and assessing written work?
4) How can examinees be told about the results in a way that supports their learning process?

METHODS:
Partner and group work, exercises, learning circuit, discussions, short presentation.

PLEASE NOTE:
Participants who complete all of HD 20 will receive 16 AE.

DATES & TIMES:
Mon & Tue 13 & 14 Mar 2017, 9.30am–4.30pm

MAX. GROUP SIZE:
14

TRAINERS:
Dr Anika Limburg (& Dr Ulrike Lange)

REGISTRATION DEADLINE:
20 Feb 2017
HD 21 – LEGAL BACKGROUNDS FOR TEACHING AND TESTING

TARGET GROUP:
University teachers

OBJECTIVES:
After completion of this course, participants will be able to ...
- evaluate legal problems of university teaching;
- assess critical situations in university teaching appropriately;
- assess questions of liability;
- identify students’ rights and duties;
- take into account legal aspects in the organisation of exams.

CONTENT:
The work of university teachers is framed by numerous legal regulations. The respective university laws by the different German federal states count among those in particular. The regulations can complicate teachers’ everyday work and may cause insecurities. The aim of the course is to introduce participants to the basic legal aspects that are relevant for their work, and to give them the opportunity to independently assess and answer some of the legal questions that may come up in their teaching practice.

METHODS:
Gathering of ideas and problems in individual and group work, presentation, trainer-led exchange of experiences, discussions.

PLEASE NOTE:
Participants who complete all of HD 21 will receive 8 AE.

DATE & TIME:
Tue 7 Mar 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINERS:
Derya Aksoy, Dr Achim Zimmermann

REGISTRATION DEADLINE:
13 Feb 2017
HD 22 – USING MULTIPLE CHOICE TESTS WITH LARGE GROUPS

TARGET GROUP:
University teachers

OBJECTIVES:
In this workshop, you will learn to
▪ compose,
▪ test and
▪ improve multiple choice items for your subject area.

CONTENT:
Multiple choice exams are a good means to test large groups of students in an efficient way. But how and according to what standards have these tests to be designed? In this workshop, you will not only learn what is worth learning about the legal background of such tests and the quality standards that should be applied to the test items, but you will also compose your own set of multiple choice items. You will look at the most common question types, pitfalls and problems of standardised assessment methods. You will develop a blueprint for your own exams, and you will practise reviewing and improving the items. Examples will be taken from the field of medical didactics, in which multiple choice testing is an established form of assessment, but the focus of the workshop will be on how you can use the instrument for your own teaching.

METHODS:
Trainer input, individual work, work in small groups.

PLEASE NOTE:
Participants who complete all of HD 22 will receive 8 AE.

DATE & TIME:
Tue 22 Nov 2016, 9am–5pm

MAX. GROUP SIZE:
25

TRAINER:
Dr Andreas Burger

REGISTRATION DEADLINE:
31 Oct 2016
HD 23 – GIVING FEEDBACK ON FEEDBACK – DISCUSSING COURSE EVALUATION RESULTS WITH YOUR STUDENTS

TARGET GROUP:
University teachers

OBJECTIVES:
- knowing and observing the rules for giving feedback;
- employing skills to create maximum clarity in conversations;
- practising dealing with criticism and gaining confidence;
- developing teaching skills.

CONTENT:
You’ve just received the results of the latest course evaluation – what now? The RUB conventions for dealing with course evaluations suggest you discuss the results with your students and enter into a constructive conversation on how the course may possibly be changed and improved. As a teacher, you may feel challenged by the results of the student feedback. Despite your greatest efforts in preparing and carrying out a course, students sometimes voice criticism that makes you feel insecure or at first seems incomprehensible or unfounded. How can you handle these feedback discussions with your students in a confident, effective and professional way? This course will show you some practical possibilities for leading such discussions efficiently.

METHODS:
There will be short theoretical trainer inputs as well as practical exercises, group work and exchange of ideas in discussion rounds.

PLEASE NOTE:
Participants who complete all of HD 23 will receive 4 AE.

DATE & TIME:  
Thu 12 Jan 2017, 2pm–6pm

MAX. GROUP SIZE:  
12

TRAINER:  
Bettina Hahn

REGISTRATION DEADLINE:  
15 Dec 2016
HD 24 – TEACHING ANALYSIS POLL – TAKING STOCK IN MID TERM

TARGET GROUP:
University teachers

CONTENT:
It may be helpful to take stock of your teaching around the middle of a term. A so-called teaching analysis poll (TAP) is a quick and easy way to do so. As a complement to the EvaSys course evaluation, TAP helps you to come into contact with your students and— together with them— improve the teaching and learning situation in your class. The advantages of TAP are:

- you will receive an open feedback from your students, who will report their views to someone who is not involved in the course;
- you will expand your teaching possibilities and will receive help in putting some of them into practice in the further course of the class.

How does TAP work?
1. In the middle of the term you will make an appointment with an IFB trainer for a half-hour consultation. On the basis of your information, the trainer will prepare their conversation with the students in your class.
2. On the arranged day you will let the IFB trainer in your class take over from you and will yourself leave the room for 30 minutes. The expert will work to identify consensual answers of and with the student group, usually to the typical three TAP questions: what makes you learn best in this class? What may obstruct your learning? What are your suggestions for reducing the obstructions?
3. After the question session, the trainer will send you a report on the feedback. In the following personal conversation with the trainer, you will decide which suggestions you will use and think about how to implement them. In your next class, you will inform your students about how you intend to use their feedback.

PLEASE NOTE:
Participation is confidential and free of charge. Dates and times will be arranged individually. Participants who complete all of HD 24 will receive 4 AE.

DATES & TIMES
can be individually arranged with
Julia Philipp
phone: 0234.32.27489
julia.philipp@uv.rub.de

TRAINER:
IFB
HD 25 – THE CHALLENGES OF STUDENT COUNSELLING – BE PREPARED FOR REAL LIFE!

TARGET GROUP:
University teachers and those involved in student counselling and advising

OBJECTIVES:
- you will deal with and reflect on challenging situations in counselling conversations;
- in simulated conversations, you will practise handling demanding counselling conversations professionally, and you will develop strategies for dealing with them in real life;
- you will be provided with a toolkit for managing challenging and difficult conversations in counselling.

CONTENT:
In counselling situations – such as during your consultation hours or before and after your teaching sessions – you often have to lead challenging, difficult and demanding conversations that cannot be planned in advance. Suddenly, you find yourself in the midst of it and called upon to react professionally and appropriately. In these situations, it is immensely important to know how to control one’s emotions, how to adopt a professional attitude and how to focus on the potential solutions to the problem at hand.

Trained actors will play the part of your interlocutors in situations that you want to try out and will develop structures for. In small groups, we will simulate conversations, discuss them and develop strategies for coping with them.

METHODS:
- sharing of experience, trainer input, exercises;
- simulations of counselling conversations in small groups, structured feedback.

PLEASE NOTE:
Participants who complete all of HD 25 will receive 16 AE.

DATES & TIMES:  
Thu 30 Mar 2017 (day one), 9am–4.30pm &  
Wed 3 May 2017 (day two), 9am–4.30pm

MAX. GROUP SIZE:  
12

TRAINERS:  
Marita Kemper, Aleksandra Penkala

REGISTRATION DEADLINE:  
9 Mar 2017
HD 26 – MINDFUL COUNSELLING AND STUDENT SUPPORT

TARGET GROUP:
University teachers and study advisors

OBJECTIVES:
- you will be introduced to the basics of mindfulness;
- you will exchange your ideas on the demands that are placed on you in counselling and supporting students;
- you will try out different elements from the practice of mindfulness;
- you will discuss the benefits of mindfulness, patience and respect in an everyday work environment – and in situations of conflict.

CONTENT:
Practising mindfulness can support your awareness in everyday teaching as well as in counselling situations or consultation sessions. It can help you remain calm and constructive during the encounter. The technique will open up a space for you to remain respectful and open-minded (despite having many appointments chasing each other and having to deal with most different needs). It will also enable you to experience the situations and encounters more intensively, to reflect more deeply on and take in more of the background of the concerns of your students.
In this workshop, you will be introduced to methods of mindfulness that are both simple and effective. You will have the opportunity to practise some of the methods with the help of examples and eventually develop your own set of methods for your student counselling and support work.

METHODS:
Reflection of practice, exchange among colleagues, practising elements of mindfulness.

PLEASE NOTE:
Participants who complete all of HD 26 will receive 4 AE.

DATE & TIME:
Thu 17 Nov 2016, 9am–1pm

MAX. GROUP SIZE:
12

TRAINER:
Hanna Beneker

REGISTRATION DEADLINE:
27 Oct 2016
HD 27 – IT’S ALL CLEAR! HOW TO APPROACH STUDENT COUNSELLING IN A SOLUTION-ORIENTED WAY

TARGET GROUP:
University teachers and study advisors

OBJECTIVES:
- you will be introduced to the approach of solution-oriented thinking;
- you will look at central ways of systemic and solution-oriented intervention;
- you will be made familiar with the systemic approach to difficult and problematic situations;
- you will find the work becoming easier.

CONTENT:
In student counselling sessions, it is central to clarify the student’s concern right at the very beginning, as this will have an impact on the further course of the conversation and its potential success. The content of such talks may often be problem-ridden and challenging. A solution-oriented approach to counselling will help you to deal with these situations in an efficient way. The focus will be on moving away from an analytical concentration on the problem(s) at hand towards a perspective that concentrates on options for future action. By using specific conversation and question techniques and minimal interventions, counsellors can enable students to become aware of their own resources and feel empowered to gradually find means and strategies for the solving of their problems quite independently.

METHODS:
This hands-on workshop will primarily make use of practical exercises:
- trainer content inputs;
- group work;
- work with case studies.

PLEASE NOTE:
Participants who complete all of HD 27 will receive 8 AE.

DATE & TIME:  
Tue 21 Mar 2017, 9am–5pm

MAX. GROUP SIZE:  
16

TRAINER:  
Johannes Ketteler

REGISTRATION DEADLINE:  
28 Feb 2017
TARGET GROUP:
University teachers

OBJECTIVES:
Participants
- will be made aware of their own potentially prejudicial behaviour as well as that of others;
- will learn to recognise such behaviour and address it openly in given situations.
The exercises in the course will be exclusively based on what participants have experienced themselves and will invite reflection of these experiences.

CONTENT:
How can we be open-minded and yet discriminate against others? Our behaviour is frequently controlled, and our decisions are often affected, if unconsciously, by prejudices. This does not just happen to us, but also to the people that surround us. Ascriptions and expectations like ‘it’s these bureaucrats again!’ or ‘we don’t have any of this around here!’ testify to such patterns of thinking. Parts of these is the work of defence mechanisms which are activated when we encounter the ‘unknown’ or ‘other’. This is the starting point of this course, which will attempt to stimulate awareness of prejudice and free participants’ behaviour from discrimination. Anti-bias counts as one of the most effective intercultural training methods and is an officially recognised (staff) training programme for implementing the European Anti-Discrimination Directive, which has already been ratified by all EU member states.

METHODS:
Role-playing, visualisation, isometric exercises, theory units, exchange of and reflection on participants’ experiences.

PLEASE NOTE:
Participants who complete all of HD 28 will receive 16 AE.

DATES & TIMES:
Thu & Fri 24 & 25 Nov 2016, 9am–4.30pm

MAX. GROUP SIZE:
12

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
3 Nov 2016
ADVANCED MODULE

The advanced module concludes the didactic qualification programme ‘Professional Skills for University Teaching’. There are two ways to complete the module:

A) PLANNING, TEACHING, EVALUATING AND DOKUMENTING AN INNOVATIVE COURSE
This gives you the chance to look at a didactic issue of your choice in greater detail and try it out in your own teaching. Over the course of a semester, you will test a number of innovative methods in one of your classes. This may, for instance, involve including forms of practical learning, elements of blended learning and different chairing techniques in the place of or next to traditional ways of teaching and learning. Apart from that, student feedback or evaluation is to be discussed and taken into account. Participants will have to reflect on their experiences with this new or modified course in a 15-20-page documentation.

Depending on your personal situation and your interests as a teacher, you can opt for the following alternative:

B) DEVELOPING AND DOCUMENTING YOUR PERSONAL TEACHING PROFILE
As part of the advanced module, you can also compose a 20-page written text in which you document and reflect on your approach to, your visions of and your experience in teaching. You will also be asked to reflect on how you see your role as a teacher, on your own expectations as well as that of others, your course aims, didactic principles, how you interact with students, the necessary teaching skills and their practical use value.

Kristina Müller (IFB) will help with the planning and carrying out of either option.

INFORMATION:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@uv.rub.de
TEACHING MATTERS – SUPPORT, ADVICE AND EXCHANGE OF IDEAS

On the following pages, you will find offers of classes and meetings dealing with matters of teaching. A special feature of these offers is that there are one-on-one consultation formats as well as target-group-specific classroom formats which invite dialogue and an exchange of ideas with trainers and colleagues.

The one-on-one offers comprise:
- a video coaching for teachers
- a teacher’s portfolio that can be used for applications
- a teaching-related coaching for professors
- and LeMento – a mentoring system that is meant to increase sensibilities for teaching

Your advantage: a coach devotes time exclusively for you. Dates and times can be arranged according to your needs and wishes.

The number of places is limited.

As part of the inSTUDIES programme, there is also the opportunity to take part in target-group-specific meetings in which ideas and experiences can be exchanged. The programme of meetings and events can be found at → www.ruhr-uni-bochum.de/instudies/veranstaltungen.

Your advantage: you will receive and be able to provide topical input on teaching matters in exchange with colleagues working in the same field as you.

INFORMATION:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@uv.rub.de
LEHRE LADEN – THE DOWNLOAD CENTRE FOR INSPIRED TEACHING

This online platform gives all RUB teachers the opportunity to receive new inspiration and stimulation for their teaching. The centre provides you with quick access to valuable information that will open up new options for designing your lessons and enhancing your performance.

On a pinboard you will find certain topics familiar to you from everyday teaching. For each of these, we offer you, in a first step, a number of introductory and general propositions. The topics can then be dealt with in depth and with the help of different thematic formats and focuses. Download the topics of your choice and take away great teaching value!

The suggestions will be extended and updated in regular intervals. The further reading section, and the matching course offers by IFB, will give you the chance to delve even more deeply into the subjects.

We wish you inspirational insights into the possibilities of teaching!

Your IFB team

→ https://dbs-lin.rub.de/lehreladen
INDIVIDUAL VIDEO COACHING FOR UNIVERSITY TEACHERS

TARGET GROUP:
University teachers

CONTENT:
Successful teaching depends not least on skilful communication. The teacher’s voice, verbal skills and body language are important factors for success. Attitudinal barriers and poor posture may impede dialogue and the sharing of knowledge in teaching. This intensive coaching session gives participants the chance to experience the effect their own presence has on others.

RECORDING AND ANALYSIS:
After a preparatory meeting, in which the observation criteria and your personal wishes will be discussed, one of your teaching sessions will be taped on video. The material will be evaluated with a keen eye on your actual performance and which of its elements support or undermine your clear presence in the classroom. Based on these findings, the coach will develop concrete suggestions for improvement together with you.

The following aspects will be especially focused on:
- facial expressions, gestures;
- voice and breathing;
- posture;
- excitement;
- mental strategies.

EVALUATION AND TRANSFER:
After a precise and confidential evaluation of the recorded session, a tailor-made catalogue of exercises will be developed in order to help participants to transfer the acquired skills to their everyday teaching practice. The aim is to increase teachers’ dynamism and expressive skills.

DATES & TIMES
can be arranged individually

TRAINER:
Jan-Aiko zur Eck

INFORMATION:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@uv.rub.de

MAX. GROUP SIZE:
The number of places is limited. The offer can be used by a maximum of three teachers in the run of this year’s programme.
HOW TO DEVELOP AND COMPOSE A TEACHING PORTFOLIO (AND USE IT FOR APPLICATIONS)

ZIELGRUPPE:
University teachers

CONTENT:
A teaching portfolio serves to describe and critically reflect on selected examples of teaching from your work and experience as a teacher. It places both the responsibility and the chance for documenting that you are a good teacher with you. While teachers can use the portfolio for developing the quality of their teaching, they can also use it for documenting their teaching skills in applications and for future employers.

In this offer, participants will be coached on how to assemble their own strong portfolio by

- pointing out and justifying the contents, concepts and methods of their teaching;
- presenting and discussing their philosophy of teaching;
- highlighting and documenting their special commitment and future perspectives in teaching.

In addition, they will develop their own individual toolkit for flexible portfolio adjustments for different target readers and will thus possess an effective strategy for documenting their teaching performance.

The eight-hour consultation package includes:

- two individual two-hour coaching sessions
- feedback of coach (by e-mail) on a maximum of three writing samples with a view to finalising a portfolio for a specific purpose (e.g. an application or the coachee’s attempt to attain clarity about their actual teaching profile)

If you intend to compose a teaching portfolio for an actual application, do not forget to bring the job ad to your first meeting with the coach.

DATES & TIMES
can be arranged individually

TRAINER:
Dr Birgit Szczyrba

INFORMATION:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@uv.rub.de

MAX. GROUP SIZE:
The number of places is limited. The offer can be used by a maximum of three teachers in the run of this year’s programme.
IMPROVE YOUR TEACHING – INDIVIDUAL COACHING FOR PROFESSORS

TARGET GROUP:
Professors

CONTENT:
Teaching is a highly individual matter. Balancing between external demands and personal aspirations, it is you, as an experienced teacher, who knows best what will support you in keeping your teaching lively. This exclusive counselling format gives you the chance to pick the topics you need to look at and set the right priorities for yourself:
- develop your personal profile: reflect on your role as a teacher, strengthen your self-management skills;
- expand your repertoire of methods: find out about and try out new methods, remodel one of your sessions or courses;
- improve your voice and body language: work on your vocal powers and body language (by means of video feedback);
- practise teaching in English: get some individual feedback and one-on-one language training (also, upon request, in other languages than English).

YOUR ADVANTAGES:
- A coach will make time especially for you.
- You can choose from a number of coaches and pick the one you want to work with.
- The focus is on your personal interests and concerns.

DATES & TIMES
can be arranged individually

MAX. GROUP SIZE:
Participation is confidential and free of charge. The number of places is limited.

INFORMATION:
Friederike Bergstedt
phone: 0234.32.22144
friederike.bergstedt@uv.rub.de
→ www.uv.rub.de/ifb/lehrcoaching
LEMENTO – TEACHING MORE CONSCIOUSLY THROUGH MENTORING

TARGET GROUP:
University teachers

CONTENT:
The motto is: ‘from practice for practice’. LeMento gives you the chance to gain first-hand teaching experience and connect with an experienced teacher. Why not benefit from the practical knowledge of your mentor?

YOUR ADVANTAGES:
We invite you to enter into a dialogue with an experienced teacher of RUB to discuss teaching matters. We will find a suitable mentor for you so that you can:
- receive valuable suggestions for your own teaching;
- identify central teaching skills and develop these;
- discuss your own teaching in personal conversations;
- benefit from the practical teaching experience of your mentor;
- prepare well for university teaching practice.

