## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rector’s and Chancellor’s Welcome</td>
<td>11</td>
</tr>
<tr>
<td>How to Register</td>
<td>13</td>
</tr>
<tr>
<td>Anything Else We Can Do for You?</td>
<td>15</td>
</tr>
<tr>
<td>Selection Procedure Rules</td>
<td>17</td>
</tr>
<tr>
<td>RUB’s Training and Further Education Programme – A Joint Offer</td>
<td>19</td>
</tr>
<tr>
<td>Qualitätspakt Lehre Projects: inSTUDIESplus and ELLI2</td>
<td>21</td>
</tr>
<tr>
<td><strong>I LEADERSHIP AND MANAGEMENT</strong></td>
<td>23</td>
</tr>
<tr>
<td>FM 1 Effective Leadership – The Practical Basics</td>
<td>24</td>
</tr>
<tr>
<td>FM 2 Brush Up Your Leadership Skills</td>
<td>25</td>
</tr>
<tr>
<td>FM 3 How to Lead Staff Successfully (without Having Direct Authority)</td>
<td>26</td>
</tr>
<tr>
<td>FM 4 Excellent Research Needs Leadership – A Survey Course</td>
<td>27</td>
</tr>
<tr>
<td>FM 5 Do Women Lead Differently? How to Use Your Strengths and Act Confidently</td>
<td>28</td>
</tr>
<tr>
<td>FM 6 Keeping Your Hands Firmly on the Wheel – Stress Management for Senior Staff</td>
<td>29</td>
</tr>
<tr>
<td>FM 7 How to Lead and Be Healthy – Some Inspiration for Senior Staff</td>
<td>30</td>
</tr>
<tr>
<td>FM 8 Communication in Leadership – How to Conduct Difficult Conversations Constructively</td>
<td>31</td>
</tr>
<tr>
<td>FM 9 How to Conduct Appointment Procedures Professionally</td>
<td>32</td>
</tr>
<tr>
<td>FM 10 How to Recognise, Promote and Develop Your Staff’s Skills</td>
<td>33</td>
</tr>
<tr>
<td>FM 11 An Introduction to the TV-L Pay Scale</td>
<td>34</td>
</tr>
<tr>
<td>FM 12 Employment Law for Senior Staff</td>
<td>35</td>
</tr>
<tr>
<td>FM 13 Preventing Corruption – For Senior Staff</td>
<td>36</td>
</tr>
<tr>
<td>FM 14 Preventing Addiction – For Senior Staff</td>
<td>37</td>
</tr>
<tr>
<td>FM 15 Data Protection – For Senior Staff</td>
<td>38</td>
</tr>
<tr>
<td>FM 16 Listening to Each Other, Or: The Performance Review – For Senior Staff</td>
<td>39</td>
</tr>
<tr>
<td>Coaching and Team Development That Suits Your Needs</td>
<td>40</td>
</tr>
<tr>
<td>Offers for Deans</td>
<td>41</td>
</tr>
<tr>
<td><strong>II RESEARCH CAREERS – DEVELOPING A POST-DOC PROFILE</strong></td>
<td>43</td>
</tr>
<tr>
<td><strong>OFFERS FOR RUB JUNIOR PROFESSORS AND LEADERS OF JUNIOR RESEARCH GROUPS</strong></td>
<td></td>
</tr>
<tr>
<td>WK 1 How to Lead Research Staff by Effective Delegation</td>
<td>44</td>
</tr>
<tr>
<td>WK 2 How to Set Priorities – And Make Room for Research!</td>
<td>45</td>
</tr>
<tr>
<td>WK 3 How to Lead University Teams in an Innovation-Oriented Way</td>
<td>46</td>
</tr>
<tr>
<td>Meet the Rector – End-of-Term Event</td>
<td>47</td>
</tr>
<tr>
<td><strong>OFFERS FOR RUB POST-Docs</strong></td>
<td>48</td>
</tr>
<tr>
<td>WK 4 Strategic Network Analysis for Post-Docs</td>
<td>49</td>
</tr>
<tr>
<td>WK 5 How to Apply for Professorships and Junior Professorships</td>
<td>50</td>
</tr>
<tr>
<td>WK 6 How to Address and Solve Conflicts</td>
<td>51</td>
</tr>
<tr>
<td>WK 7 Successful Networking at International Conferences</td>
<td>52</td>
</tr>
<tr>
<td>WK 8 How to Lead Your Research Team</td>
<td>53</td>
</tr>
<tr>
<td>WK 9 How to Plan and Optimise Your Post-Doc University Career</td>
<td>54</td>
</tr>
<tr>
<td>WK 10 How to Write Successful Funding Proposals</td>
<td>55</td>
</tr>
<tr>
<td><strong>COACHINGPLUS OFFERS FOR UA RUHR POST-Docs</strong></td>
<td>56</td>
</tr>
<tr>
<td>WK 11 Peer Coaching – Solutions Everywhere You Look!</td>
<td></td>
</tr>
<tr>
<td>WK 12 Career-Building through Networking – How to Increase Your Visibility</td>
<td></td>
</tr>
</tbody>
</table>
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WK 13  Negotiate with Confidence in Research  57
WK 14  How to Strengthen Your Own Position – Acting Strategically in Complex Work Structures  58
WK 15  Developing a Career Outside the University  59
WK 16  Never Change a Winning Team – How to Lead Teams Actively  60
WK 17  How to Apply for Professorships and Junior Professorships  61
WK 18  Upward Leadership – How to Lead Leaders  62
WK 19  How to Write Successful Funding Proposals  63
WK 20  Project Management in Research – Team Organisation and Planning  64
UA Ruhr Post-Docs Summer Night  65
Career Forum  66