PREREQUISITES:
We will like to welcome you as a ‘mentee’ providing that you are
- teaching at RUB;
- prepared to take part in the mentoring for its run of two semesters;
- willing to actively shape the dialogue with your mentor by providing its direction, voicing your concerns and suggesting the potential topics.

The LeMento programme can be started at any time. Please get in touch with us, and we will invite you to a preparatory meeting to identify your needs and wishes, explain the programme in more detail, and set out to find the right mentor for you.

Participation is confidential and free of charge.

INFORMATION:
Aleksandra Penkala
phone: 0234.32.27484
lemento@rub.de
→ www.uv.rub.de/ifb/lemento
THE RUB WRITING CENTRE

The Writing Centre makes the following offers to all RUB university teachers:

2. UNIVERSITY TEACHERS’ TRAINING: “HOW TO INTEGRATE WRITING INTO TEACHING”
Writing cannot just serve to document and evaluate learning processes, but it is a particularly suitable means for supporting the learning process itself. In this multi-day workshop, you will be made familiar with concepts and methods that employ writing as a means for acquiring subject-related knowledge and skills, will be invited to reflect on these and develop units using these approaches for their own courses.
Dates: 4 & 5 Nov 2016, 2 & 3 Dec 2016, 13 & 14 Jan 2017, 31 Mar 2017 and Jul 2017; in the practical part of the course in the summer term of 2017 will try out and evaluate the ideas previously developed.

3. MINI WORKSHOPS AND GUIDED DISCUSSIONS ABOUT THE FOLLOWING TOPICS:
- supervising students: promoting reflexive writing through journals;
- supervising students: from topic to research question;
- evaluating texts: discussing criteria for good texts;
- evaluating texts: structuring feedback conversations;
- teaching courses: formulating writing and learning tasks properly;
- teaching courses: guiding text feedback discussions;
- teaching courses: writing-to-learn activities;
- teaching courses: developing tasks for text work;

4. INDIVIDUAL SUPPORT
We are happy to give you advice on, for instance, how to supervise undergraduate, graduate or PhD students, how to assess research texts, how to use materials for teaching academic writing or how to include valuable writing tasks in your courses. We can also take part in one of your courses, maybe in tandem with you, and carry out small units on academic writing or introduce students to the services of the Writing Centre.

You will find these and more offers at → www.sz.rub.de/angebote/lehrende.

INFORMATION:
Maike Wiethoff
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COURSES OFFERED FOR THE ENGINEERING SCIENCES

Complementing the courses of the Didactic Qualification Programme, there are special offers for teachers and doctoral students in the engineering sciences that deal with issues particular to their field.

THE OFFERS INCLUDE:

- Preparing for your professional future: an introduction to staff management
  In this one-day workshop, doctoral students / research staff will be introduced to the basics of staff leadership and the most important aspects of team management.

- Supervising student theses
  Supervising students’ writing efforts, i.e. especially their final theses, is another important field of work we want to support you in. This course will provide you with valuable tips and strategies for daily use.

- Didactic support
  This includes an individual offer for teacher observation and feedback in English-language courses, which can also be made to count towards the Basic Module of the Didactic Qualification Programme. In cooperation with our eTeams, we also offer technical and methodological support for using voting systems in lectures and seminars.

- ‘Entrepreneurship’ in teaching
  The concept of ‘entrepreneurship’ is ubiquitous. But what does it really mean, and how can you convey entrepreneurial skills in your teaching? In a workshop on entrepreneurship education you will be able to discuss these questions together with your colleagues.

- Teaching diversity – how to deal well with heterogeneous groups
  There is also a training course on the heterogeneity of student learner groups. The ‘teaching diversity’ workshop will address the differences in students’ learning styles, levels of knowledge and personalities. Come and find out how to make diverse offers to your students and thus be able to deal with the heterogeneity in your class in a productive way.

The offers are coordinated and provided by the members of the BMBF project ELLI (Exzellentes Lehren und Lernen in den Ingenieurwissenschaften). If you want more info, please visit our homepage at → www.rub.de/elli. And please do not hesitate to contact us if you have got suggestions or queries!

There are more offers for doctoral students in engineering made by our partner institution of RWTH Aachen, which can be looked up under the so-called Karriereweg Dr.-Ing. at → www.rub.de/elli/fortbildungen.

CONTACT:
Katharina Zilles, MA
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zilles@fvt.rub.de
ING 1 – PREPARING FOR YOUR PROFESSIONAL FUTURE – AN INTRODUCTION TO STAFF MANAGEMENT

TARGET GROUP:
Doctoral students in the engineering sciences

OBJECTIVES:
Towards the end of this course, you will have...
- been introduced to the basics of staff management;
- been introduced to the most important aspects of team management;
- grasped what difference a high degree of job motivation may make;
- been introduced to the basic instruments and styles of staff leadership;
- have received first tools for fashioning yourself as staff manager/leader.

CONTENT:
In the engineering sciences, a doctoral degree is the formal qualification to hold a responsible position in companies or research, which frequently also involves leadership responsibilities. This is why doctoral students should be prepared to look at the topic of staff management. This training course will provide the necessary basics of that field, giving an overview of important subjects like motivation and leadership tools and styles:
- strategic and operational leadership;
- styles of leadership (with a focus on situational and transformational leadership);
- tools of leadership (performance reviews, performance feedback, target-setting);
- solutions-oriented communication as a tool for leadership and problem-solving;
- team development and maintenance;
- team performance improvement.

METHODS:
- presentation;
- interactive instruction;
- case studies;
- discussions.

DATE & TIME:
Thu 9 Feb 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Dr Reinhold Haller

REGISTRATION DEADLINE:
19 Jan 2017
ING 2 – SPECIALIST SUPPORT FOR TEACHING IN ENGLISH

TARGET GROUP:
University teachers in the engineering and natural sciences

OBJECTIVES:
Receiving specialist linguistic help and advice, participants will increase and develop their skills and confidence in teaching in English. They will also receive individual and constructive feedback on both language-related and didactic elements of their teaching.

CONTENT:
The increasing number of international students at our university means that it is getting more and more important for lecturers to be able to teach in English. Yet teaching in English often involves more than just translating one’s German notes. This support and consultation format gives you the chance to discuss the complex questions dealing with how to interact with students in English. And it will give you some fresh didactic input as well. Would you like to do this consultation unit as part of the university’s Didactic Qualification Programme? We can offer you a module part consisting of two sessions in which an English-language expert will sit in on your English language classes plus a preparatory and a debriefing session.

Participants who take part in the entire module part will receive 10 AE for the Basic Module of the university’s Didactic Qualification Programme.

METHODS:
- tips and suggestions for planning and carrying out teaching sessions in English
- individual feedback about language-related and didactic issues (pronunciation, structuring of utterances, teacher-student interaction, use of media)

DATES & TIMES
can be arranged with
Katharina Zilles, MA
phone: 0234.32.27476
zilles@fvt.rub.de

TRAINERS:
Bettina Drawe-Viol, Natascha Strenger, Katharina Zilles
ING 3 – HOW TO USE VOTING SYSTEMS IN YOUR LECTURES

TARGET GROUP:
University teachers in the engineering and natural sciences

CONTENT:
Voting systems, or so-called clickers, may be a useful additional means to include and activate students especially in large lectures or seminars as you can ask students about their views on or reactions to a matter at hand. The results of the survey can instantaneously be presented on a screen or included in a PowerPoint presentation.

Using clickers is quite simple: on the technical side, the eTeam of the engineering faculties will help you set up the programme on your computer, and we will be happy to give you advice on the didactic uses of the tool. There are about 100 clickers that can be arranged to be borrowed and used by teachers for their courses.

You would like to find out how to make your lecture or seminar more attractive? Do not hesitate to contact us!

DATES & TIMES
can be arranged with
Katharina Zilles, MA
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TRAINERS:
Daniel Kruse, MSc
phone: 0234.32.26529
kruse@vvp.rub.de
ING 4 – STRUCTURED SUPERVISING OF STUDENT PAPERS AND THESSES

TARGET GROUP:
University teachers in the engineering sciences

OBJECTIVES:
In this course, participants will...
- compose consultation guidelines that serve as teacher-student contract and make clear what support they are willing to give to and what initiative they expect from their students;
- develop materials that will help them support students in paying attention to the central requirements of scientific work;
- think about their criteria for evaluating student papers and theses, and will develop material with which to inform students about these criteria before and with which to give them feedback after the writing process.

CONTENT:
80 per cent of all assessment at German universities is based on written work. Students thus face a double challenge: they have to prove that they possess the required knowledge, and – in doing so – they have to observe the rules and conventions of their scientific community, which however they will only start to pick up – as shown by research – during their studies. This applies in particular to the engineering sciences, where students have little opportunity to practise their subject-related writing skills during their course.
This means that many teachers in engineering are faced with special demands in terms of supervising and marking student work, for instance because students keep asking the same questions again and again (and often these are questions they could easily answer for themselves) or their work contains many and may grave mistakes. In this workshop, you will be made familiar with methods and materials from the field of writing didactics which will help you reduce your supervising efforts and, at the same time, will support your students in gradually learning about the rules and conventions of good scientific work.

METHODS:
Presentation, exercises, learning circuit, individual and group work, feedback.

DATES & TIMES:
Wed 26 Oct 2016, 1pm–4pm
Thu 27 Oct 2016, 10am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Ulrike Lange

REGISTRATION DEADLINE:
5 Oct 2016
ING 5 – TEACHING DIVERSITY – HOW TO USE THE FULL POTENTIAL OF HETEROGENEOUS GROUPS

TARGET GROUP:
University teachers in the engineering sciences, especially doctoral and post-doctoral teachers

OBJECTIVES:
Going beyond the typical categories of difference, participants will be introduced to the different dimensions of diversity in student groups and the complex effects these may have for the teaching situation. They will acquire skills for reflecting on their own attitude towards teaching and their teaching style and will expand their method repertoire for addressing and activating and heterogeneous groups of learners.

CONTENT:
How, as a teacher, can I deal with the fact that some of my students do not seem to want to get involved in any of the learning activities I offer them? How can I get everyone involved and included? And how can I accompany the cooperative work of my students in such a way that the group dynamics promote and do not obstruct the process of learning?
This course focuses on the different personalities, learning styles, personal conditions and levels and types of knowledge of the different students in a class. Together, we will develop approaches to actively engage student diversity and different types of learning behaviour in and for the process of learning. In particular, two prime challenges will be addressed in the course:
- reflecting on your teaching style and the way you interact with different types of learners;
- keeping teaching flexible with heterogeneous groups so as to ideally address and include all students in the learning process.

METHODS:
The course will centre on the needs and wishes of the participants, and will involve everyone in dialogue. There will be short trainer inputs, self-reflection, participant discussions and peer feedback.

DATE & TIME: Thu 24 Nov 2016, 9am–5pm
MAX. GROUP SIZE: 16

TRAINERS: Sven Oleschko, Henrik Dindas

REGISTRATION DEADLINE: 3 Nov 2016
ING 6 – ENTREPRENEURSHIP AS AN INTERDISCIPLINARY TOOL OF UNIVERSITY TEACHING

TARGET GROUP:
University teachers in the engineering sciences and project team members

OBJECTIVES:
- participants will have gained a first overview of the field of ‘entrepreneurship’ and the different variants of the concept;
- participants will be able to reflect on the importance of entrepreneurship in the university context and realise its potential implications for their own teaching;
- participants will have obtained a good overview of different entrepreneurial elements that can be used in teaching and the ways in which they can be taught or included in such teaching; they will have managed to develop some of the existing approaches together with their colleagues.

CONTENT:
The concept of ‘entrepreneurship’ currently finds its way into advisory structures, student projects and curricula in many universities, frequently as part of funding programmes that aim at increasing university start-up activities. But what is behind the term? And how can teachers find out what role entrepreneurship can and ought to play in their teaching? In this workshop, participants will together develop interdisciplinary and also critical approaches to the different concepts behind the term as well as ideas for integrating entrepreneurship into concrete learning arrangements that address both scientific and didactic purposes. The trainers will provide some input on how to implement and use the effects of entrepreneurship education in the university.

METHODS:
- presentation;
- joint development of working definitions;
- group work.

DATE & TIME:
Fri 10 Feb 2017, 9am–5pm

MAX. GROUP SIZE:
16

TRAINERS:
Jan-Martin Geiger, Ronald Kriedel

REGISTRATION DEADLINE:
20 Jan 2017
TRANSVERSAL SKILLS

The courses in this section as a rule address all RUB staff members. If specific target groups are addressed, this will be made clear in the course description. Among the offers you will find individual courses from various fields that will help you deal with your daily work and will give you up-to-date info about current fields of interest – from the prevention of corruption and data protection to time management.

Apart from that, there are three thematic foci that make this section yet more diverse: a series of courses called “Facts and Figures – Budgeting and Accounting” addresses current developments in the way university budgeting is organised and offers, among other things, an introduction to MachWeb. The series will also look at the philosophy behind double-entry bookkeeping, aka Doppik, and how to do deal with project or travel expense accounts. Moreover, a great many courses will be offered in cooperation with the university’s Department of Work Safety and Environmental Protection.

Courses in the series “Join Your Colleagues in Dialogue” draw on the experiences made by the course participants and colleagues themselves, i.e. virtually by everyone of us working at RUB. You will gain important insights and information that will help you with your daily work (e.g. as secretaries or exams officers). In this section, you will also find the first info about an event called “Moving on Up – Women at RUB”, to which all female administrative and technical staff are cordially invited.

CONTACT:

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ÜK 1 – DATA PROTECTION IN SECRETARIAL OFFICES

TARGET GROUP:
RUB staff members who handle personal data

OBJECTIVES:
Participants will receive an overview of the main legal regulations that have to be observed, and they will be introduced to some methods for observing these and putting these into practice in their daily work.

CONTENT:
Data protection is meant to prevent people from having their personal data abused. This is done through a number of legal regulations, which of course also apply in the university context. Different aspects have to be considered and brought together: what risks of abuse are there, what (technical) means can be used to prevent abuse, and what are the legal requirements for preventing abuse?

This course will provide participants with an overview of the main legal regulations that have to be observed, and it will introduce them to some of the most fundamental methods for observing these and putting these into practice in their daily work. The actual content of the course will be dovetailed with concrete examples participants know from their daily practice. There is also room for clarifying and discussing any concrete questions participants may bring to the class.

METHODS:
OHP presentation and plenary discussion

DATE & TIME:
Fri 31 Mar 2017, 9.30am–12.30pm

MAX. GROUP SIZE:
17

TRAINER:
Dr Kai-Uwe Loser

REGISTRATION DEADLINE:
10 Mar 2017
ÜK 2 – DATA PROTECTION FOR SERVER ADMINISTRATORS

TARGET GROUP:
RUB administrative and research staff who work as server administrators at chairs and in departments

OBJECTIVES:
Participants will be made familiar with the legal regulations that apply to their work and learn how to observe these in their daily practice.

CONTENT:
“As an administrator I’m always operating on the edge of legality.”

This course will deal with administrators’ common insecurity about legal regulations and their practical implementation as expressed in the above quote. It will deal with the general legal framework and how this affects administrators’ handling of the most typical servers. The focus will be on data protection. Other areas of law relevant for university work will not be excluded, however. The main topics are data protection issues for those who run email and web servers, manage (and monitor) networks and users, provide IT services for teaching etc.

METHODS:
OHP presentation and plenary discussion

DATE & TIME:  
Fri 30 Jun 2017, 9.30am–12.30pm

MAX. GROUP SIZE:  
17

TRAINER:  
Dr Kai-Uwe Loser

REGISTRATION DEADLINE:  
9 Jun 2017
ÜK 3 – DATA PROTECTION IN RESEARCH

TARGET GROUP:
RUB staff doing research projects that involve handling personal data

OBJECTIVES:
Participants will be made familiar with the legal regulations applying in research and will learn how to observe these in their project work.

CONTENT:
The freedom of research is laid down in and protected by the German constitution. This freedom, however, also involves respecting the personal rights of those who participate in the research. It is the aim of data protection laws to safeguard such rights. In this course, the focus will be on the demands and requirements that are placed on research by current data protection regulations. These will be discussed with reference to concrete examples.

Topics will include:
- general questions concerning personal data;
- statements of consent;
- anonymisation and pseudonymisation;
- data custodianship and separation;
- how to designing survey instruments;
- special requirements in particular areas.

METHODS:
OHP presentation, plenary discussion and group work

DATE & TIME:
Fri 20 Jan 2017, 9.30am–12.30pm

MAX. GROUP SIZE:
17

TRAINER:
Dr Kai-Uwe Loser

REGISTRATION DEADLINE:
15 Dec 2016
ÜK 4 – THE DIGITAL OFFICE – NEW METHODS OF WORK, OR: HOW YOU CAN KEEP THINGS UNDER CONTROL AND WORK EFFECTIVELY EVEN IN THE DIGITAL AGE

TARGET GROUP:
All RUB staff members

OBJECTIVES:
- knowing how to deal with digital information in modern office work;
- knowing how to optimise workflows in the digital office;
- being familiar with digital and visual tools;
- knowing how to optimise office work processes;
- knowing how to prioritise and improve one’s time management;

CONTENT:
Do you keep receiving information through a number of different channels – by e-mail or telephone, through colleagues or superiors? In this course, you will learn about new methods of work and digital tools that help you face the daily flood of information without fear. The new methods for work in a digital office will give you the skill to control the work processes in your field better and, at the same time, help you optimise your own work organisation. And you will learn how a change towards the digital, or ‘paperless’, office can be successfully achieved. In short: the course will make you become the perfect information manager.

METHODS:
Presentation of methods, group work exercises and discussion of practical problems brought up by the participants.

DATES & TIMES:
Mon & Tue 28 & 29 Nov 2016, 9am–4pm

REGISTRATION DEADLINE:
7 Nov 2016

TRAINER:
Christa Beckers

MAX. GROUP SIZE:
12
ÜK 5 – GUIDED CAMPUS TOUR FOR NEW STAFF

TARGET GROUP:
All new RUB staff

CONTENT:
You are new to RUB and want to find your bearings? This guided tour across campus will certainly help you do so. After an official welcome by a representative of the university rectorate, who will also present you with a small welcome gift, we will go up on the roof of the NA building to get an all-around view of the university grounds and their surroundings (e.g. the green Ruhr valley) – and, on a clear day, will be able to look as far as Hattingen, Witten, Dortmund and Herne. Apart from that, you will find out everything worth knowing about the history and development of the first university in the Ruhr area, about the building and modernisation of its campus, about the wide range of degree programmes it offers and its current key research areas. Then we will visit the big lecture theatre in Audimax to have a short look at its famous Klais organ, the biggest concert hall organ in North Rhine-Westphalia.

The tour will take approx. one hour. Those who have got time and feel inclined are invited to a concluding lunch at the main university canteen.

Please note that the tour will have to be cancelled in poor weather (persistent rain, lightning and thunder, storm). In that case, we will try to find a new date.