III  CREATING A LEVEL PLAYING FIELD – EQUAL OPPORTUNITIES IN RESEARCH  68
CH 1  Meet the Female Faculty 2018 – Female Researchers at RUB  69
CH 2  Do Women Lead Differently? How to Use Your Strengths and Act Confidently  70
Career Development and Equal Opportunities in DFG-Funded Programmes  71
Mentoring for Female Researchers  72

IV  THE DIDACTIC QUALIFICATION PROGRAMME: ‘PROFESSIONAL SKILLS FOR UNIVERSITY TEACHING’  74
HD 1  Planning and Teaching University Courses  76
HD 2  Developing Your Role(s) as a Teacher  77
HD 3  How to Teach and Interact with Students Skilfully  78
HD 4  How to Use Blended Learning Methods in Teaching  79
HD 5  How to Deal with Difficult Situations in the Classroom  80
HD 6  Peer Consultation Group  81
HD 7  Supervision and Feedback for Classes in German and English  82
HD 8  Written Reflection of the Basic Module  83
EXPANSION MODULE  84
HD 9  Getting Heard – Voice and Speech Training  85
HD 10  A Picture Is Worth a Thousand Words  86
HD 11  How to Get Your Knowledge across – By Using Your Body Language Skilfully  87
HD 12  How to Put Your Teaching into a Project Format  88
HD 13  Tool Kit for Teaching Entrepreneurship  89
HD 14  Using Improvisational Theatre as a Teaching Method  90
HD 15  How to Initiate and Accompany Independent Studies  91
HD 16  How to Create Open, Fair and Inclusive Teaching and Learning Settings  92
HD 17  Teaching in English  93
HD 18  How to Encourage Classroom Learning at a High Standard  94
HD 19  How to Integrate Academic Writing into the Learning Process  95
HD 20  How to Conduct Oral Exams Fairly and Effectively  96
HD 21  How to Give Feedback in Exam Contexts in a Way that Promotes Good Learning  97
HD 22  How to Keep Exams at a High Standard and Assessment Fair  98
HD 23  The Learning Portfolio  99
| HD 24 | Intensive Workshop on How to Design and Evaluate Exam Questions | 100 |
| HD 25 | RUB’s Course Evaluation – How to Use and Modify the Questionnaires Effectively | 101 |
| HD 26 | Giving Feedback on Feedback – Discussing Course Evaluation Results with Your Students | 102 |
| HD 27 | Supervising Written Student Work | 103 |
| HD 28 | Tools and Tricks for Organising Your Consultation Sessions | 104 |
| HD 29 | Getting to the Point – How to Deal with Unclear Situations in Student Consultation | 105 |
| HD 30 | The Challenges of Student Counselling – Be Prepared for Real Life! | 106 |
| HD 31 | Structured Supervising of Student Projects and Theses in the Engineering Sciences | 107 |

**ADVANCED MODULE**

<table>
<thead>
<tr>
<th>ADVANCED MODULE</th>
<th>108</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Matters – Support, Advice and Exchange of Ideas</td>
<td>109</td>
</tr>
<tr>
<td>The RUB Writing Centre</td>
<td>110</td>
</tr>
<tr>
<td>Short Introductions to RUB’s E-Learning Tools</td>
<td>111</td>
</tr>
<tr>
<td><em>Lehre Laden</em> – The Download Centre for Inspired Teaching</td>
<td>113</td>
</tr>
<tr>
<td>Individual Video Coaching for University Teachers</td>
<td>114</td>
</tr>
<tr>
<td>How to Use a Teaching Portfolio for Applications</td>
<td>115</td>
</tr>
<tr>
<td>Improve Your Teaching – Individual Coaching for Professors</td>
<td>116</td>
</tr>
<tr>
<td>LeMento – Teaching More Consciously through Mentoring</td>
<td>117</td>
</tr>
<tr>
<td>How to Use Voting Systems in Your Lectures</td>
<td>118</td>
</tr>
</tbody>
</table>

**TRANSVERSAL SKILLS**

<table>
<thead>
<tr>
<th>ÜK</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>ÜK 1</td>
<td>Data Protection in Secretarial Offices</td>
</tr>
<tr>
<td>ÜK 2</td>
<td>Data Protection in Research</td>
</tr>
<tr>
<td>ÜK 3</td>
<td>How to Take Time for Yourself – And Regain Energy for Family, Work and Research</td>
</tr>
<tr>
<td>ÜK 4</td>
<td>The Digital Office – Work Methods in the Digital Age</td>
</tr>
<tr>
<td>ÜK 5</td>
<td>Guided Campus Tour for New Staff</td>
</tr>
<tr>
<td>ÜK 6</td>
<td>Preventing Corruption</td>
</tr>
<tr>
<td>ÜK 7</td>
<td>How to Improve Your Personal Motivation and Self-Management</td>
</tr>
<tr>
<td>ÜK 8</td>
<td>How to Write Letters and Emails (in German)</td>
</tr>
<tr>
<td>ÜK 9</td>
<td>My Knowledge, Your Knowledge – Our Knowledge? Professional Knowledge Management</td>
</tr>
<tr>
<td>ÜK 10</td>
<td>How Your Voice, Body Language and Resilience May Help You Make Everyday Work a Success</td>
</tr>
<tr>
<td>ÜK 11</td>
<td>Civic Courage</td>
</tr>
<tr>
<td>ÜK 12</td>
<td>Self-Assertion for Women</td>
</tr>
<tr>
<td>ÜK 13</td>
<td>There Is More in the Box Yet – How to Make Your Last Years of Work a Success</td>
</tr>
<tr>
<td>ÜK 14</td>
<td>Caring for Family Members – Info, Tips and Rights</td>
</tr>
<tr>
<td>ÜK 15</td>
<td>Patient Care Packages – What Do I Need One for?</td>
</tr>
<tr>
<td></td>
<td>Counselling for Those Involved in Care Work</td>
</tr>
</tbody>
</table>

**FACTS AND FIGURES – BUDGETING AND ACCOUNTING IN THE UNIVERSITY**

<table>
<thead>
<tr>
<th>ÜK</th>
<th>137</th>
</tr>
</thead>
<tbody>
<tr>
<td>ÜK 16</td>
<td>Official Trips – How to Get Them Approved and Claim One’s Expenses</td>
</tr>
<tr>
<td>ÜK 17</td>
<td>Doppik for Everyday Use – How Does It Work?</td>
</tr>
<tr>
<td>ÜK 18</td>
<td>MachWeb – Understanding and Using the University Budgeting Tool</td>
</tr>
<tr>
<td>ÜK 19</td>
<td>Easier Than Expected – Tax Law and University Budget Management</td>
</tr>
<tr>
<td>ÜK 20</td>
<td>Separate Accounting at RUB – Implementing European State Aid Law</td>
</tr>
<tr>
<td>ÜK 21</td>
<td>How to Purchase Materials at RUB</td>
</tr>
<tr>
<td>ÜK 22</td>
<td>DFG Accounting Procedures</td>
</tr>
<tr>
<td>ÜK 23</td>
<td>How to Check Funds Spending</td>
</tr>
</tbody>
</table>
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| ÜK 24 | An Introduction to Controlling |
| ÜK 25 | Operating Forklift Trucks Safely |
| ÜK 26 | Licence to Operate Cranes (in Accordance with DGUV Grundsatz 309-003) |
| ÜK 27 | Training for ‘Qualified Persons for Working with Ladders and Mobile Scaffolds’ |
| ÜK 28 | Securing Loads (in Accordance with VDI 2700A) |
| ÜK 29 | DaMaRIS – For Users Who Have the Right to Read and Write |
| ÜK 30 | DaMaRIS – For Group Administrators |
| ÜK 31 | Being a Parent at RUB |
| ÜK 32 | Working Group ‘Office and Secretarial Workers’ |
| ÜK 33 | Working Group ‘Technical Assistants’ |
| ÜK 34 | Working Group ‘Examinations Offices’ |
| ÜK 35 | Discussion Group for Apprenticeship Supervisors at RUB |
| ÜK 36 | Working Group ‘One Employer, Two Jobs, Many Bosses’ |
| ÜK 37 | Moving on Up – Women at RUB |