DATES & TIMES:
ÜK 5_1: Thu 16 Feb 2017, 10.30am–1pm;
ÜK 5_2: Thu 22 Jun 2017, 10.30am–1pm;
ÜK 5_3: Thu 28 Sep 2017, 10.30am–1pm

REGISTRATION DEADLINES:
ÜK 5_1: 26 Jan 2017
ÜK 5_2: 1 Jun 2017
ÜK 5_3: 7 Sep 2017

TOUR GUIDES:
Jens Wylkop, Katharina Gregor

MAX. GROUP SIZE:
10
ÜK 6 – JUST ELECTED – NOW WHAT? ORIENTATION AND INFORMATION MEETING FOR NEWLY ELECTED COMMITTEE MEMBERS

TARGET GROUP:
( Newly) elected members to the university’s senate, the central university commissions and the faculty boards and committees

OBJECTIVE:
After this meeting,
- participants will have a general overview of committee work at RUB;
- they will know about their roles, rights and tasks as new committee members;
- they will have clarified concrete questions about their committee work;
- they will have exchanged their ideas about committee work with other participants;
- and they will have become yet more motivated to get involved in the self-administration of RUB.

CONTENT:
Shortly after they have been elected to one of the university’s committees, participants will in this meeting receive a concise introduction to their new roles. After an official welcome by the rectorate, they will be able to meet and exchange views with experienced members of the university’s self-administration. The primary intention is to give them some insight into the working of the self-governing university bodies and committees, their structures and powers. In addition, the newly elected participants will have the chance to receive information and exchange views on their own newly adopted tasks and responsibilities. The meeting will be concluded with an informal lunch.

METHODS:
Presentation, exchange of ideas in bigger and smaller groups

DATE & TIME:  
Thu 28 Sep 2017, 10am–1pm

MAX. GROUP SIZE:  
20

TRAINER:  
Judith Ricken

REGISTRATION DEADLINE:  
18 Sep 2017
ÜK 7 – PREVENTING CORRUPTION

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Participants will be made aware of the different forms of corruption that may occur in the different areas of the university, and they will have learned about methods to prevent such corruption. They will also be familiar with the legal regulations that relate to the prevention of corruption.

CONTENT:
The following topics will be dealt with:
- corruption as a general social phenomenon that may affect any field of work;
- legal aspects (such as reporting in accordance with § 12 of Korruptionsbekämpfungsgesetz);
- areas of public administration particularly susceptible to corruption;
- how to cooperate in cases of suspicion;
- possible sanctions (in terms of criminal, administrative and labour law);
- what to do in cases of dilemma; how do I behave (with colleagues) when noticing suspicious signs?

DATE & TIME:
Tue 14 Feb 2017, 10am–1pm

MAX. GROUP SIZE:
20

TRAINER:
Franz-Josef Meuter

REGISTRATION DEADLINE:
24 Jan 2017
ÜK 8 – HOW TO IMPROVE YOUR PERSONAL MOTIVATION AND SELF-MANAGEMENT

TARGET GROUP:
All RUB staff members

CONTENT:
This seminar will provide the individual participants with the means to enhance their performance and time management in their day-to-day work life. They will receive a concrete, tailor-made tools for developing strategies that can be applied and will help them deal also with highly challenging situations at work. Participants will then practise to use these tools during a number of training sequences that will include, among other things, role-playing, the discussion of case studies and reflection processes.

- Participants will learn to recognise and deal with their own strengths and weaknesses
- They will develop strategies for coping with challenging situations
- They will improve their time management: general basic tools will be made to fit their personal strategies
- The link between effectiveness and efficiency: strategic approaches and their individual applications
- How to organise work in line with personal preferences
- The question of how to uphold daily effectiveness

On the second day of this two-day seminar, each participant will have the opportunity to take part in a one-to-one consultation session with their trainer.

DATES & TIMES:
Thu 23 Feb 2017, 9am-5pm
Fri 24 Feb 2017, 9am–5pm

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
2 Feb 2017

MAX. GROUP SIZE:
12
ÜK 9 – LANGUAGE, STYLE, COMPREHENSIBILITY – WRITING WORK-RELATED TEXTS FOR SPECIFIC AUDIENCES

TARGET GROUP:
All RUB staff members

OBJECTIVES:
In this course, participants will receive input on how to...

- compose their texts with a mind for its specific readership/audience and be able to critically evaluate (and revise) their linguistic and stylistic form;
- find out about or become aware of the different demands placed on different types of texts in everyday work life.

CONTENT:
At work, many texts have to conform to particularly special and high standards: frequently, they are supposed to be informative, concise and interesting at the same time. In order to be able to meet these expectations, writers have to be clear about them and be able to use a varied repertoire of writing strategies to fulfil them in composition. In this workshop,

- you will reflect on the standards of the text types that you have to compose frequently;
- you will be introduced to the typical guidelines for achieving a ‘good style’, and will match these with your own ideas and expectations;
- you will try out different rhetorical means that will help you make your texts more comprehensible;
- you will test concrete methods for improving your texts in regard to their language, style and comprehensibility.

METHODS:
Trainer input, group work, individual work, (possibly) learning circuit

DATE & TIME:
Thu 24 Nov 2016, 9am–4pm

MAX. GROUP SIZE:
12

TRAINER:
Dr Anika Limburg

REGISTRATION DEADLINE:
3 Nov 2016
ÜK 10 – MY KNOWLEDGE, YOUR KNOWLEDGE – OUR KNOWLEDGE?
PROFESSIONAL KNOWLEDGE AND EXPERIENCE MANAGEMENT

TARGET GROUP:
All RUB staff members

CONTENT:
This training course deals with the question of how you handle your knowledge. How consciously do you codify your experiences so as to be able to quickly retrieve and use them in similar situations or share them with others?
In our daily lives, especially at work in the university, we are constantly engaged in the handling of knowledge, and also gain some experience in doing so. We use knowledge in teaching, publish it in articles and books, acquire it about administrative work or organisational matters and procedures. But how often do we actually reflect on and use our reservoirs of implicit knowledge and experience when dealing with projects, people and organisations at work? How often do we make sure that we share these implicit contents with our teams, colleagues and work units? How often are we surprised that one project was successful, while another failed, although in both people apparently had the same level of knowledge?

- We will analyse our personal use of knowledge and experience, and will learn to identify, codify, process and share personal as well as central institutionalised knowledge content for carrying out small everyday tasks or bigger projects.
- We will look at explicit and implicit knowledge/experience and will learn to use methods from both ‘people-to-document’ and ‘people-to-people’ fields.
- We will become familiar with and learn to use tools from both these cycles of knowledge management.
- We will also deal with ethical questions involved in passing on knowledge.

DATE & TIME:
Mon 23 Jan 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
16 Dec 2016
ÜK 11 – HOW TO PROJECT YOUR VOICE – AND BE HEARD, UNDERSTOOD AND ACCEPTED

TARGET GROUP:
All RUB staff members who have to talk a lot

CONTENT:
This course primarily deals with how the human voice works. Experience shows that, in everyday situations as well as in the workplace, even perfectly composed messages will remain ineffective if speakers cannot make their voices heard, i.e. if the voice cannot carry the information properly to the listener. On the other hand, conflicts and misunderstandings can frequently be avoided when the meaning is clear and the voice comes across as authentic.

After analysing the individual voices of the participants, the trainer will give participants some practical tips and advice on how to use their voices economically. Participants will learn effective techniques to improve the projection of their voices and reach their audiences in the best possible way.

Special breathing techniques will give participants the chance to increase the power and volume of their voices without straining their vocal system. Articulation exercises will be used to enhance the clarity of the voice. Vocal and modulation exercises will be used to counter potential monotony in the voice’s sound and the person’s way of speaking.

Special exercises will help participants to increase their presence and expressive powers. They will receive tips and advice on how to support the spoken by adequate body language in a given situation, and they will learn something about their ‘telephone voices’.

DATE & TIME:
Tue 25 Oct 2016, 9am-4.30pm

MAX. GROUP SIZE:
12

TRAINER:
Kriszti Kiss

REGISTRATION DEADLINE:
4 Oct 2016
ÜK 12 – VOICE RELIEF – HOW TO BE BETTER HEARD AT WORK

TARGET GROUP:
All RUB staff members who have to talk a lot

OBJECTIVES:
Participants will be made aware of (the functioning of) their own voice and will learn about those factors that put strain on as well as those that relieve the voice. They will receive practical advice and, with the help of a number of exercises, will try out methods for keeping their voice healthy.

CONTENT:
You have to talk a lot, but want to keep your voice healthy? Particularly those who use their voices professionally frequently have problems with vocalisation. They should take preventive measures seriously.

This course will introduce participants to the most important factors that will help them keep their voices healthy and will give them practical help and exercises for their daily work.

METHODS:
Short presentation and practical exercises

DATE & TIME:
Thu 4 May 2017, 3pm–6pm

MAX. GROUP SIZE:
10

TRAINER:
Friederike Rosin

REGISTRATION DEADLINE:
12 Apr 2017
ÜK 13 – BODY LANGUAGE

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Those who are able to read the signs of body language will be much better equipped to understand their partner in conversation. Talks and negotiations will run more smoothly and successfully. Participants will develop their skills in observing and interpreting their own body language as well as that of their conversation partners. Participants will reflect on what is betrayed by people’s facial expressions, gestures, postures, tones of voice and how such ‘betrayal’ can be used to their own advantage.

CONTENT:
The body is never silent. When people meet, they always talk – even though they may not say a word. Our body reveals our true feelings, who we are and what we really want. Non-verbal messages are frequently sent out unconsciously, which is probably also why they are so powerful. We usually judge people within a split second. And as the movements of our body are usually not as easily controlled as our verbal utterances, body language is seen as the more authentic and truthful expression. Yet doesn’t that also open up room for a lot of misunderstanding? Can we trust our impressions? How clear are our messages and do people understand them?

METHODS:
Trainer input, group work, role-playing, individual feedback

DATE & TIME:  
Wed 18 Jan 2017, 10am–4.30pm

MAX. GROUP SIZE:  
10

TRAINER:  
Henrike Tönnes

REGISTRATION DEADLINE:  
15 Dec 2016
**TARGET GROUP:**
All RUB staff members

**CONTENT:**
Civic courage is needed more than ever before. But which of its forms make sense, and where are its limits?

Two teachers from the muTiger foundation will provide some basic information about civic courage which will help participants to become more alert, self-confident and assertive – i.e. more courageous to deal with critical situations. This course has been designed in cooperation with the police, who have also been involved in the training of the course instructors.

Participants will not only learn how to intervene physically, but they will be shown how to develop a trained eye for recognising (potentially) critical situations. And they will be enabled to decide if and in what way help can be given or called for. As a rule, physical contact with the offender is to be avoided! But what is the correct way to make an emergency call, and what are the legal implications of an intervention? How can I hold my own, and what are anti-victim strategies? How do I develop situational awareness, and how can I get others to become involved?

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**DATES & TIMES:**
- ÜK 14_1: Mon 10 Oct 2016, 9am–1pm
- ÜK 14_2: Mon 5 Dec 2016, 9am–1pm
- ÜK 14_3: Mon 20 Feb 2017, 9am–1pm
- ÜK 14_4: Mon 13 Mar 2017, 9am–1pm

**REGISTRATION DEADLINES:**
- ÜK 14_1: 19 Sep 2016
- ÜK 14_2: 14 Nov 2016
- ÜK 14_3: 30 Jan 2017
- ÜK 14_4: 20 Feb 2017

**TRAINER:**
Staff of muTiger foundation

**MAX. GROUP SIZE:**
16
ÜK 15 – SELF-ASSERTION FOR WOMEN

CONTENT:
At the heart of this course lies the insight that self-assertion is way more important than self-defence or the use of weapons. Offenders are looking for victims and not for opponents. If you assert yourself and exude self-confidence, offenders will not be likely to select you as a potential victim. This means that a self-assertive way can protect you from becoming a victim. Linking theory and practice, this class will teach you about self-assertion and how it can be acquired.

The course will also address the responsibilities of, and the help provided by, employers and related institutions in preventing discrimination and violence as well as some proactive measures that can be taken in one’s behaviour and the organisation of one’s work environment.

Additional topics like mobbing or stalking can also be dealt with, if participants so wish.

DATES & TIMES:
ÜK 15_1: Fri 14 Oct 2016, 9am–1pm,
ÜK 15_2: Fri 21 Oct 2016, 9am–1pm

TRAINERS:
Bärbel Solf / Polizeipräsidium Bochum

REGISTRATION DEADLINES:
ÜK 15_1: 23 Sep 2016
ÜK 15_2: 30 Sep 2016

MAX. GROUP SIZE:
20
ÜK 16 – THERE IS MORE IN THE BOX YET! HOW TO MAKE YOUR LAST YEARS OF WORK AND TRANSITION TO RETIREMENT A SUCCESS

TARGET GROUP:
All RUB staff members

OBJECTIVES:
After this course, participants will have found encouragement to benefit from their experience and competence – stay in the midst of things, including work – deal with their strengths and weaknesses – and build their future!

CONTENT:
You know the situation: you have to work for a couple more years and have a trunkful of knowledge and experience you have not yet been able to pass on to others? You do not always find the motivation to do things in a different and new way, but can easily compensate for that by drawing on your rich experience? You ask yourself how you will find a perfect balance between work and life, now and when you are closer to retirement? Then this training is for you!

- Move in balance: reconciling work and private life now and later;
- how to become aware of and use both your strengths and weaknesses;
- how to identify your work-related and private aims clearly and logically;
- what do you like doing? What motivates you?
- Changes in life – how do you deal with them?
- Are you still capable of learning? And what would you want to learn?
- How do you handle your experience and knowledge? How do you pass it on to others?
- What are some (internal) legal aspects regarding your change of status?

DATES & TIMES:
Tue & Wed 21 & 22 Feb 2017, 9am–5pm

MAX. GROUP SIZE:
12

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
31 Jan 2017
ÜK 17 – CARING FOR FAMILY MEMBERS – INFO, TIPS AND RIGHTS

TARGET GROUP:
All RUB staff who are caring for or looking after family members, or want to prepare for this situation

CONTENT:
In this course, you will receive information about the following topics:
- caring for family members and going to work;
- legal aspects (nursing care insurance, guardianship law);
- organising care and support;
- care and support services in Bochum;
- psychosocial aspects of caring for family members.

DATE & TIME:
Thu 24 Nov 2016, 10am–1pm

MAX. GROUP SIZE:
15

TRAINERS:
Heiderose Höfling, Eva-Maria Matip

REGISTRATION DEADLINE:
3 Nov 2016
COUNSELLING FOR THOSE INVOLVED IN CARE WORK

The German branch of the Red Cross frequently offers meetings to support those who care for family members or are involved in voluntary care work to better confront the strains arising from their domestic care activities. They provide information about and qualify people to carry out independent home care, and help them to cope with the physical and mental stress resulting from that work.

ARE YOU INTERESTED?
You will receive info from Eva-Maria Matip and Heiderose Höfling, DRK, phone: 0234-9445.145, e-mail: e.matip@drk-bochum.de and h.hoefling@drk-bochum.de.

HOW DOES BARRIER-FREE LIVING WORK?
Staff members have the chance to look at a model flat in Wetter-Volmarstein. If you are interested, please get in touch with Uwe Koßmann, Dezernat 3, phone: 0234.32.27772, e-mail: prokids@rub.de.

ANY OTHER COUNSELLING OFFER AT RUB?
The ProKids counselling team offers personal and tailored counselling for caregivers at flexible times. If you are interested, please get in touch with Uwe Koßmann, Dezernat 3, phone: 0234.32.27772, e-mail: prokids@rub.de.

ProKids will also provide you with lots of information about family-friendly offers at RUB, which can also be found on the Internet at → www.rub.de/familiengerecht.

INFORMATION:
Uwe Koßmann
phone: 0234.32.27772
prokids@rub.de
→ www.rub.de/familiengerecht
FACTS AND FIGURES – BUDGETING AND ACCOUNTING IN THE UNIVERSITY

TARGET GROUP:
All RUB staff members

CONTENT:
The budget of a big university like ours is an extensive and highly complex thing – hard to understand and yet essential for the functioning of the university. This is why in this series of courses the focus is on making these difficult processes that are at the heart of budgeting transparent and easy to understand.

It should be noted that dealing with figures and finance, which are central to university budgeting, does not have to be boring at all. Wishing to bring about an informative exchange of ideas, we hope to provide a lively and interesting approach to the topic through this series.

Among the offers in this series you will, for instance, find courses about travel expense accounting and secondary employment regulations, but also about special project lines (offered, for instance, by DFG) or MachWeb and double-entry book-keeping (Doppik).

INFORMATION:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
ÜK 18 – OFFICIAL TRIPS – HOW TO GET THEM APPROVED AND CLAIM ONE’S EXPENSES

TARGET GROUP:
All RUB staff members

OBJECTIVES:
The approval of official trips and the subsequent claiming of expenses are dependent on a number of legal regulations which have, in recent years, become increasingly complex. In this course, participants will be introduced to the most relevant of these rules, and will be given advice on how to make the approval and claims processes run as smoothly as possible. Participants will also be invited to discuss concrete problems from their own experience and will be shown how to find solutions for these.

CONTENT:
The following topics will be addressed:
- the particularities and most typical problems of getting official trips approved;
- combining official trips and private stays;
- advance payment of travel expenses;
- Bahncard and the corporate portal of Deutsche Bahn;
- the particularities and most typical problems of claiming the expenses;
- paying taxes on travel expenses.

DATES & TIMES:
ÜK 18_1: Tue 8 Nov 2016, 9am–12pm
ÜK 18_2: Tue 14 Feb 2017, 9am–12pm

REGISTRATION DEADLINES:
ÜK 18_1: 18 Oct 2016
ÜK 18_2: 24 Jan 2017

TRAINER:
Petra Euler

MAX. GROUP SIZE:
15
ÜK 19 – SECONDARY EMPLOYMENT – AND WHAT YOU NEED TO KNOW ABOUT IT

TARGET GROUP:
All RUB staff members

OBJECTIVES:
In the course of the last years, the legal rules surrounding secondary employment activities have become increasingly complex. In this course, participants will be introduced to the most relevant of these rules, and will be given advice on how to make the approval process run as smoothly as possible. Participants will also be invited to discuss concrete problems from their own experience and will be shown how to find solutions for these.

CONTENT:
The following topics will be addressed:
- how to distinguish between primary and secondary employment?
- Types of permission;
- differences between the secondary employment of civil servants and employees;
- use of RUB staff, facilities and material;
- rules for reporting and tax payment;
- handling of third-party projects.

DATES & TIMES:
ÜK 19_1: Tue 22 Nov 2016, 9am–12pm
ÜK 19_2: Tue 28 Feb 2017, 9am–12pm

REGISTRATION DEADLINES:
ÜK 19_1: 31 Oct 2016
ÜK 19_2: 7 Feb 2017

TRAINER:
Petra Euler

MAX. GROUP SIZE:
15
ÜK 20 – DOPPIK FOR EVERYDAY USE – HOW DOES IT WORK?