**VI**

**COMMUNICATION AT WORK**

| KOM 1 | How to Chair Sessions |
| KOM 2 | Listening to Each Other, Or: The Performance Review – For Junior Staff |
| KOM 3 | Listening to Each Other, Or: The Performance Review – For Senior Staff |
| KOM 4 | Let’s Work This out Together – How to Address and Solve Conflicts |
| KOM 5 | Nothing You Can Do? How to Deal with Complicated and Deadlocked Situations |
| KOM 6 | Don’t Be Speechless – How to Handle Unfair Conversations Confidently and Effectively |
| KOM 7 | Speech Is Golden – How to Hold Effective Presentations and Convince at Work |
| KOM 8 | Fair Play at Work |
| KOM 9 | How to Manage and Present Yourself Skillfully |
| KOM 10 | Encountering the Arabic-Islamic World in an Interculturally Competent Way |
| KOM 11 | How to Run Training Courses and Workshops with Ease and Confidence |

**VII**

**COMPUTER COURSES**

| EDV 1 | How to Use Word More Effectively |
| EDV 2 | Mail-Merging in Word |
| EDV 3 | Excel I – For Beginners |
| EDV 4 | Excel II – Formulas and Functions |
| EDV 5 | Excel III – Visualisation in Excel |
| EDV 6 | Excel IV – Large Spreadsheets / Excel as Database – Part 1 |
| EDV 7 | Excel IV – Large Spreadsheets / Excel as Database – Part 2 |
| EDV 8 | Excel V – Advanced Features and Functions |
| EDV 9 | PowerPoint – For Beginners |
| EDV 10 | Gimp – For Perfect Photos |
| EDV 11 | Managing Content with Imperia – For Beginners |
| EDV 12 | Getting the Message – Outlook for Beginners |
| EDV 13 | Getting the Complete View – Outlook for Advanced Users | 189 |
| EDV 14 | HTML and CSS in Dreamweaver – For Beginners | 190 |
| EDV 15 | HTML and CSS in Dreamweaver – For Advanced Users | 191 |
| EDV 16 | How to Use SharePoint with Your Team | 192 |
| EDV 17 | How to Create Print Media with InDesign | 193 |
| EDV 18 | Managing Information with OneNote | 194 |

**VIII LANGUAGE COURSES**

| SK 1 | English for Work I | 197 |
| SK 2 | English for Work II | 198 |
| SK 3 | English for Work III | 199 |
| SK 4 | Effective Communication in English I | 200 |
| SK 5 | Effective Communication in English II | 201 |
| SK 6 | Effective Communication in English for Research Staff | 202 |
| SK 7 | Intensive English for Technical Assistants | 203 |
| SK 8 | Short Cuts in English | 204 |
| SK 9 | Intensive English | 209 |
| SK 10 | Communicating in French | 210 |

**IX HEALTH COURSES**

| GK 1 | Exercise Your Back | 213 |
| GK 2 | X-Fit | 214 |
| GK 3 | Pilates | 215 |
| GK 4 | Musical Lunch Break – Breathing, Voice, Rhythm | 216 |
| GK 5 | Healthy and Relaxed through Yoga! A Workshop for Absolute Beginners | 217 |
| GK 6 | Active Lunch Break | 218 |
| GK 7 | Putting Your Health First – A Course for Women | 219 |
| GK 8 | Burning Off and Keeping Fit – A Course for Men | 220 |
| GK 9 | Marma Yoga® | 221 |
| GK 10 | Strength (to Resist) Lies in Peace – Resilience for Women | 222 |