TARGET GROUP:
RUB administrative and research staff

CONTENT:
For a couple of years, double-entry book-keeping, or Doppik, has been in use at RUB. This course will introduce those who have not had any first-hand experience with this accounting system to its main aspects and terminology.

The following topics will be addressed:
- structure and role of double-entry book-keeping in the university context;
- what is (the difference between) a balance account, a profits/losses account and an income/expenditure account?
- What is the meaning of funds centre, creditors, debtors and other terms?
- how to process incoming and outgoing invoices;
- what to do with incorrect entries;
- who, in the university’s Finance Department, is responsible for what?

The course will be held by a colleague from the university's finance department so that all questions can be discussed and answered with the maximum amount of practical relevance. As a complement, participants can also take the course ‘MachWeb’ (ÜK 21).

PREREQUISITES:
No prior experience in accounting is necessary.

DATE & TIME:  
Wed 1 Feb 2017, 9am–1pm

MAX. GROUP SIZE:  
15

TRAINER:  
Dezernat 4

REGISTRATION DEADLINE:  
11 Jan 2017
ÜK 21 – MACHWEB – UNDERSTANDING AND USING THE UNIVERSITY BUDGETING TOOL

TARGET GROUP:
RUB administrative and research staff

CONTENT:
The budgeting tool MachWeb can be used for producing cost allocation sheets and, with the help of a special report function, to access and work with other accounting information. To put participants in a position to use the tool most effectively, the course will address the following questions:

- What is MachWeb?
- How can I customise my start page, what presets are there?
- How can I switch between clients?
- How is the cost allocation sheet structured?
- What is the difference between the profits/losses account and the income/expenditure account?
- What is a business intelligence (BI) report? How can I compile one?
- How can the BI report support me in compiling account statements?

The course will be held by a colleague from the university’s finance department so that all questions can be discussed and answered with the maximum amount of practical relevance. As a complement, participants can also take the course ‘Doppik for Everyday Use’ (ÜK 20).

PREREQUISITES:
No prior experience with accounting is necessary, but participants should know how to use Microsoft Office applications.

DATE & TIME:
Wed 9 Nov 2016, 9am–12pm

MAX. GROUP SIZE:
12

TRAINER:
Tanja Wittke

REGISTRATION DEADLINE:
19 Oct 2016
ÜK 22 – EASIER THAN EXPECTED: TAX LAW AND UNIVERSITY BUDGET MANAGEMENT

TARGET GROUP:
RUB academic/scientific staff that is involved with the handling of VAT-taxable income

OBJECTIVES:
Participants will learn the meaning of and to distinguish between concepts like taxable and exempt from tax / not taxable; taxable and non-taxable third-party funds; input tax deduction and income tax liability.

CONTENT:
The following questions will be dealt with:
- Which projects are exempt from tax, which are taxable?
- Which projects are subject to VAT, which are not?
- What is input tax deduction?
- What is income tax liability?

DATE & TIME:
Tue 8 Nov 2016, 9am–12pm

MAX. GROUP SIZE:
20

TRAINER:
Britta Blau

REGISTRATION DEADLINE:
18 Oct 2016
ÜK 23 – SEPARATE ACCOUNTING AT RUB – IMPLEMENTING EUROPEAN STATE AID LAW

TARGET GROUP:
RUB academic/scientific staff that is involved with the handling of VAT-taxable income

OBJECTIVES:
This course will introduce participants to the European framework for regulating state subsidies for supporting projects to promote research, development and innovation and the notion of so-called ‘state aid’. They will learn to differentiate between economic and non-economic activities using different classification criteria. And they will gain insight into ways of handling separate accounts, especially with respect to the recording of hours worked, the handling of overheads and the possibilities to use project gains.

CONTENT:
The following questions will be dealt with:

- What is behind the European State Aid Law, especially its concept of ‘state aid’, and what are the main legal aspects that have to be taken into account?
- What is behind ‘separate accounting’ and how is it implemented at RUB?
- How do economic projects differ from non-economic ones? (What are the criteria to keep them apart?)
- What has to be taken into account with respect to cooperation agreements?
- What are the steps of a state-aid-related assessment procedure?
- What has to be taken into account when dealing with economic activities?
- How can hours worked and overhead accounts be dealt with as part of an economic activity?
- How can project gains be spent?

DATE & TIME:
Tue 15 Nov 2016, 9am–12pm

MAX. GROUP SIZE:
20

TRAINER:
Sebastian Hillemann

REGISTRATION DEADLINE:
ÜK 24 – DFG ACCOUNTING PROCEDURES

TARGET GROUP:
All RUB staff members concerned with DFG funding

CONTENT:
Participants will receive information about...
- DFG research grants;
- overhead financing;
- flexible support programmes.

Among other things, they will receive answers to the following questions:
- What is and what is not compliant with DFG usage guidelines? What can be decided on without checking back with DFG?
- To what extent do approval conditions of applications submitted after 1 September 2010 differ from those handed in before?
- What may be financed out of the programme overhead?

Of course, participants are invited to bring and discuss questions that have come up in their daily practice.

DATE & TIME:
Tue 7 Mar 2017, 10am–13pm

MAX. GROUP SIZE:
40

TRAINER:
Jörg Koch

REGISTRATION DEADLINE:
14 Feb 2017
ÜK 25 – HOW TO PURCHASE MATERIALS AT RUB

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Procuring and purchasing materials for the university is subject to a number of legal regulations, which have grown increasingly complex in recent years. In addition, external funding institutions have increased their demands regarding the documentation of all transactions.

CONTENT:
In this course, participants will be introduced to the regulations that are relevant for purchasing materials, they will be given useful advice on how to handle procurement smoothly, they will be invited to discuss problems from their everyday practice, and they will be shown some possible solutions for these.

▪ how to purchase materials at RUB;
▪ introduction to the legal regulations and value limits;
▪ what are the procurement procedures?
▪ How can not inviting alternative offers be justified?
▪ How are research equipment and services procured?
▪ What form are there and how do they have to be used?
▪ How will procurement have to be documented?
▪ Scheduling procurement activities and tender processes;
▪ introduction to RUBMarket, the electronic platform for purchases.

DATES & TIMES:
ÜK 25_1: Wed 25 Oct 2016, 9am–1pm
ÜK 25_2: Fri 3 Feb 2017, 9am–1pm

REGISTRATION DEADLINES:
ÜK 25_1: 4 Oct 2016
ÜK 25_2: 13 Jan 2017

TRAINERS:
Anna Janzing, Johannes Rosin

MAX. GROUP SIZE:
12
COURSES OFFERED IN COOPERATION WITH THE DEPARTMENT OF WORK SAFETY AND ENVIRONMENTAL PROTECTION

TARGET GROUP:
All RUB staff members

CONTENT:
RUB is an employer that wants its staff to work safely and healthily. This is why it is so important that all staff members know about safe behaviour and conduct in the workplace.

Regularly refreshing what you have already learned and picking up the latest (changes in the) regulations will always keep you up to scratch and thus put you and RUB on the safe side.

INFORMATION:
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Peter Romahn, Dezernat 5
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ÜK 26 – ERGONOMICS AT WORK – FOCUS ON DISPLAY SCREEN EQUIPMENT

TARGET GROUP:
All RUB staff members

OBJECTIVES:
- getting to know the official regulations for creating a healthy display screen workplace;
- finding out about methods for assessing and measures for furnishing a healthy office workspace;
- creating a healthy display screen workplace.

CONTENT:
- employers’ duties;
- facts and figures: assessing work conditions and taking measures;
- how to design a display screen workplace in accordance with BGI 650.
- how to create a modern office environment.

DATE & TIME:
Wed 17 May 2017, 9am–5pm

MAX. GROUP SIZE:
15

TRAINER:
to be announced

REGISTRATION DEADLINE:
26 Apr 2017
ÜK 27 – INSPECTION OF WORKSHOP MACHINERY (IN ACCORDANCE WITH §14 OF BETRSICHV)

TARGET GROUP:
RUB staff members

OBJECTIVE:
Participants will learn the basics of machinery inspection (in accordance with §14 BetrSichV).

CONTENT:
- inspection of work equipment (in accordance with §14 BetrSichV);
- what makes a machine safe? What are its most typical flaws?
- How to do an inspection in accordance with TRBS 1201;
- how is an inspection generally to be carried out? What has to be documented?
- Responsibility and liability;
- persons qualified for inspecting (in accordance with TRBS 1203);
- discussion and exchange of experiences.

DATE & TIME:  
Wed 14 June 2017, 9am–5pm

MAX. GROUP SIZE:  
15

TRAINER:  
Jens-Christian Voss

REGISTRATION DEADLINE:  
24 May 2017
ÜK 28 – OPERATING FORKLIFT TRUCKS SAFELY

TARGET GROUP:
RUB technical staff that operate forklift trucks

OBJECTIVES:
Participants will learn how to operate forklift trucks safely. After passing a test, they can obtain an official licence document (for which they will need to bring a passport photo).

CONTENT:
Theory:
- legal basics; typical accidents;
- operating instructions;
- design and function of forklift trucks and their attachments;
- drive systems;
- general operation; regular checks;
- carrying loads; special uses;
- stability, distribution of loads, maximum loads;
- hazards and risks.

Practice:
- introduction to vehicles;
- pre-use checks;
- practical driving and stacking exercises.

PLEASE NOTE:
This training course also serves to meet the annual instruction requirements under § 4 (i) of Berufsgenossenschaftliche Vorschrift BGV A1.

DATE & TIME:
Mon 24 Apr 2017, 9am–4pm

MAX. GROUP SIZE:
10

TRAINER:
Thomas Zaremba

REGISTRATION DEADLINE:
3 Apr 2017
ÜK 29 – LICENCE TO OPERATE CRANES (IN ACCORDANCE WITH DGUV GRUNDSATZ 309-003)

TARGET GROUP:
RUB technical staff that operate cranes

OBJECTIVES:
Learning how to handle cranes safely under load. After passing a test, participants can obtain an official licence document (for which they will need to bring a passport photo).

CONTENT:
- regulations for operating cranes (BGV D6);
- winches, lifting and pulling devices (BGV D8);
- safety regulations for the use of harness with lifting equipment (BGR 500);
- legal aspects of operating cranes;
- attachment and load-bearing equipment;
- the tasks and duties of a crane operator;
- written test;
- practical training;
- practical test.

PLEASE NOTE:
This training course also serves to meet the annual instruction requirements under § 4 (1) of Berufsgenossenschaftliche Vorschrift BGV A1.

DATE & TIME:
Mon 13 Mar 2017, 9am–4pm

MAX. GROUP SIZE:
10

TRAINER:
Thomas Zaremba

REGISTRATION DEADLINE:
22 Feb 2017
ÜK 30 – TRAINING FOR ‘QUALIFIED PERSONS FOR WORKING WITH LADDERS AND MOBILE SCAFFOLDS’ (IN ACCORDANCE WITH BETRSICHV GBI/GUV I694 AND 663)

TARGET GROUP:
All RUB staff, persons responsible for ladders

OBJECTIVE:
After the training, participants will be officially qualified for working with ladders and mobile scaffolds.

CONTENT:
- introduction; typical accidents;
- legal regulations for using ladders and mobile scaffolds (BetrSichV, BGI 694, GUVI 694, TRBS 2121, competent, qualified and responsible persons);
- standards and regulations for (using) ladders and mobile scaffolds (mobile work platforms);
- ladder types; portable ladders, fixed ladders, mobile scaffolds, small scaffolds;
- DIN EN 131 on ladders;
- safe handling of ladders and mobile scaffolds; risk assessment (BGI 694, BGI 663, TRBS 2121, BGI 5189, ASR A1.8);
- handling of damaged ladders; testing and repairing.

DATE & TIME:
Wed 14 Dec 2016, 9am–4pm

MAX. GROUP SIZE:
30

TRAINER:
Uwe Holicka

REGISTRATION DEADLINE:
23 Nov 2016
JOIN YOUR COLLEAGUES IN DIALOGUE – FOSTERING EXCHANGE AND CONNECTION BETWEEN STAFF FROM SIMILAR FIELDS OF WORK

TARGET GROUP:
All RUB staff members

CONTENT:
If you want to find out about something, ask someone who has experience, not learning.
Chinese proverb

This group of courses is meant to give staff the chance to connect and exchange ideas with colleagues from similar fields of work. People’s knowledge founded on experience frequently is, after all, a treasure that has not yet been found and developed.

Whether you are working as a secretary, as an exams officer, a technical assistant or are currently on parental leave – in each of these situations exchanging ideas with colleagues in the same position will provide you with possibilities for reflecting on and finding out about you and your job.

We would be pleased if you were to use some of these possibilities and if you found a fitting group among those offered!

INFORMATION:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
ÜK 31 – BEING A PARENT AT RUB

TARGET GROUP:
All RUB staff members who are or are about to become parents

OBJECTIVES:
Participants will find out about the special services offered that mark RUB out as a family-friendly university. Together with the other participants they will reflect on their work-life balance and will be given some advice on how to better reconcile their work, family life and childcare.

CONTENT:
What are some of the offers made by RUB to help staff reconcile their work and family responsibilities? What legal and financial frameworks apply for parents at RUB and how can these best be used? What are the obstacles that need to be overcome in order to establish a sound work-life balance? And how do other mothers and fathers manage to juggle the demands of work and family care?

This parents’ forum gives participants the opportunity to discuss these (and more) questions and connect with each other. All colleagues that are currently on maternal or parental leave are explicitly invited to join – childcare will be arranged!

There will be follow-up meetings. Their dates will be fixed in the first session.

DATE & TIME:
Wed 26 Oct 2016, 10am–12pm

MAX. GROUP SIZE:
unlimited

TRAINER:
Kerstin Tepper

REGISTRATION DEADLINE:
5 Oct 2016
ÜK 32 – WORKING GROUP ‘OFFICE AND SECRETARIAL WORKERS’

TARGET GROUP:
All RUB administrative and secretarial staff

CONTENT:
Things are piling up on your desk and you constantly feel that you do not get enough work done? You are forever confronted with new challenges that call for new working methods and patterns? And you’ve got the feeling that with all the changes going on at RUB all of the time – in administrative work as well as in academic structures – you are beginning to lose your grip on things? Then, you may also feel the need to get together with other secretarial workers in order to exchange experiences and find and give support.

This is why the working group for office and secretarial workers was brought into being. The idea was to provide the many ‘isolated’ secretaries and admin workers at RUB with a forum for exchanging ideas, for giving mutual assistance or developing plans for collective action. Topics for discussion will be identified and determined by the group itself. If desired, expert speakers from all part of RUB can be invited to give talks on some subjects of interest.

There will be one common central meeting each semester and a number smaller ones for the different subject areas (i.e. those working in engineering, the natural sciences, the humanities, medicine).

DATES & TIMES
can be found at
→ www.rub.de/ak-sekretariat

CHAIRS:
Tiziana Gillmann, Christine Krämer, Monika Weise

MAX. GROUP SIZE:
unlimited
ÜK 33 – WORKING GROUP ‘TECHNICAL ASSISTANTS (BIOLOGY, CHEMISTRY, MEDICINE) AND LAB WORKERS’

TARGET GROUP:
RUB technical assistants (biology, chemistry, medicine) and laboratory workers

CONTENT:
Technical and lab assistants working in research and teaching in the different faculties at RUB are especially required to keep up to scratch with the latest technical and methodological developments in their fields. In addition, they are challenged by the continuously ongoing changes and developments in the higher education sector, which they have to incorporate into their daily work in the lab.

The group will give participants a chance to develop their professional skills and exchange their ideas and experiences. It will also offer them the opportunity to learn about different ways of structuring and carrying out their work and to get to know colleagues working in similar fields. Topics for discussion will be identified and determined by the group itself. If desired, speakers can be invited to give talks on some subjects of interest.

The group will meet once a semester.

DATES & TIMES
can be found at
→ www.rub.de/taak

CHAIRS/ORGANISATION:
Beate Hackethal, Silvia Markard

MAX. GROUP SIZE:
unlimited
**ÜK 34 – WORKING GROUP ‘EXAMINATIONS OFFICES’**

**TARGET GROUP:**
All RUB exams offices staff

**CONTENT:**
This group is for those who work in one of the exams offices in the different RUB faculties and wish to exchange their ideas about their work with other colleagues from the field. It is for getting connected and identifying key areas of concern and debate.

The group will offer participants a chance to develop their professional skills and exchange their ideas and experiences. It will also offer them the opportunity to learn about different ways of structuring and carrying out work in an exams office and to get to know colleagues working in the same field. Topics for discussion will be identified and determined by the group itself. If desired, speakers can be invited to give talks on some subjects of interest.

The group will meet at least once a semester.

**DATES & TIMES**
can be found at
→ [www.uv.rub.de/ifb/uebergreifende_kompetenzen](http://www.uv.rub.de/ifb/uebergreifende_kompetenzen)

**MAX. GROUP SIZE:**
unlimited

**CHAIR/ORGANISATION:**
Dr Sandra Krüger, Silvia Markard
ÜK 35 – DISCUSSION GROUP FOR APPRENTICESHIP SUPERVISORS AT RUB

TARGET GROUP:
All RUB members of staff who train and look after apprentices

CONTENT:
In this discussion group, participants will receive some additional professional training as well as the opportunity to exchange ideas and experiences with other apprenticeship supervisors. They will discuss the important general and legal principles – as well as some pressing current issues – governing the field of apprenticeship and staff training.

We are also grateful for suggestions from participants!

The group will meet about three or four times a year in regular intervals.

DATES & TIMES
can be found at
→ www.uv.rub.de/ifb/uebergreifende_kompetenzen

CHAIR:
Frank Rous

MAX. GROUP SIZE:
unlimited
ÜK 36 – WORKING GROUP ‘ONE EMPLOYER, TWO JOBS, MULTIPLE BOSSES’

TARGET GROUP:
All RUB staff members who have got different shared jobs and/or multiple bosses

CONTENT:
This group gives participants the chance to reflect on their work situation and, together with colleagues that share the experience, develop solutions for problems that may have arisen.

Topics for discussion will be identified and determined by the group itself. If desired, speakers can be invited to give talks on some subjects of interest.

The group will meet at least once a semester.

DATE & TIME:
Wed 16 Nov 2016, 10am–12pm

MAX. GROUP SIZE:
unlimited

CHAIR/ORGANISATION:
Silvia Markard

REGISTRATION DEADLINE:
26 Oct 2016
ÜK 37 – MOVING ON UP – WOMEN AT RUB

CONTENT:
On 22 March 2017, all female members of the technical and administrative staff are again invited to take part in an information and networking event called “Move on Up – Women at RUB”. We were thankful for the hugely positive and constructive feedback we received from the more than 400 participants in 2016 and are happy to announce that we have been able to take into account a lot of the suggestions made in the planning of this follow-up event.

This event is organised cooperatively by RUB’s personnel department, its equal opportunities office and its working group of office and secretarial workers. It provides participants a platform for informal exchange and networking with colleagues from other parts of this big university. A keynote speech and discussion panels will give participants relevant information and fresh ideas relating to their daily work.

Invitations and a programme will be sent out to all female technical and administrative staff in January 2017.

DATE & TIME:
Wed 22 Mar 2017, 11am–3pm

REGISTRATION DEADLINE:
31 Jan 2017

INFORMATION:
Silvia Markard
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MAX. GROUP SIZE:
unlimited
COMMUNICATION AT WORK

The courses in this section are based on the assumption that the way in which we work together has a huge impact on the potential success of our work at RUB, and also on how satisfied we are with our work. These things usually go hand in hand. Thus conflicts at work may lead to a great amount of dissatisfaction of those involved. To prevent such a thing from happening, we have again included in this section a course on solving conflicts, which may help you deal with tense situations constructively.

The courses in this section also deal with useful instruments like the performance review, which gives superiors and subordinates the chance to come to an understanding on the basics of their cooperation, quite apart from the hectic pace of their daily work.

We have tried to combine the tried-and-tested with the new, and hope that you will find something in the mix that suits you!

CONTACT:

Silvia Markard
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KOM 1 – CHAIRING SESSIONS – HOW TO USE GROUP WORK, HOW TO DEAL WITH DISTURBANCE

TARGET GROUP:
All RUB staff members

OBJECTIVES:
- learning about the essentials for preparing and chairing a session;
- gaining an overview of chairing methods and tools;
- becoming familiar with different types of chairing a session;
- knowing ways to react to disturbance.

CONTENT:
Those who work with groups in their departments or in teaching know the situation: there are distracted and (supposedly) unmotivated participants and frequently too little time to go into the topics properly. The skilful chairing of a session or meeting can be a useful method to activate the group, involve everyone in the topic and discussion, and bring about decisions. This course introduces participants to different of these chairing methods. Topics will include the teacher’s/chair’s attitude and role, methods, types of chairing and the planning of sessions/meetings. In addition, participants will learn about and practise methods that will help them to avoid or curb in classroom disturbance. At the end, all participants will have some basic knowledge of different chairing techniques and the chair’s/teacher’s behaviour to support them. They will know how to plan independently to lead a group discussion, to select suitable tools and methods, and how to sum up and visualise the results.

METHODS:
Visual brainstorming, methods circuit, card, point and slip queries, avalanche discussion format, positioning, inside-outside circle, problem solution strategies, role-play

DATES & TIMES:
Thu 16 Feb 2017, 10am–5pm
Fri 17 Feb 2017, 10am–3pm

MAX. GROUP SIZE:
12

TRAINER:
Jörg Heeren

REGISTRATION DEADLINE:
29 Jan 2017
KOM 2 – LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR JUNIOR STAFF

TARGET GROUP:
All RUB junior staff members

OBJECTIVES:
In this performance review training, you will...
- learn what performance reviewing at RUB is about;
- form a well-founded opinion about the method;
- and you will systematically prepare yourself for your own interview.

CONTENT:
Over ten years ago, performance reviews were introduced in all areas of the university’s central administration as mandatory for all junior staff. This is why many staff members have already taken part in a performance review training. This offer is for newer administrative staff who have not yet received any training. It will give them the opportunity to take a detailed look at the procedure. But colleagues from research and technical support are cordially invited to find out about the method (and how it is applied at RUB) as well.

The course will introduce participants to the material with which they can prepare for their interview. It will also address the questions of what basic communicative skills are required to have a positive interview and of how participants themselves can use the review to improve their work (situation).

PLEASE NOTE:
The course is mandatory for all junior staff from the central university administration (UV) who have not yet taken it.

DATE & TIME:
Thu 16 Feb 2017, 9am–1pm

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
26 Jan 2017

MAX. GROUP SIZE:
10
KOM 3 – LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
After completion, participants will have...
- looked closely at the performance review guidelines;
- practised central elements of the review interview (structuring the interview, listening, making their position clear), and
- been given answers to their individual questions about the review method.

CONTENT:
Over ten years ago, performance reviews were introduced in all areas of the university’s central administration as mandatory for all staff. This is why many senior and junior staff members have already taken part in a performance review training. But also senior research and technical staff show an increasing interest in performance reviewing and readiness to use its positive effects.

Senior staff members play a special role in a performance review interview: They have to lead the conversation, have to listen closely, and, after the interview, have to make sure that mutual agreements will be observed in daily work life. This course will give senior staff the opportunity deal intensively with performance reviews and their role in them. In a small group environment it will be possible to discuss participants’ individual questions about the reviews, the review guidelines or interviewing strategies, and thus deal with their very personal and practical needs.

PLEASE NOTE:
The course is mandatory for all senior staff from the central university administration (UV) who have not yet taken it.

DATE & TIME:
Thu 16 Feb 2017, 2pm–6pm

MAX. GROUP SIZE:
10

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
26 Jan 2017
KOM 4 – LET’S WORK THIS OUT TOGETHER! – HOW TO ADDRESS AND SOLVE CONFLICTS

TARGET GROUP:
All RUB staff members

OBJECTIVES:
The seminar will help participants become aware of their own conflict behaviour and deal with emerging conflicts in a (more) constructive and confident way. They will improve their skills in finding pragmatic solutions in conflict situations.

CONTENT:
Most people don’t like them, still they are an inevitable part of our social and work life. Again and again, we find ourselves in situations in which other people behave in a way that puts us in a rage or makes us get mad at them. And, whether we like it or not, in all these instances we are contributing our share to the conflict, frequently resorting to behaviour that works towards either fuelling or quelling the conflict. This seminar will deal with the latter approaches, i.e. those that help resolve conflicts, and address the following questions:

- What are my patterns of behaviour in conflict and what are their effects?
- How can I develop a sense for recognising the steps of escalation and patterns of behaviour that bring about de-escalation?
- What are some strategies that help me hold my own in case of conflict emergency?

We will be working with the examples provided by the participants and will reflect on their conflict behaviour patterns by means of a number of theoretical and practical stimuli as well as group discussions.

DATE & TIME:  
Fri 18 Nov 2016, 9am–5pm

MAX. GROUP SIZE:  
8

TRAINER:  
Petra Weigand

REGISTRATION DEADLINE:  
28 Oct 2016
KOM 5 – CAN’T DO ANYTHING ABOUT IT? HOW TO DEAL WITH TANGLED AND DEADLOCKED SITUATIONS

TARGET GROUP:
All RUB staff members

OBJECTIVES:
The aim of this two-day course is to provide participants with a protected space in which they can
■ exchange their ideas about work(-related) situations that they find to be burdening and immutable, and
■ learn about strategies that help them deal with such situations.
As in this course we will discuss highly personal matters, all participants will be committed to maintaining strict confidentiality.

CONTENT:
“May god give me the serenity to accept the things I cannot change, the courage to change the things I can change, and the wisdom to be able to tell the two apart.” (Reinhold Niebuhr)

The famous serenity prayer by Reinhold Niebuhr puts in a nutshell the art of dealing with difficult, burdening and sometimes discouraging situations. But the question remains: how can I get there? How will I decide wisely? Where will I find the courage for the one thing and the serenity for the other? There is no single prescription or one-fits-all solution for these problems – not even this course will provide any. What there is – and what it will give, however, are approaches for finding strategies to cope with and solve situations that are perceived to be troublesome.

Looking at concrete situations from your own work, you will be able, in exchange with your colleagues, to rationally reflect on whether what is called for in a given situation is the courage for change or the calmness to put up with or accept something.

DATES & TIMES:
Wed 15 Mar 2017, 2pm–5pm & 
Thu 16 Mar 2017, 9am–5pm

MAX. GROUP SIZE:
9

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
22 Feb 2017
KOM 6 – DON’T BE SPEECHLESS – HOW TO HANDLE UNFAIR CONVERSATIONS EFFECTIVELY AND CONFIDENTLY

TARGET GROUP:
All RUB staff members

OBJECTIVES:
This course will provide answers for questions like: What can I do when my conversational partner uses unfair techniques that put me in a tight spot? How do I respond calmly and assertively to such attacks? It will give participants a whole repertoire of defence mechanisms and will develop their skills in quick-witted response – both verbally and non-verbally.

CONTENT:
At work and in our private lives, we do not always encounter only appreciative and sympathetic partners in a conversation. Some, in fact, resort to unfair conversational means and attacks that render their counterparts defenceless and speechless and then mercilessly pursue their own interests. Unfortunately such behaviour often works only too well, leaving the other person stunned and speechless. But not only stunned surprise may be responsible for people’s failure to react, frequently this may also be caused by their internalisation of (mis)beliefs like ‘the wiser head gives in’, ‘I can do without showing my dominance’ or ‘I don’t care for silly power games’. There is a lot to say for the cooperative approach to conversations, yet you should be familiar with further techniques in order to be able to decide which form of reaction is most suitable in a given situation and thus also prevents you from becoming a victim.

- The ‘good girl syndrome’ and other feminine thinking traps;
- how to cope with unfair, biased and aggressive argumentative techniques;
- act rather than react: verbal and non-verbal means for rhetorical defence;
- the art of repartee: from speechlessness to snappiness – a training course;
- exercises and case studies from everyday work life.

DATE & TIME:
Wed 5 Oct 2016, 9am–4pm

MAX. GROUP SIZE:
12

TRAINER:
Annette Blumenschein

REGISTRATION DEADLINE:
14 Sep 2016
KOM 7 – YOUR ANGER, MY ANGER – HOW TO DEAL WITH THE DAILY TROUBLE AT WORK

TARGET GROUP:
All RUB staff members

CONTENT:
The usual traffic jam in the morning, the unfriendly colleague, the woman who jumps the queue in the supermarket – everyone knows situations that cause trouble and anger.

This course will deal with trouble at work and in everyday life. How does frustration come about, what are its underlying mechanisms, how can I identify and thwart them. How can I protect myself?

Stress and anger are the main factors that negatively affect our sense of well-being and also our health. And not always are we to blame for responding aggressively to our environment. Based on the latest scientific findings and by means of a number of interactive exercises, this course will provide participants with some fresh ideas and strategies for dealing with frustration and anger.

DATES & TIMES:  
Wed & Thu 15 & 16 Mar 2017, 12pm–4pm

MAX. GROUP SIZE: 12

TRAINER:  
Henrike Tönnes

REGISTRATION DEADLINE:  
22 Feb 2017
KOM 8 – WHAT I WAS TRYING TO SAY WAS... HOW TO SPEAK CONVINCINGLY AT WORK

**TARGET GROUP:**
All RUB staff members

**CONTENT:**
At work, persuasive and rhetorical powers are indispensable as the successful behaviour of a person depends to a large degree on their expressive skills. Those who get their messages across succinctly will win the day. This is why the aim of this course is to improve your rhetoric, to develop your expressive powers and make your communication more persuasive. You will also learn about the effects of body language. By means of a number of practical examples you will perfect your verbal and non-verbal skills.

The course will cover the following topics and questions:
- what am I to do or avoid in order to speak effectively?
- Power games in conversations;
- how will I act confidently?
- The effects of body language.

**DATE & TIME:**
Tue 4 Oct 2016

**MAX. GROUP SIZE:**
12

**TRAINER:**
Klaus Hellermann

**REGISTRATION DEADLINE:**
13 Sep 2016
COMPUTER COURSES

The courses offered in this section are for all RUB staff members. Participants are invited to acquire and develop their skills in work-related applications like Word, Excel (Office 2013), Adobe Dreamweaver or Adobe InDesign (the CS 6 versions). They may also find that Outlook provides a number of possibilities to make office life easier.

Please note that the different courses in Excel and Dreamweaver build on one another and should be taken in the appropriate order. If you already possess some skills in an application, you can of course go straight to the advanced courses.

Should you need further training in these or other computer applications, we would like to point you to the offers made by the NRW Ministry of the Interior at → www.it-prog.lds.nrw.de. At the moment, these classes are free of charge for all RUB staff, and departments or chairs will only have to pay the travel expenses. Please fill in the registration form, have it signed by your superior, and send it to RUB’s administrative department for organisational and professional development. We will pass on your registration to the relevant persons.

CONTACT:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
EDV 1 – HOW TO USE WORD

TARGET GROUP:
All RUB staff members

CONTENT:
The content of this two-day course will be discussed and agreed upon with the participants at the beginning of the first session.

Possible topics are:
- Reusable formats: style and document templates
- How to use tabs, indentation, enumeration, bullet points
- Section breaks
- Creating and using tables; tables for calculation
- Serial printing: creating form letters and address labels
- Print-out forms
- On-screen forms: text fields, drop-down lists and check boxes
- Inserting and working with graphics and drawing elements

Depending on the wishes of the participants this list can be modified.

DATES & TIMES:
Tue 17 Jan 2017, 9am-1pm &
Tue 24 Jan 2017, 9am–1pm

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz

REGISTRATION DEADLINE:
16 Dec 2016
EDV 2 – EXCEL I – FOR BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
In this course, participants will be introduced to the basics of Excel. In a number of practical exercises, they will also be given the chance to apply their acquired skills independently.

Some of the topics addressed are:
- Excel 2013 work surface
- How to create spreadsheets and workbooks
- Specificities of entering text, figures and basic formulas
- Moving, inserting and deleting elements
- Formatting spreadsheets, rows and columns
- Cell formatting (font type, frames, colours, number formats like currencies, dates, times, percentages etc.)
- How to protect cells, sheets and workbooks
- Auto-fill functions and user-defined lists
- Introduction to calculating with Excel

PREREQUISITES:
Basic knowledge of Windows, how to use a mouse and how to handle windows, files and folders.

DATES & TIMES:
EDV 2_1: Wed 26 Oct 2016, 12pm–4pm
EDV 2_2: Wed 15 Feb 2017, 9am–1pm

REGISTRATION DEADLINES:
EDV 2_1: 5 Oct 2016
EDV 2_2: 25 Jan 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 3 – EXCEL II – FORMULAS AND FUNCTIONS

TARGET GROUP:
All RUB staff members

CONTENT:
In this course, participants will learn how to create formulas and how to fully exploit the advantages of the programme by choosing from its different acquisition types. They will also be introduced to the programme’s most important functions and invited to apply their acquired skills in some exercises.

The topics are:
- Creating basic formulas
- Relative, absolute and mixed references in calculations
- Three-dimensional referencing (references to other spreadsheets)
- How to use statistical functions like sums, averages, numbers, ranking, rounding etc.
- Using the function wizard
- The IF function
- Nesting of functions
- Strategies for solving complex calculations

PREREQUISITES:
A good grasp of Windows and the skills acquired in ‘Excel I – For Beginners’.

DATES & TIMES:
EDV 3_1: Wed 2 Nov 2016, 12pm–4pm
EDV 3_2: Tue 21 Feb 2017, 9am–1pm

REGISTRATION DEADLINES:
EDV 3_1: 12 Oct 2016
EDV 3_2: 31 Jan 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 4 – EXCEL III – VISUALISATION IN EXCEL

TARGET GROUP:
All RUB staff members

CONTENT:
A picture is worth a thousand words – and diagrams are worth more than mere columns of figures. This is why the focus of this course will be on creating and designing diagrams:

- Conditional formatting
- How to use different types of diagrams like bar charts, line charts, pie charts, XY graphs etc.
- Creating and designing diagrams
- Sparklines

Depending on the wishes of the participants, this list of topics can be modified.

PREREQUISITES:
A good grasp of Windows and the skills acquired in ‘Excel I – For Beginners’.

DATE & TIME:
Tue 28 Feb 2017, 9am–1pm

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz

REGISTRATION DEADLINE:
7 Feb 2017
EDV 5 – EXCEL IV – LARGE SPREADSHEETS / EXCEL AS DATABASE – PART 1

TARGET GROUP:
All RUB staff members

CONTENT:
This course will enable participants to deal with and analyse large spreadsheets. That said, most of the aspects covered will also help with smaller spreadsheets. The following program features will be discussed and practised:

- Useful functions like data mask, freeze window, split window, sorting, search and replace etc.
- Table function
- Page setup and print preparation
- Data analysis with auto-filtering, extended filtering options and database functions
- Subtotals
- Data analysis with pivot tables

PREREQUISITES:
A good grasp of Windows and the skills acquired in ‘Excel I – For Beginners’. Skills picked up in ‘Excel II – Formulas and Functions’ are also helpful.

DATES & TIMES:
EDV 5_1: Wed 9 Nov 2016, 12.30pm–4.30pm
EDV 5_2: Tue 7 Mar 2017, 9am–1pm

REGISTRATION DEADLINES:
EDV 5_1: 19 Oct 2016
EDV 5_2: 14 Feb 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 6 – EXCEL IV – LARGE SPREADSHEETS / EXCEL AS DATABASE – PART 2

TARGET GROUP:
All RUB staff members

CONTENT:
Participants will be enabled to analyse and evaluate large spreadsheets in a more complex way.

The following program features will be discussed and practised:
- Analysing data by auto-filtering and extended filtering options for more complex purposes
- Calculating under IF conditions such as COUNTIF, SUMIF and AVERAGEIF
- Using database functions for complex conditions
- Calculating frequencies for areas
- Creating subtotals
- Data analysis with pivot tables: creating and using a pivot table, creating groups, enhancing calculations etc.

PREREQUISITES:
A good grasp of Windows and the skills acquired in ‘Excel I – For Beginners’. Skills picked up in ‘Excel II – Formulas and Functions’ are also helpful.

DATES & TIMES:
EDV 5_1: Wed 16 Nov 2016, 12pm–4pm
EDV 5_2: Mon 13 Mar 2017, 9am–1pm

REGISTRATION DEADLINES:
EDV 5_1: 26 Oct 2016
EDV 5_2: 20 Feb 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 7 – EXCEL V – ADVANCED FEATURES AND FUNCTIONS

TARGET GROUP:
All RUB staff members

CONTENT:
In this course, participants will be introduced to some highly special and advanced functions of Excel. The actual course content will be discussed and agreed on between trainer and participants. The following topics may be discussed:

- Defining and using names
- Matrix operations
- Look-up functions (V/W-LOOKUP)
- Conditional functions (SUMIF/COUNTIF)
- Date and time functions
- Information functions
- Inserting comments and validating data
- Consolidating and combining

To ensure maximum success, participants are asked to submit their suggestions for topics by e-mail to the trainer: marion.schulz@rub.de.

PREREQUISITES:
A good grasp of Windows as well as the skills acquired in “Excel I – For Beginners“ and “Excel II – Formulas and Functions”

DATE & TIME: 
Tue 14 Mar 2017, 9am–1pm

MAX. GROUP SIZE: 
12

TRAINER: 
Marion Schulz

REGISTRATION DEADLINE: 
21 Feb 2017
EDV 8 – POWERPOINT – FOR BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
This course will introduce participants to PowerPoint. Participants will be enabled to create their own or edit an existing presentation independently.

Topics will include:
- What has to be kept in mind when creating a presentation?
- Getting to know the different views of PowerPoint
- Creating slides (design, layout, text fields etc.)
- Using slide master
- Tables
- Diagrams
- SmartArts (e.g. organisation charts)
- Drawing
- User-defined animation and slide transitions
- Presentation set-up (target group-oriented presentation, adjusting slide transition times etc.)
- Helpful tools during presentation

PREREQUISITES:
A good grasp of Windows.