**X ANYTHING ELSE WE CAN DO FOR YOU? TAILOR-MADE TRAININGS**

| XI ONE UNIVERSITY – MANY OPPORTUNITIES | 225 |
| XII LOOKING BEYOND OUR UNIVERSITY: NRW STATE-WIDE TRAININGS | 227 |

Registration Forms

Service Agreement: *Dienstvereinbarung zur Fort- und Weiterbildung sowie zur Gesundheitsprävention*

Imprint
WIR BRINGEN MENSCHEN ZUSAMMEN
DEAR COLLEAGUES,

The publication of RUB’s Training and Further Education Programme, as we know from reliable sources, has become a fixed part of the calendar for many of you. Immediately after its start in October, registrations keep flooding in as many of you integrate training measures into your yearly schedule as a matter of course.

This is a good thing because we are certain that time invested into further education and training is well spent. Taking part in training means lifelong learning, networking, room for thinking outside the box and receiving fresh ideas for everyday work. This will benefit you as a person, but also our university as an institution. This is why we would like to encourage you to stay on the ball!

As examples of this year’s rich offer, we would like to bring to your attention two particular subject areas: one is, again, teaching and learning, as high-quality teaching is an essential prerequisite for the success of our university. Our newly founded Centre for the Didactics of Teaching Science and Research, ZfW, which incorporates the former IFB, the Writing Centre and the Department for E-Learning, offers a comprehensive and interdisciplinary programme in this area – one that is exactly tailored to your needs as teachers.

The other topic that we would like to highlight and that is also a long-established part of our offers is health. In times of work intensification and elemental changes in our work environments, the maintenance and promotion of health is becoming more and more important – be it as part of health-oriented staff management or as part of everybody’s personal health habits. RUB takes its responsibility as an employer very seriously in this respect and is currently developing a holistic strategy that is meant to integrate the university’s health-related offers more effectively. Please let us know if you’ve got any ideas and suggestions about this!

Last but not least we would already like to make an announcement for next year’s programme: in 2018/19 the printed programme will be transformed into a digital one to be published on RUB’s online staff portal. This will come with many advantages for you, such as uncomplicated electronic registration and practical search functions.

But for the time being we would like to wish you loads of success and inspiration with the current programme!

Best wishes

Rector Prof Dr Axel Schölmerich

Chancellor Dr Christina Reinhardt
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mpdv.info/wissen
HOW TO REGISTER

On the last pages of this booklet, you will find registration forms which can be photocopied or removed and filled in. Please return the form to:

Fortschung der RUB - UV 3/334 – im Hause

(or by fax: 0234.32.02873)

Or use our online registration form at:
→ www.rub.de/fortbildung

FOR MORE INFO REGARDING REGISTRATION AND PARTICIPATION PLEASE CONTACT:

Nicole Drazek
phone: 0234.32.22019
nicole.drazek@uv.rub.de
for the offers in leadership and management, career in research, equal opportunities, transversal skills, communication at work, computer courses, languages and health

Brigitte Kühnemundt
phone: 0234.32.26466
brigitte.kuehnemundt@rub.de
for the offers in the university’s didactic qualification programme

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MAYBE YOU WOULD LIKE TO TAKE PART, BUT NEED TO CLARIFY SOME THINGS FIRST:

Do you need childcare?
Together with ProKids, RUB’s family service, we offer you free childcare for all courses that take place outside of the regular day-care times (after 4pm or on the weekends).
Please 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.

Do you need special support because of a physical impairment?
It is important to us that all RUB staff – independent of any physical impairment – can take part in the course and events. This is why you will find an extra box on the registration in which need for additional support can be specified. Or why don’t you talk to the ZfW colleague responsible for the course and discuss things with her/him – together you will find a solution.