DATES & TIMES:
Tue 31 Jan 2017, 9am-1pm
Tue 7 Feb 2017, 9am-1pm
Tue 14 Feb 2017, 9am-1pm

REGISTRATION DEADLINE:
10 Jan 2017

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz
EDV 9 – GIMP – FOR PERFECT PHOTOS

TARGET GROUP:
All RUB staff members

CONTENT:
It does not always have to be an expensive professional software! Thanks to the availability of powerful open source programs, today there no more obstacles for editing your photos in a highly effective, but still inexpensive way. One of the most popular of these free tools is GIMP. Although it is frequently believed to be used by amateurs only, it offers a great variety of useful functions. In this course, we will take a close look at GIMP and its features, proceeding step by step, from its installation to the actual processing of images. We will be looking at its user interface, get to know basic automatic and manual tools for improving image quality as well as for removing distracting elements. A focus will be on the composition of collages. The aim of the course is to enable participants to use the image software for their own, small and work-related projects in a technically flawless way. Participants are invited to bring their own photos for practising.

The following topics will be dealt with and illustrated with examples:

- Structure, installation and setup of GIMP
- User interface, different tools and their functions
- Adjusting brightness or colours; removing distracting elements
- Creating and using selections; processing selections
- Painting and marking
- Sharpening images and exporting images
- Using layers
- General information on workflows

PREREQUISITES:
Basic skills in Windows

DATES & TIMES:
Tue–Fri 28–31 Mar 2017, 9am–1pm

TRAINER:
Thomas Bociak

REGISTRATION DEADLINE:
7 Mar 2017

MAX. GROUP SIZE:
12
EDV 10 – COREL DRAW – FOR BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
This course will introduce participants to Corel Draw, which is one of the most popular graphics/DTP programs on the semi-professional market. They will learn how to use its most important tools and will practise creating layouts for different print and web projects.

The following topics will be dealt with:
- The Corel Draw user interface
- Drawing tools
- Symbol libraries, cliparts
- Combining and welding objects and groups
- Working with nodes and lines
- Working with bitmaps (photos)
- Editing of text
- Using layers
- Importing and exporting graphics
- Graphics for Internet use
- Colour management, design and gradient; printing

PREREQUISITES:
Very good skills in Windows

DATES & TIMES:
Thu & Fri 22 & 23, 29 & 30 Jun 2017, 9am–1pm

MAX. GROUP SIZE:
12

TRAINER:
Dirk Bilstein

REGISTRATION DEADLINE:
1 Jun 2017
EDV 11 – MANAGING CONTENT WITH IMPERIA – FOR BEGINNERS

TARGET GROUP:
All RUB staff members (web editors with no skills in HTML)

CONTENT:
In this course, participants will learn how to use the content management system Imperia for creating simple web pages in RUB corporate design.

The following topics will be dealt with:
- General introduction to Imperia software (currently version 8.6.0)
- Introduction to its interface and how to use it
- Workflow concept for generating web pages; creating simple pages
- Including graphics and objects for downloading (PDF, DOC, XLS etc.)
- Uploading, changing and deleting web pages
- Adding sections and web directories
- Website navigation in RUB corporate design

DATES & TIMES:
EDV 11_1: Thu 10 Nov 2016, 12pm–4pm
EDV 11_2: Thu 27 Apr 2017, 9am–1pm

TRAINER:
Volkmar Rudolph

REGISTRATION DEADLINES:
EDV 11_1: 20 Oct 2016
EDV 11_2: 6 Apr 2017

MAX. GROUP SIZE:
12
EDV 12 – GETTING THE MESSAGE – OUTLOOK FOR BEGINNERS

TARGET GROUP:
All RUB staff members who want to get to know Outlook from scratch

CONTENT:
The course introduces participants to the use of Outlook and its various special features. The following topics will be discussed and skills trained:

- Getting to know the different Outlook modules
- User interface
- Folder structure
- Sending and receiving e-mails
- How to give your inbox a clear structure
- How to use different address books
- How to save addresses as contacts
- How to categorise contacts
- Alternative views: business card and address list
- Appointment scheduling
- Different calendar views
- Sending and managing meeting requests
- Adding tasks, creating clear task lists

DATES & TIMES:
EDV 12_1: Tue 8 Nov 2016, 9am–1pm
EDV 12_2: Thu 16 Feb 2017, 9am–1pm

TRAINER:
Christa Beckers

REGISTRATION DEADLINES:
EDV 12_1: 18 Oct 2016
EDV 12_2: 26 Jan 2017

MAX. GROUP SIZE:
12
EDV 13 – GETTING THE COMPLETE VIEW – OUTLOOK FOR ADVANCED USERS

TARGET GROUP:
All RUB staff members who want to use Outlook more effectively for their work

CONTENT:
E-mails are great. They often make communication more efficient, help us to stay in touch, to clarify short questions or even to structure our day. But they also have a downside. Being swamped with the daily flood e-mail, you need good nerves not to get confused – or you need to know how to structure and use your Outlook in the best possible way.

In this course, you will learn to use the manifold features of Outlook sensibly to organise and manage your appointments, tasks, projects, files and, of course, e-mails most effectively. Knowing how to use Outlook’s full possibilities, you will save a lot of time and always remain in control of things. Get to know your Outlook fully, and make life easier!

▪ Empty inbox – clear head
▪ Surveying the necessary media and technical competence
▪ The top five don’ts of emailing
▪ The postman always rings 30 times
▪ Pretence of high priority
▪ Creating confusion
▪ Communications management by mouse click
▪ Flooding mailboxes
▪ Organising your e-mails effectively
▪ What is a well-structured inbox?
▪ Workflow: flagging e-mails for follow up
▪ Using the task management function
▪ Filing and finding e-mails
▪ Contact and calendar management
▪ Creating and using contacts
▪ Basic settings and standards
▪ Time management
▪ Developing your personal e-mail strategy

DATE & TIME:
Tue 25 Apr 2017, 9am–4pm

MAX. GROUP SIZE:
12

TRAINER:
Christa Beckers

REGISTRATION DEADLINE:
4 Apr 2017
EDV 14 – HTML AND CSS IN DREAMWEAVER – FOR BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
This course will introduce participants to the basic structure of web pages in Dreamweaver. We will use Dreamweaver for editing HTML, but will look at and study the changes in the source code.

The course will cover the following topics:
- What’s behind HTML, CSS and AJAX?
- Document types and metadata
- Editing HTML in Dreamweaver
- HTML tags: types and characteristics
- Headings, paragraphs and links
- Pictures, tables and forms
- Finding and fixing errors

PREREQUISITES:
Very good knowledge of Windows.

DATE & TIME:
Fri 3 Mar 2017, 9am–4pm

REGISTRATION DEADLINE:
10 Feb 2017

TRAINER:
Dirk Bilstein

MAX. GROUP SIZE:
12
EDV 15 – HTML AND CSS IN DREAMWEAVER – FOR ADVANCED USERS

TARGET GROUP:
All RUB staff members

CONTENT:
In this course, participants will be shown how to use CSS for maintaining the layout and improving the whole appearance of web pages. Looking at a sample page, we will discuss the basic types of CSS positioning and their creative possibilities.

The course will cover the following topics:
- What’s behind HTML, CSS and AJAX?
- Types of CSS definitions
- How to position DIV containers in page layout?
- How to format fonts, lists and tables?
- CSS and images
- How to create interactive areas by using pseudo-classes
- How to create a modern navigation menu using RUB corporate design

PREREQUISITES:
Very good knowledge of Windows and the knowledge and skills acquired in “HTML and CSS in Dreamweaver – For Beginners” (EDV 14).

DATE & TIME:
Fri 17 Mar 2017, 9am–4pm

MAX. GROUP SIZE:
12

TRAINER:
Dirk Bilstein

REGISTRATION DEADLINE:
24 Feb 2017
EDV 16 – CREATING RUB CORPORATE DESIGN WEB PAGES WITH DREAMWEAVER

TARGET GROUP:
All RUB staff members

CONTENT:
This course is about how to create web pages in the corporate design of RUB. It will familiarise participants with the web design templates provided by the press office and show them how to use these to great effect. For this purpose, participants will be shown how use Dreamweaver templates and they will be introduced to the templates offered by the corporate design. They will learn how to insert content in the so-called draft more of Dreamweaver. The course will focus on the simple use of the design templates supplied by the university rather than on their modification.

Participants are invited to bring material used in their existing web pages, which will make it possible for them to individually work on their changeover to RUB corporate design.

PREREQUISITES:
Very good skills in Windows

DATE & TIME:  
Wed 5 Apr 2017, 9am–4pm

MAX. GROUP SIZE:  
12

TRAINER:  
Dirk Bilstein

REGISTRATION DEADLINE:  
15 Mar 2017
EDV 17 – HOW TO CREATE PRINT MEDIA WITH INDESIGN

TARGET GROUP:
All RUB staff members

CONTENT:
This class will give participants a concise and practical overview of how to use the desktop publishing application Adobe InDesign.

The course will deal with:
- The structure of the program
- Layout design
- Importing text and graphics
- Editing, formatting and justifying text
- Inserting tables
- Creating and modifying frames, objects and paths
- The skilful integration of graphics into the text

Depending on the concrete wishes of the participants, this list of topics can be modified.

DATES & TIMES:
Thu 2 Feb 2017, 9am-4pm,
Fri 3 Feb 2017, 9am–4pm

REGISTRATION DEADLINE:
12 Jan 2017

TRAINER:
Dirk Bilstein

MAX. GROUP SIZE:
12
EDV 18 – MANAGING INFORMATION WITH ONENOTE

TARGET GROUP:
All RUB staff members

CONTENT:
Where are my notes from our last meeting? Where is the interesting web page I saw the other day? Where is the checklist I need for claiming my travel expenses and where the latest version of the Excel file I am currently working on? Do these questions strike you as familiar? Here is the good news: you are not alone. And here is more good news: you can change this!

Participants will be introduced to Microsoft OneNote as a programme that is ideal for creating and managing even highly complex filing systems. They will learn how to store, organise and share many different types of information (like texts, pictures, videos, audio files) using just one central application program. In OneNote, all users can access the info in the easiest way imaginable. The programme is a welcome digital memory aid for all those who have a highly busy schedule. Using it in conjunction with Outlook, you will always manage to stay on top of things.

METHODS:
Presentation, exchange of experiences, group work

DATE & TIME:
Thu 24 Nov 2016, 1pm–5pm

MAX. GROUP SIZE:
12

TRAINER:
Christa Beckers

REGISTRATION DEADLINE:
3 Nov 2016
LANGUAGE COURSES

It is part and parcel of an international university that all of its staff have such good and practical skills in a foreign language, especially English, as to be able to deal competently with their international students and colleagues. The language courses for RUB staff will help you acquire or improve such skills in a foreign language. The course levels are based on the classifications laid down in the Common European Framework of Reference for Languages (CEFR); the classes have a focus on the work context and the practical use of the language.

WHAT IS ON OFFER?
At the moment, we can offer eleven classes in English and French. There are offers for participants with few prior skills as well as for advanced learners. Some offers are for special target groups like, for instance, technical assistants. Then there are different formats such as weekly courses, compact one-day offers or two-hour short cuts. We hope that there is something of interest for you. A number of courses that deal with different skills, while being on the same CEFR level, can be combined with each other. This will be pointed out in the respective course descriptions. Teachers will use tried-and-tested text books as well as some specially designed material. All costs for teaching materials will have to be covered by the participants.

HOW DO I FIND A SUITABLE COURSE?
To make sure that all learners can improve their skills most effectively we would like to support you in your choice of a suitable class by two means: even before registration you can find out about your level of competence by using the online self-assessment tool at → www.uv.rub.de/fortbildung/sprachen. Please check whether the assessment result meets the level that is required for the course you want to take (and is stated in its course description). Apart from that, all courses will start with a short placement test so that, at that point, you will definitely find out whether you are in the right class.

PLEASE NOTE:
All courses need a minimum number of eight participants. If you have any suggestions for course content, please get in touch with Dr Nicola Heimann-Bernoussi, ZFA, e-mail: nicola.h.bernoussi@rub.de, and for all administrative issues with Silvia Markard.

CONTACT:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
**SK 1 – ENGLISH FOR WORK I**

**TARGET GROUP:**
All RUB staff members who have a beginner’s grasp of English

**CONTENT:**
In this course, participants will acquire further basic skills in English, especially in using the language at work and in the university context. After completion, they will be able to understand and produce simple, short and work-related texts (like e-mails) with the help of adequate tools (like dictionaries). They will also be able to understand and use basic communicative patterns for telephoning, and to communicate successfully in everyday university work situations.

**LEVEL:**
SK 1_1 will lead up to CEFR A1, the follow-up course SK 1_2 will lead up to CEFR A2.

**PREREQUISITES:**
Very little basic knowledge in English. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → [www.uv.rub.de/fortbildung/sprachen](http://www.uv.rub.de/fortbildung/sprachen).

**DATES & TIMES:**
SK 1_1: Tue 25 Oct – 13 Dec 2016 & 10 Jan – 31 Jan 2017, 8am–10am
SK 1_2: Tue 7 Mar – 4 Apr 2017 & 25 Apr – 6 Jun 2017, 8am–10am

**REGISTRATION DEADLINES:**
SK 1_1: 4 Oct 2016
SK 1_2: 14 Feb 2017

**MAX. GROUP SIZE:**
20

**TRAINER:**
Susanne Marquardt
SK 2 – ENGLISH FOR WORK II

TARGET GROUP:
All RUB staff members who have sound basic knowledge of English

CONTENT:
This course will give participants the chance to develop their basic skills in English. After completion, participants will be able to understand and produce longer and more complex work-related texts (like business letters and e-mails) with the help of adequate tools. They will also be able to understand conference presentations in a general way and communicate with English-speaking colleagues about academic/scientific topics of limited complexity, understanding and using common professional structures and phrases. They will learn how to make longer phone calls in different work-related contexts and will be able to use English successfully and relatively fluently in their everyday university work (on campus, within the faculty, within their department, when meeting English-speaking visitors etc.). Moreover, they will have learned some structures in English for advising students and showing people around their place of work.

LEVEL:
SK 2_1 leads up to CEFR A2/B1, its follow-up SK 2_2 leads up to CEFR B1. This course can be taken in tandem with the complementary SK 4 “Effective Communication in English I”.

PREREQUISITES:
A2 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:
SK 2_1: Tue 25 Oct – 13 Dec 2016 & 10 Jan – 31 Jan 2017, 10am–12pm
SK 2_2: Tue 7 Mar – 4 Apr 2017 & 25 Apr – 6 Jun 2017, 10am–12pm

TRAINER:
Laroussi Bessaidi

REGISTRATION DEADLINES:
SK_2_1: 4 Oct 2016
SK_2_2: 14 Feb 2017

MAX. GROUP SIZE:
20
SK 3 – ENGLISH FOR WORK III

TARGET GROUP:
All RUB staff members who want to develop their English skills and knowledge

CONTENT:
This course will give participants the chance to develop their skills in English. After completion, participants will be able to read and produce long and complex work related texts (like precise, extended and sophisticated business letters and e-mails). They will also be able to understand conference presentations in detail and communicate with English-speaking colleagues about academic/scientific topics of advanced complexity, understanding and using specific professional structures and phrases. They will learn how to make professional phone calls in different work-related contexts in a sure-footed and spontaneous way and will be able to use English successfully and fluently in their everyday university work (on campus, within the faculty, within their department, when meeting English-speaking visitors etc.). Moreover, they will know how to use English when advising students and showing people around their place of work.

LEVEL:
SK 3_1 leads up to CEFR B1/B2, its follow-up SK 3_2 leads up to CEFR B2. This course can be taken in tandem with the complementary SK 5 “Effective Communication in English II” or SK 8_5 “Academic Writing in English”. We also recommend other workshops from the Short Cuts in English module.

PREREQUISITES:
B1 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:
SK 3_1: Tue 25 Oct – 13 Dec 2016, 10 Jan – 31 Jan 2017, 8am–10am
SK 3_2: Tue 7 Mar – 4 Apr 2017 & 25 Apr – 6 Jun 2017, 8am–10am

TRAINER:
Laroussi Bessaidi

REGISTRATION DEADLINES:
SK_3_1: 4 Oct 2016
SK_3_2: 14 Feb 2017

MAX. GROUP SIZE:
20
SK 4 – EFFECTIVE COMMUNICATION IN ENGLISH I

TARGET GROUP:
All RUB staff members who want to brush up their English

CONTENT:
This course will give participants the chance to develop their basic skills in English. Its focus will be on how to use the language appropriately in a number of oral and authentic situations. Participants will learn to make professional phone calls (including skills like putting people through, giving and passing on information, asking questions) and will practise having face-to-face conversations with English-speaking colleagues (through role-playing exercises). They will train their vocabulary and their spontaneity for a number of real-life situations (including the welcoming of English-speaking guests, work-related trips to English-speaking countries) to meet the specified level of language competence. The course programme can be modified in accordance with the participants’ special wishes and needs.

LEVEL:
A2 level of CEFR. This course can be taken in tandem with the complementary SK 2 “English for Work II”.

PREREQUISITES:
A2 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:

REGISTRATION DEADLINE:
4 Oct 2016

MAX. GROUP SIZE:
15

TRAINERS:
Susanne Marquardt
SK 5 – EFFECTIVE COMMUNICATION IN ENGLISH II

TARGET GROUP:
All RUB staff members who want to deepen their knowledge and skills in English

CONTENT:
This course will give participants the chance to develop their intermediate skills in English. Its focus will be on how to use the language appropriately in a number of oral and authentic situations. Participants will learn to make professional phone calls in a sure-footed way and will practise having face-to-face conversations with English-speaking colleagues (through role-playing exercises). They will train their conversational skills and their spontaneity for a number of real-life situations (including the welcoming of English-speaking guests, work-related trips to English-speaking countries, participation in conferences). The course programme can be modified in accordance with the participants’ special wishes and needs.

LEVEL:
At and above B1 level of CEFR. This course can be taken in tandem with the complementary SK 3 “English for Work III”. We also recommend workshops from the Short Cuts in English module.

PREREQUISITES:
B1 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES: MAX. GROUP SIZE:
7 Apr 2017 & 28 Apr – 9 Jun 2017, 2pm–4pm

TRAINER:
Susanne Marquardt

REGISTRATION DEADLINE:
7 Oct 2016
SK 6 – EFFECTIVE COMMUNICATION IN ENGLISH FOR RESEARCH STAFF

TARGET GROUP:
All RUB researchers

CONTENT:
English is part of your everyday work life at university and yet you feel the need to become more secure in the spontaneous use of the language? You want to expand your linguistic possibilities and be able to communicate more effectively, idiomatically and comfortably? This course will help you to get there. The course is designed for research staff who want to consolidate and develop their university-related communication skills. In real-life situations (office communication, conference, colloquium etc.) participants will train using the relevant vocabulary and common phrases of speech and will thus skills in expressing themselves in a precise and complex manner – and by practising this on weekly basis, they will gain more confidence in using the language and significantly improve their oral competence. At the beginning of the course, the concrete needs and wishes of the participants will be ascertained and then included in the syllabus.

LEVEL
At and above B2 level of CEFR. As complements we recommend workshops from the Short Cuts in English module.

PREREQUISITES:
B2 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:
SK 6_1: Fri 28 Oct – 16 Dec 2016 & 13 Jan – 3 Feb 2017, 12pm–2pm
SK 6_2: Fri 10 Mar – 7 Apr 2017 & 28 Apr – 6 Jun 2017, 12pm–2pm

REGISTRATION DEADLINES:
SK 6_1: 7 Oct 2016
SK 6_2: 17 Feb 2017

MAX. GROUP SIZE:
15

TRAINER:
Laroussi Bessaidi
SK 7 – ENGLISH FOR TECHNICAL ASSISTANTS

TARGET GROUP:
All RUB technical assistants (e.g. in biology, chemistry, medicine) who have a basic grasp of English

CONTENT:
This is the right course for technical assistants who want to improve their basic skills in English. They will develop their basic knowledge and competence especially in using the language at work and in technical contexts. After completion, they will be able to understand and produce simple and short work-related texts (like e-mails) with the help of appropriate aids (like dictionaries). They will also be able to understand and use basic patterns of speech for telephoning and will be able to communicate successfully in routine work situations (e.g. in the lab).

LEVEL:
SK 7_1 leads up to CEFR A1, its follow-up SK 7_2 leads up to CEFR A2.

PREREQUISITES:
Very little basic knowledge of English. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:
SK 7_1: Fri 28 Oct – 16 Dec 2016 & 13 Jan – 3 Feb 2017, 12pm–1.30pm
SK 7_2: Fri 10 Mar – 7 Apr 2017 & 28 Apr – 9 Jun 2017, 12pm–1.30pm

TRAINER:
Susanne Marquardt

REGISTRATION DEADLINES:
SK 7_1: 7 Oct 2016
SK 7_2: 17 Feb 2017

MAX. GROUP SIZE:
15
SK 8 – SHORT CUTS IN ENGLISH

TARGET GROUP:
All RUB staff members who want to brush up their English in selected areas of competence

CONTENT:
This offer consists of nine workshops. It is meant to give participants some practical and hands-on support for specific work-related situations. Each workshop focuses on a particular competence, which will be intensively trained. The workshops can be taken as complements to the regular courses or independently from them.

WORKSHOP 8_1: Intercultural Competence (B1 and above)
It is one thing to be able to speak a language, but quite another to be able to use it adequately in specific situations. In this workshop, participants will acquire and train (by means of role-playing) some intercultural competence for use in everyday university work. How do I express myself politely? What’s formal, what’s rather informal? What is one to do, what is one to avoid? The workshop will give participants confidence to act appropriately and avoid typical misunderstandings and cultural pitfalls.
SK 8_1: Thu 13 Oct 2016, 2pm–6pm; registration deadline: 22 Sep 2016
TRAINER: Ewa Behling

WORKSHOP 8_2: Effective Communication on the Phone (A2/B1 and above)
Using a foreign language in a face-to-face conversation is already quite some challenge. It is an even bigger one on the phone, when the other person cannot be seen and gestures and facial expressions cannot support their verbal messages. In this workshop, participants will learn a great number of phrases that can be used in spontaneous communication on the phone in everyday work situations in the university. Through role-playing, participants will simulate communicative situations that are typical of their areas of work. Towards the end of the workshop, participants will be supported in compiling their own individual list of helpful phrases for use in their daily practice.
SK 8_2: Thu 27 Oct 2016, 2pm–6pm; registration deadline: 6 Oct 2016
TRAINER: Marielena Mendoza King
WORKSHOP 8_3: Discussing and Debating in the University Context (B2 and above)
Voicing your opinions in English, debating and convincing, finding compromises and making concessions – these are skills that you need when dealing with your international colleagues: be it for negotiating contracts between universities or departments, be it for discussing research findings together or solving conflicts at the workplace. In this workshop, participants will be provided with and will practise suitable phrases for speaking in a correct and adequately complex way, and will also be introduced to some argumentative strategies for use in practical work situations.
SK 8_3: Wed 1 Jan 2017, 2pm–6pm; registration deadline: 11 Jan 2017
TRAINER: Henrike Tönnes

WORKSHOP 8_4: Advising, Coaching and Counselling in the University Context (B1 and above)
On account of growing world-wide internationalisation the number of students from abroad staying at RUB has been steadily increasing. In addition, more and more research is done within international teams, in which RUB researchers cooperate and exchange their ideas with colleagues from all over the world. Initially, the language used in these encounters is almost always English. This workshop is for those who work in student counselling, are in close contact with international students or, as part of their remit, are responsible for welcoming and looking after international staff. To meet the challenges of such situations, it is indispensable to have a safe grasp of English, tried and tested skills in using university-related terminology consultation and phrases for argumentation. In this workshop, participants will learn to develop these with the help of exercises like role-playing and dialogues.
SK 8_4: Thu 10 Nov 2016, 10.30am–2.30pm; registration deadline: 20 Oct 2016
TRAINER: Samar Alzeer
**WORKSHOP 8_5: Academic Writing in English (B1/B2 and above)** In this two-day workshop, participants will be introduced to some of the characteristics of various academic text types in English (e.g. abstracts, poster presentations, research articles) and, looking at concrete examples, they will then develop and train the use of some standard formulations. The focus will be on participants’ own projects and fields of work. This is why they are invited to bring to class topics they are interested in or texts they are currently working on. The aim of the workshop is to enable participants, on the basis of the examples discussed, to use typical academic phrases of various text types independently and safely.

SK 8_5: Wed 19 & 26 Apr 2017, 12pm–4pm, registration deadline: 29 Mar 2017

**TRAINER:** Dr Natalie Fritsler

**WORKSHOP 8_6: Welcoming Guests (B1 and above)** Welcoming international visitors and showing them around the department or the university – these are things that have become increasingly common at RUB. If you feel that you would want to have more confidence in using English in such situations, this workshop is right for you. You will learn some university-related terminology, how to express yourself skilfully and appropriately, how to use polite phrases, do small talk or conversations at table etc.

SK 8_6: Thu 9 Feb 2017, 12pm–4pm; registration deadline: 19 Jan 2017

**TRAINER:** Henrike Tönnes
WORKSHOP 8_7: University and Diversity: Working in and with Multilingual and Multicultural Groups (B1/B2 and above)  
This workshop in English will provide participants with the necessary skills to act and behave in a multicultural and multilingual working group, at a chair or a class with international students in a way that promotes mutual respect and uses the synergies fully that arise from the rich potential of such international groups. The international orientation of many RUB degree programmes and projects makes it indispensable for staff to develop language and behavioural skills that make productive and efficient cooperation possible. This is why international colleagues, from Germany or abroad, are highly welcomed to take part in this workshop.  
SK 8_7: Fri 21 Apr 2017, 12pm–4pm: registration deadline: 31 Mar 2017  
TRAINER: Dr Natalia Fritsler

WORKSHOP 8_8: Presenting in the University Context (B2 and above)  
In this workshop, participants will learn to present research their results in English, using model presentations provided by the trainer as well as actual parts of their own current research. In this context, the focus will be especially on developing participants’ skills in using academic/scientific language. In addition, participants will practise rhetorical strategies for giving (poster) presentations, fielding questions from the audience and discussing with colleagues.  
SK 8_8: Thu 16 Mar 2017, 12pm–4pm; registration deadline: 23 Feb 2017  
TRAINER: Henrike Tönnes
**SK 8_9: Teaching and Instructing in the University Context** Do you teach in English and feel the need to widen your repertoire of words and phrases for classroom communication? Or are you planning to hold one of your classes in English soon? Although this workshop cannot extensively deal with the specific language of your academic/scientific field, it will supply you with a host of different phrases and rhetorical means suitable for university teaching and it will give you ample chance to practise their use in speaking about your own field. This includes vocabulary for presenting as well as for explaining and giving feedback. Participants are invited to bring as examples short pieces from their subject areas for working on them individually and thus providing a basis for later revision of more of their own texts. We will also shortly address some intercultural issues that may play a role when presenting to an international audience.

SK 8_9: Wed & Thu, 5 & 6 Oct 2016, 2pm–6pm; registration deadline: 14 Sep 2016

**TRAINER:** Ewa Behling

**METHODS:** Trainer input, working with teaching examples brought by the participants

**PLEASE NOTE:** Participants who fully complete SK 8_9 will be awarded 8 AE for the advanced module of the university teaching qualification programme.
SK 9 –INTENSIVE ENGLISH

TARGET GROUP:
All RUB staff members that want to brush up on their English in a very short time

CONTENT:
In this course, participants will brush up their English in a very short time. A special teaching method used in the course, which does not only convey content but provides input in various forms, will make participants process the material in such a way that it can be easily retrieved and actively used for a long time after the seminar.

The course will cover the following topics, situations and skills:
- Person and personality, skills and qualifications
- Office life
- Discussing problems at work
- Telephoning
- Socialising, meeting visitors
- Negotiating in English
- Presenting in English
- Written communication / e-mailing

LEVEL:
Participants need to have reached the A1/A2 level of CEFR. The language of instruction is English!

PREREQUISITES:
A1/A2 level of CEFR. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:                          MAX. GROUP SIZE:
Tue–Fri 10 Jan – 13 Jan 2017, 9am–4.30pm 8

TRAINER:
Dr (RUS) Michael Finkelstein

REGISTRATION DEADLINE:
15 Dec 2016
SK 12 – FRENCH FOR WORK

TARGET GROUP:
All RUB staff members who have no or only a basic grasp of French.

CONTENT:
This course will provide you with some basic skills in French, especially for use in work or university contexts. After completion, you will be able to understand simple and short work-related texts (like e-mails or announcements) and, using appropriate aids, to performing very simple tasks yourself (such as asking for advice, filling in forms or confirming appointments). Apart from that, you will learn how to make very short and elementary phone calls or small talk in routine situations and how to use some common phrases of politeness.

LEVEL:
This course will take you up to the A1/A2 level of CEFR.

PREREQUISITES:
No or next to no knowledge of French. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:

MAX. GROUP SIZE:
20

TRAINER:
Julie Buret

REGISTRATION DEADLINE:
5 Oct 2016
SK 13 – COMMUNICATING IN FRENCH

TARGET GROUP:
All RUB staff members who already have some basic French.

CONTENT:
You are already able to understand simple texts in French and to communicate in a basic way across a number of situations? Yet you want to become more secure in your use of the language and thus be able to speak and act more spontaneously? This course will help you to do exactly that. Its focus will be on how to use the language appropriately in a number of oral and authentic situations. Participants will learn to make professional phone calls (including skills like putting people through, taking messages, giving and passing on information, asking questions) and will practise having face-to-face conversations with French colleagues (through role-playing exercises). They will train their vocabulary and their spontaneity for a number of real-life situations (including the welcoming of French-speaking guests, work-related trips to French-speaking countries, speaking about one’s own area of work) to meet the specified level of language competence. The course programme can be modified in accordance with the participants’ special wishes and needs.

LEVEL:
The course is designed for both A2 and B1 (CEFR) learners of French.

PREREQUISITES:
Participants need to have reached A2 or B1 levels of French. Before registering, please note the general information on our language courses and the self-assessment grid to be found at → www.uv.rub.de/fortbildung/sprachen.

DATES & TIMES:

TRAINERS:
Tanja Butschek

REGISTRATION DEADLINE:
7 Oct 2016

MAX. GROUP SIZE:
15
HEALTH COURSES

Our health courses, which are open to all staff members, have a long and successful tradition in RUB’s staff training history. Again in this programme, you will find various course offers for stress relief and relaxation as well as for improving your fitness and physical strength. Our course offers are meant as suggestions and guidance tips that may help you find a way to prevent or better cope with things like stress or back trouble.

Please understand that it is not possible – not just, but also for reasons of cost – to offer any of these courses continuously on a weekly basis. As in the past, the fees charged will be limited to a maximum of €15 per course.

We would be happy if you were to find something that seems right for you!

CONTACT:

Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
GK 1 – EXERCISE YOUR BACK

TARGET GROUP:
All RUB staff members

CONTENT:
Many people develop back complaints because of a lack of exercise and a preponderance of one-sided activities at work. In this course, participants will learn, among other things, to strengthen and stretch their spine muscles with the help of special exercises. This will actively prevent back tension and recurrent back pain.

This course is not for participants suffering from acute spinal cord injuries, and it does not replace physiotherapeutic treatment.

PLEASE NOTE:
A fee of €15 will be charged.

DATES & TIMES:
GK 1_1: 10 Oct – 12 Dec 2016, 4.30pm–5.30pm
GK 1_2: 8 May – 17 Jul 2017, 4.30pm–5.30pm

REGISTRATION DEADLINES:
GK 1_1: 19 Sep 2016
GK 1_2: 17 Apr 2017

TRAINER:
Reha-Zentrum Wirbelwind

MAX. GROUP SIZE:
20
GK 2 – THE ‘NEW’ BACK EXERCISES – HELP FOR SELF-HELP

TARGET GROUP:
All RUB staff members

CONTENT:
In this back training course, you will learn how to build and keep up bodily fitness with a lot of fun, joy and success.

- The course will encourage participants to get to know their own bodies (and backs) and actively engage with them.
- The course will introduce participants to the interrelations between body, mind and soul, and how to strike a balance between them.
- The course will try to improve participants’ personal resources – and especially their fitness – through effective strategies like physical training and relaxation.
- The course is part of a holistic approach to achieve a conscious and active lifestyle.

The course will offer participants many practical exercises for increasing their activity, mobility and physical performance as well as enhancing their coordination, bodily awareness, posture and ability to relax.

We will use hand tools like Thera Band, tubes, gymsticks, weight balls, stabilisation tools etc. Participants will also be introduced to sports like walking and jogging as it is important to complement back training with a permanent leisure-time sports activity.

PLEASE NOTE:
A fee of €15 will be charged.

DATES & TIMES:
GK 1_1: 12 Oct – 14 Dec 2016, 5.30pm–6.30pm
GK 1_2: 10 May – 12 Jul 2017, 4.30pm–5.30pm

TRAINER:
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINES:
GK 1_1: 21 Sep 2016
GK 1_2: 19 Apr 2017

MAX. GROUP SIZE:
20
GK 3 – PILATES

TARGET GROUP:
All RUB staff members

CONTENT:
Pilates is a gentle, holistic method of training that, regardless of age, will increase a person’s mobility and grace, concentration and coordination. It combines elements from acrobatics, ballet and yoga. Through measured, controlled movements, the muscles are strengthened and, at the same time, stretched and thus kept supple.

The aim is to achieve a better posture by activating all body muscles to work together more easily and in a more coordinated way, while supporting this through breathing and keeping the overall bodily effort at a minimum.

At the centre of all exercises (and your personal success!) will be training principles like the following:
- Flow of movement
- Control
- Precision
- Concentration
- Centring

PLEASE NOTE:
Please bring comfortable clothes and a pair of woollen socks. A fee of €15 will be charged.

DATES & TIMES:
GK 3_1: 13 Oct – 15 Dec 2016, 4pm–5pm
GK 3_2: 27 Apr – 20 Jul 2017, 4pm–5pm

REGISTRATION DEADLINES:
GK 3_1: 22 Sep 2016
GK 3_2: 6 Apr 2017

TRAINER:
Reha-Zentrum Wirbelwind

MAX. GROUP SIZE:
20
GK 4 – QIGONG

TARGET GROUP:
All RUB staff members

CONTENT:
Originating in China, qigong is a millennia-old system of exercises that helps practitioners to experience, increase and direct the vital energy known as Qi. During the exercises, a person’s posture, imagination and movements will give impulses to their organism and thus influence their bodily functions and state of mind.

The exercises can be used for keeping fit, strengthening and regenerating oneself, and for gathering meditative calm.

PLEASE NOTE:
Please bring sports clothing and trainers. A fee of €15 will be charged.

DATES & TIMES:
13 Jan – 17 Mar 2017, 4pm–5pm

MAX. GROUP SIZE:
20

TRAINER:
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINE:
15 Dec 2016
GK 5 – HEALTHY AND RELAXED THROUGH YOGA! A WORKSHOP FOR ABSOLUTE BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
Passing the day feeling healthy and relaxed – who wouldn’t want to do that?! Yet how can I keep my inner balance? What makes me lose it? How can I find peace again? Simple physical and breathing exercises will help you regain your inner calm, concentration and strength. This way you will be able to balance out the one-sided activities and stresses of the workplace. Yoga promotes a relaxed state of awareness that will help you observe yourself and your daily life differently and makes changes.

On the first Saturday, we will mainly be dealing with stress-relieving exercises for the back, shoulders, legs and arms. We will carry out exercises that activate our deep muscles and our vascular systems, and will get in touch with our inner selves. We will prepare ourselves for relaxation and regeneration. We will broaden our inner horizons for time.

On the second Saturday, we will be dealing with both stress-relieving and activating exercises. Active exercises will involve the use of our working muscles, i.e. those muscles that we can fairly easily activate consciously. These exercises will help us to get in touch again with the strength reserves available to us. We will broaden our inner horizons for strength.

PLEASE NOTE:
Please bring comfortable sports clothing and a blanket. A fee of €15 will be charged.

DATES & TIMES:
Sat 19 Nov & 3 Dec 2016, 11am–4pm

MAX. GROUP SIZE:
10

TRAINER:
Dr Marion Schoone

REGISTRATION DEADLINE:
28 Oct 2016
**GK 6 – ACTIVE LUNCH BREAK**

**TARGET GROUP:**
All RUB staff members

**CONTENT:**
This course will help you to prevent work-related back pain, headaches and a lack of exercise! It will show you how to train your posture and coordination playfully, how to mobilise your spine and how to manage to take active mini-breaks at your desk!

Why not use your lunch break differently for a change? Half an hour of simple exercises that can be learned easily and done in ‘civvies’ while having much fun – and not feeling the heat – can do a lot for your body and well-being. Just try it!

**PLEASE NOTE:**
A fee of €10 will be charged.

**DATES & TIMES:**
GK 6_1: 4 Oct – 20 Dec 2016, 12pm–12.30pm
GK 6_2: 17 Jan – 4 Apr 2017, 12pm–12.30pm
GK 6_3: 25 Apr – 11 Jul 2017, 12pm–12.30pm

**TRAINER:**
Reha-Zentrum Wirbelwind

**REGISTRATION DEADLINES:**
GK 6_1: 13 Sep 2016
GK 6_2: 15 Dec 2016
GK 6_3: 4 Apr 2017

**MAX. GROUP SIZE:**
20
GK 7 – FOCUS ON YOUR HEALTH – TRY OUT DIFFERENT FITNESS PROGRAMMES (FOR WOMEN)

TARGET GROUP:
All female RUB staff members

CONTENT:
Treat yourself to a day off in a pleasant environment and enjoy some active movement and moments of rest. You will start the day with ‘walking with sticks’ or so-called Nordic walking. Before you then are treated to a healthy breakfast, you will be shown how to relax using Jacobsen progressive muscle relaxation. Next be surprised by Drums Alive® endurance training, a type of cardio training with a difference. The day will be concluded with qigong exercises.

Each training session will last 90 minutes.

PLEASE NOTE:
A fee of €15 will be charged. In-between the sessions, participants will have the chance to enjoy a 20-minute massage. Please indicate on the form whether you want to make use of this offer. The extra fee of €10/person can be paid directly to the masseuse/masseur on the day of the course.

DATE & TIME:
Sat 18 Feb 2017, 9am–4pm

MAX. GROUP SIZE:
15

TRAINER:
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINE:
28 Jan 2017
GK 8 – FOCUS ON YOUR HEALTH – TRY OUT DIFFERENT FITNESS PROGRAMMES (FOR MEN)

TARGET GROUP:
All male RUB staff members

CONTENT:
The focus of this course will be exclusively on the health and fitness promotion for men. Participants will be introduced to the following training programmes:

- There is a healthy mind in a strong body – how to use barbell training efficiently to increase one’s stability and attain a strong, positive body image.
- Limitless power – X Fit, a complete endurance-related body training that pushes one’s fitness to the limit
- How to fight stress – Life Kinetik and relaxation methods like PMR or autogenic training will be introduced to participants as ways to actively and independently counter stress.

PLEASE NOTE:
A fee of €15 will be charged. After the sessions, participants will have the chance to enjoy a 20-minute massage. Please indicate on the form whether you want to make use of this offer. The extra fee of €10/person can be paid directly to the masseuse/masseur on the day of the course.

DATE & TIME:  
Sat 18 Mar 2017, 9am–4pm

MAX. GROUP SIZE:  
15

TRAINER:  
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINE:  
25 Feb 2017
GK 9 – MARMA YOGA®

TARGET GROUP:
All RUB staff members

CONTENT:
Today, all areas of life are characterised by acceleration and pressure, which frequently brings us to the limits of our capacities and makes us feel stressed. Constantly going against your biological clock can, for instance, seriously disturb your sleep-wake cycle. In the long run, this may lead to illness.

Marma Yoga® checks whether our capacities for regeneration and adjustment are still intact. If certain marmas make themselves felt, this should be carefully addressed. A marma is defined as a point in the body at which muscles, tendons, blood vessels, bones and joints intersect. If these are injured or blocked, they will report this by a noticeable reduction of a person’s flexibility, vitality, stability and strength.

Through safe and correct performances of yoga exercises, Marma Yoga® tries to simulate a threat to the body. If this provokes clearly perceptible reflexes, this means that the marmas attempt to protect vital parts of the body. The danger is anticipated, as it were, and can make us become aware of where and how strong we react.

In case of health disorders, this method does not replace consultation with a physician, but it helps to increase practitioners’ awareness of their own responsibility for themselves and helps them to react accordingly. This is why Marma Yoga® is suitable for everyone who wants to set out on the long path towards accepting and better understanding their bodies and all their sensitivities in order to improve their quality of life!

PLEASE NOTE:
A fee of €15 will be charged.

DATES & TIMES:
GK 9_1: 6 Oct & 27 Oct – 10 Nov & 24 Nov – 8 Dec 2016 (7 sessions), 12pm–1pm
GK 9_2: 19. Jan – 23 Feb & 9 Mar – 30 Mar 2017 (7 sessions), 12pm–1pm

REGISTRATION DEADLINES:
GK 9_1: 15 Sep 2016
GK 9_2: 15 Dec 2016

MAX. GROUP SIZE:
12

TRAINER:
Barbara Steyer
GK 10 – RESILIENCE – OR: YOUR WAY TO INNER STRENGTH

TARGET GROUP:
All RUB staff members

CONTENT:
Resilience is best understood as the psychological and mental powers of resistance that help people to cope with difficult situations in life, such as personal crises and radical transformations in family life or at work as well as personal loss, defeats, setbacks, and accept the changes resulting from these. This capacity to use their reserves enables people to come out of crises stronger than before, remain capable of action even in difficult situations and meet challenges and stress in a competent way. What is important to know is that resilience can be acquired and trained – which also means that life – and the question of where it may lead you – can be taken into your own hands.

This seminar looks at how the basics of resilience can be discovered and developed, how optimism can be increased, acceptance trained and self-responsibility assumed. This way, human relationships can be formed and people’s own life plans can be developed and pursued in a better way. Strengthening resilience starts with an appreciative inquiry into what is given. Evaluating your positive experience will help you decide which resources can be relied on, and will make it clear that crises are temporary and can be overcome.

PLEASE NOTE:
A fee of €15 will be charged.

DATE & TIME:
Fri 25 Nov 2016, 2pm–7pm

MAX. GROUP SIZE:
10

TRAINER:
Dr Gabriele Hoppe

REGISTRATION DEADLINE:
4 Nov 2016
ANYTHING ELSE WE CAN DO FOR YOU?
TAILOR-MADE TRAININGS – SUITED TO YOUR NEEDS AND WITH THE PERFECT FIT

The university is constantly changing. As a consequence, your work environment is changing too. And this again has an impact on your demand for further education offers – which we seek to fill. Are you working with a new computer software? Have the work routines in your team changed recently? Or do you want to set up a training programme to increase the teaching skills of the lecturers in your faculty?

We are trying to make our training programme fit your needs as closely as possible. Should you miss anything, please get in touch with us. We will support you, i.e. senior staff, work teams and departments, to develop the training offer you wish for. We will find the right trainers and speakers, will provide rooms (if needed), and will lend other organisational support!

CONTACT:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
... AND A LOT MORE – FURTHER OFFERS

INTER-UNIVERSITY TRAINING PROGRAMMES (HÜF)
HÜF stands for the system of *hochschulübergreifende Fortbildung*. The task of HÜF is to offer courses for developing the professional qualification of both administrative and technical staff at universities. HÜF’s further education programme comprises offers in the fields of general university admin, human resources, finances, information technologies and much more. Are you interested in exchanging experiences with colleagues from other universities about, say, your work as a secretary or in getting a general grasp of how the university works? HÜF can do these – and many other – things for you!

Registering is easy: Please fill in the registration form, have it signed by your superior and send it to us at RUB’s administrative department for organisational and professional development (Silvia Markard, UV 2/242, Ruhr-Universität Bochum). We will pass on the registration to the relevant persons. By thus involving RUB’s further education coordinator you will be able to follow the official procedure.

The complete HÜF offers can be found at → www.huef-nrw.de

MORE TRAINING AND FURTHER EDUCATION OFFERS PROVIDED BY THE FEDERAL STATE OF NORTH RHINE-WESTPHALIA CAN BE FOUND AT:

Information Technology Training Offered by the Interior Ministry (IT)
→ www.it-prog.lds.nrw.de

Trainings Offered by Hochschulbibliothekszentrum (HBZ; the centre of university libraries)
→ www.hbz-nrw.de/fortbildung

Trainings Offered by Fortbildungsakademie des Innenministeriums des Landes Nordrhein-Westfalen (Mont-Cenis; a further education academy run by the federal state of NRW)
→ www.fortbildungsakademie.nrw.de

Registrations for the trainings offered by HÜF and the Interior Ministry have to be officially directed to RUB’s further education coordinator, registrations for the trainings offered by HBZ have to be directed to the further education coordinator of RUB’s university library (UB).
MORE TRAINING AND FURTHER EDUCATION OFFERS AT RUB

- RUB Addiction Counselling
  → www.rub.de/ak-sucht
- University Library
  → www.ub.rub.de/Informationen/Informationsveranstaltungen
- Equal Opportunities Officer
  → www.rub.de/chancengleich
- Arts Centre
  → www.rub.de/mz
- IT Services
  → www.it-services.rub.de
- Fire Prevention and Protection, First-Aid Courses
  → www.uv.rub.de/hsi
- Writing Centre
  → www.sz.rub.de
- Department of E-Learning
  → www.rubel.rub.de
- Centre of Medical Didactics
  → www.rub.de/medibo
- Research School
  → www.research-school.rub.de
- University Sports Centre
  → www.hochschulsport-bochum.de
Please submit your registration form to 0234/32-14565 (fax) or to fortbildung@rub.de (e-mail) or send it to:
Stabsstelle Interne Fortbildung und Beratung, SH 1/143, Ruhr-Universität Bochum, - im Hause -

REGISTRATION TO TRAINING PROGRAMME 2016/17 OF RUHR-UNIVERSITÄT BOCHUM
Please write in BLOCK LETTERS. Use one form per course or workshop.

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Office address (e.g. faculty, chair, institute) | Home address

Building | Floor | Room

Phone | E-mail

Do you agree to receive further offers for trainings via e-mail? | YES | NO

Course no. and date

Course title

Academic degree – only for courses addressing researchers

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Employed with RUB since

If you wish to use our childcare service, please get informed about the childcare programmes at → www.rub.de/fortbildung

Do you need assistance due to a physical condition?

| NO | YES, I need |

Date & signature of employee | Date & signature of superior

If the participation in a course is denied by the superior, we kindly ask you to state the reasons.

Reason:

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REGISTRATION FORM FOR CHILDCARE SERVICES DURING COURSES

Please submit this form no later than **three weeks before the course starts** – Thank you!
Please write in BLOCK LETTERS. Use one form per course or workshop.

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DIENSTVEREINBARUNG ZUR FORT- UND WEITERBILDUNG SOWIE ZUR GESUNDHEITSPRÄVENTION

der Mitarbeiter/innen in Technik und Verwaltung
der Ruhr-Universität Bochum

weiterhin
vertreten durch den Rektor, Herrn Prof. Dr. Elmar Weiler,
und den Kanzler, Herrn Gerhard Möller,
und
dem Personalrat der Ruhr-Universität Bochum,
vertreten durch den Vorsitzenden, Herrn Werner Schwarz,

wird
die nachfolgende Dienstvereinbarung zur Förderung der gesetzlich und tarifvertraglich vorgesehenen Fort- und Weiterbildung gemäß §§ 70 und 72 Abs. 4 Satz 16 Landespersonalvertretungsgesetz NW sowie zur Gesundheitsprävention gemäß § 81(4) SGB IX i.V.m. Punkte 4.5 und 4.8 der Vereinbarung zur Integration behinderter Menschen an der Ruhr-Universität Bochum geschlossen:

PRÄAMBEL
Die Dienstvereinbarung hat das Ziel, die bestehende „Dienstvereinbarung zur Fortbildung der nichtwissenschaftlichen Mitarbeiter an der Ruhr-Universität Bochum“ vom 15.02.1980 formal und inhaltlich unter Beachtung der gesetzlichen Bestimmungen anzupassen.

§ 1
ZIEL UND GEGENSTAND DER VEREINBARUNG
(1) Ziel der Vereinbarung ist die Planung und Durchführung der Fort- und Weiterbildung sowie die Planung und Durchführung von Maßnahmen zur Gesundheitsprävention der Mitarbeiter/innen in Technik und Verwaltung an der RUB.

§ 2
PERSONELLER GELTUNGSBEREICH
(1) Die Dienstvereinbarung gilt für die Mitarbeiter/innen in Technik und Verwaltung an der Ruhr-Universität Bochum, soweit sie Beschäftigte im Sinne des Landespersonalvertretungsgesetzes NW (LPVG NW) sind.
(2) Das Fort- und Weiterbildungsangebot ist allen Mitarbeiter/innen in Technik und Verwaltung nach Maßgabe dieser Vereinbarung in gleicher Weise zugänglich.
§ 3
SACHLICHER GELTUNGSBEREICH
(1) Fort- und Weiterbildung im Sinne dieser Vereinbarung sind diejenigen Fort- und Weiterbildungsveranstaltungen, die im dienstlichen Interesse liegen.
Dies sind insbesondere Maßnahmen,
– die der Verbesserung der Qualifikation innerhalb der derzeitigen Arbeitsaufgabe dienen,
– die eine bessere Befähigung für sich ändernde oder neue Arbeitsaufgaben (auch unmittelbar) zum Ziel haben,
– die auf vorhersehbare Veränderungen der Qualifikationsanforderungen des derzeitigen Arbeitsbereiches vorbereiten,
– die von Mitgliedern der Personalvertretungsgremien und aller Hochschulgremien zur Durchführung ihrer gesetzlichen Aufgaben wahrgenommen werden,
– die Führungskräfte bei ihren Führungsaufgaben unterstützen.
(2) Ein dienstliches Interesse im Sinne des Absatzes 1 liegt in der Regel auch dann vor, wenn der Besuch zur Erlangung eines anderen, in Aussicht stehenden Arbeitsplatzes innerhalb der Ruhr-Universität Bochum qualifiziert. Bei unterschiedlicher Einschätzung von Mitarbeiter/Mitarbeiterin und Führungskraft wird hierzu eine Stellungnahme des Dezernates für Personalangelegenheiten eingeholt.

§ 4
VERANSTALTUNGSPROGRAMM
(1) Das Rektorat schafft in Zusammenarbeit mit der IFB die erforderlichen Voraussetzungen für die Fort- und Weiterbildungsveranstaltungen. Die IFB koordiniert das Angebot, stimmt es mit dem Rektorat ab und beteiligt die Personalräte und Schwerbehindertenvertretung im Rahmen der Mitbestimmung.
(2) Das Fort- und Weiterbildungsangebot besteht aus den regelmäßig stattfindenden Veranstaltungen (Seminare, Workshops, Gesundheitskurse, Einzelveranstaltungen, die im Fort- und Weiterbildungsprogramm der Ruhr-Universität Bochum aufgeführt sind.
Lehrangebote der Universität sowie außeruniversitärer Einrichtungen, wie z.B. die Hochschulübergreifende Fortbildung in Hagen und die Angebote des Ministeriums für Inneres und Kommunales des Landes NRW, werden vorbehaltlich der Zustimmung des betreuenden bzw. zuständigen Veranstalters oder Veranstaltungsträgers in die Fort- und Weiterbildung einbezogen.

§ 5
TEILNAHME AN VERANSTALTUNGEN
(1) Alle Fortbildungsveranstaltungen nach § 3 Absatz 1 und 2 werden auf die Arbeitszeit im Rahmen der gesetzlichen Regelungen und der Dienstvereinbarungen zur Arbeitszeit angerechnet. Eine Anrechnung und Vergütung als Überstunden ist nicht möglich.
(2) Für Fort- und Weiterbildungsmaßnahmen, die in die regelmäßige Arbeitszeit fallen und nicht überwiegend im dienstlichen Interesse liegen, sind im Rahmen der gesetzlichen Bestimmungen Bildungsrurlaub bzw. Urlaub nach der Sonderurlaubsverordnung NRW zu gewähren.
(3) Um die Bedeutung von gesundheitsfördernden Maßnahmen hervorzuheben, können für Maßnahmen aus dem Fort- und Weiterbildungsprogramm der Stabsstelle Interne Fortbildung und Beratung aus dem Bereich der Gesundheitsprävention 1,5 Std. pro Woche bzw. 6 Std. pro Monat auf die Arbeitszeit angerechnet werden.

§ 6
ANTRAGSVERFAHREN
(1) Der schriftliche Antrag einer/eines Beschäftigten auf Teilnahme an Fort- und Weiterbildungsmaßnahmen muss mit dem dafür vorgesehenen Anmeldeformular bis spätestens zum Anmeldeschluss auf dem Dienstweg über die/ den Vorgesetzte/n an die IFB geleitet werden.
(2) Das Auswahlverfahren ergibt sich aus den im Fort- und Weiterbildungsprogramm der IFB festgelegten Kriterien, die im Rahmen des Mitbestimmungsverfahrens durch den Personalrat bestätigt werden.
(4) Wird ein Antrag auf Teilnahme an einer Fort- und Weiterbildungsveranstaltung vom Vorgesetzten abgelehnt, ist dieses auf dem gültigen Antragsformular zu begründen und der IFB zuzusenden.
Die IFB unterrichtet im Auftrag des Kanzlers den Personalrat im Rahmen der Mitbestimmung gemäß § 72 Abs. 4 Satz 16 LPVG NW über die Ablehnung.

§ 7
NACHWEIS ÜBER DIE TEILNAHME
(1) Über die Teilnahme an einer Fort- oder Weiterbildungsveranstaltung wird ein Nachweis ausgestellt. Dieser wird den Teilnehmer/inne/n direkt nach der Veranstaltung ausgehändigt bzw. per Dienstpost übersandt.
(2) Soll die Teilnahmebescheinigung zu den Personalakten genommen werden, muss die/der Beschäftigte eine Kopie der Bescheinigung an das Dezernat für Personalangelegenheiten senden.
(3) Die Dienststelle wird die Teilnehmer/innen besonders ausgewiesener Fort- und Weiterbildungsveranstaltungen,
die einen Nachweis über die erfolgreiche Teilnahme erbracht haben, entsprechend ihrer erworbenen Qualifikationen bei der Besetzung von Stellen mit höher bewerteten Tätigkeiten berücksichtigen, soweit die übrigen Eignungsvoraussetzungen gegeben sind.

(4) Die Führungskräfte sind aufgefordert, den Transfer zu fördern, indem sie sich über die Inhalte der Fort- und Weiterbildungsveranstaltungen berichten lassen.

§ 8

SALVATORISCHE KLAUSEL

Sollten Teile der Dienstvereinbarung für unwirksam erklärt werden, wird die Wirksamkeit der übrigen Teile nicht berührt. Die Hochschulleitung und der Personalrat verpflichten sich, anstelle der unwirksamen Regelung in vertrauensvoller Zusammenarbeit eine dem gewollten Ziel möglichst nahe kommende Regelung zu treffen.

§ 9

INKRAFTTRETN

(1) Diese Dienstvereinbarung tritt am Tage nach Unterzeichnung in Kraft.

(2) Diese Dienstvereinbarung kann einvernehmlich geändert werden. Dies gilt ebenfalls für die Erstellung von Anlagen.

(3) Die Dienstvereinbarung wird auf unbestimmte Zeit geschlossen.

   Aufhebung oder Kündigung dieser Dienstvereinbarung richten sich nach den Bestimmungen des LPVG NW in seiner jeweiligen Fassung.

Bochum, den 01.07.2012

Für die Ruhr – Universität Bochum

Prof. Dr. Elmar Weiler

der Rektor

für die Ruhr – Universität Bochum

Gerhard Möller

der Kanzler

Für den Personalrat

der Personalratsvorsitzende

Werner Schwarz
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ABOUT THE COVER PICTURE
The lettering “How Love Could Be“ is the visible symbol of the recent Bochum art project “This is not Detroit”. This large-scale, temporary LED installation was initially designed for the hoist frame of Deutsches Bergbau-Museum, the German mining museum, and is now lighting up RUB’s Audimax. The neon line by British artist Tim Etchells symbolises moments of thoughtfulness and playful encounter in this public setting on campus.