German is not your native language?
As a rule, the language of instruction in our courses is German. This, however, does not mean that there cannot be exceptions. If you have doubts about being able to comprehend what’s going on in class, please come and talk to us: we will get in touch with the trainer/teacher and together look for a way to reduce the language barrier.
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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 send us an email as soon as possible (fortbildung@rub.de). 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.
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THIS YEAR’S PROGRAMME IS OFFERED JOINTLY BY TWO INSTITUTIONS:

ZENTRUM FÜR WISSENSCHAFTSIDIDAKTIK (ZfW)
[The University’s Centre for the Didactics of the Teaching of Science and Research]

In the spring of 2017, the former administrative departments for staff training (IFB) and e-learning and RUB’s Writing Centre were merged into the university’s new centre for the didactics of the teaching of science and research. We now offer you all training courses related to university-level teaching from a single source. This move also documented the fact that university didactics is getting more and more important: professional and certified teaching skills are an important prerequisite for a successful university career. But quite apart from that, in our experience RUB researchers set great store by the high quality of their teaching. We are happy to contribute new ideas and give support in putting them into practice.

You will find more info at: → www.rub.de/fortbildung

DEZERNAT 6: ORGANISATIONS- UND PERSONALENTWICKLUNG
[Department 6: Organisational and Personnel Development]

It is the task of the Department for Organisational and Personnel Development to support you as RUB staff members in your work, as we know that highly qualified and motivated colleagues are the most important success factor for our university. Training may be only one element of this support, but it is a key one: only when you keep educating and developing yourself will you be able to cope with the ever-changing demands of your job in a university in a professional and confident manner. In addition, the department is at your disposal for all questions related to organisational and personnel development in research and administration, for accompanying change processes and for managing staff health. Don’t hesitate to contact us!

You will find more info at: → www.uv.rub.de/oepe
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QUALITÄTSPAKT LEHRE PROJECTS: INSTUDIES PLUS AND ELLI2

The inSTUDIESplus 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 focuses on one-subject degree courses and master’s 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, inSTUDIESplus will offer different workshops, coaching sessions, talks and 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 inSTUDIESplus courses have been incorporated into the Expansion Module of the university’s didactic qualification programme.

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

ELLII2 – Excellentes 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. Among the pages of the university’s didactic qualification programme (see the HD section of this booklet), you will find offers that have been especially designed to suit the needs of the engineering disciplines. These courses can be easily identified by the ELLII2 logo. Apart from that, teachers 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.elli.rub.de/lehrende/fortbildungen.html.de
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LEADERSHIP AND MANAGEMENT – OFFERS FOR ALL SENIOR RUB STAFF

It is no surprise that leadership is still among our top priorities – and in this programme there are even more courses dealing with the topic than in last year’s! This is because we have received many suggestions from RUB’s senior staff members on how to make our offers yet more broad and diverse. We would like to express our thanks for all these suggestions and would encourage everyone to continue stating their ideas and wishes in the future!

In this year’s programme, you will find offers targeted at specific groups (such as new or experienced senior staff, or leaders of projects) next to courses dealing with particular situations of leadership known to most of us: how to keep calm in times of stress, how to manage to care for one’s own health and that of one’s colleagues in the face of severe pressure, or how to lead difficult conversations – there clearly is no shortage of challenging situations!

We want to support you in coping with these challenges, providing you with the necessary skills and confidence. Apart from that, this year, we will especially focus on a number of leadership tools: how to conduct recruitment procedures, understanding employment law and the TV-L pay scale – these are some of the ‘hard facts’ that constitute the parameters for your leadership activities and thus are enormously important. That said, tried and tested individual offers like coaching sessions or team development courses, of course, remain part of our programme.

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. There will be two parts to this workshop to ensure that participants will succeed in putting the theory into practice.

DATES & TIMES:
Mon 6 Nov 2017, 2pm-5pm &
Tue 7 Nov 2017, 9.30am-5.30pm &
Mon 29 Jan 2018, 2pm-5pm

REGISTRATION DEADLINE:
16 Oct 2017

TRAINER:
Christina Budde

MAX. GROUP SIZE:
12
FM 2 BRUSH UP YOUR LEADERSHIP SKILLS

TARGET GROUP:
Experienced RUB senior staff members

OBJECTIVES:
Upon completion of this seminar, you will have...
- reflected on your current leadership situation;
- exchanged ideas with colleagues on current concerns with leadership;
- received answers to your questions about leadership;
- concrete practical advice on how to improve your daily performance as a leader.

CONTENT:
As an experienced staff leader, you will already have experienced, learned and experimented quite a lot. You will have found suitable ways to deal with tricky situations and will generally have come to terms with your leadership responsibilities. And yet you sometimes feel that addressing the whole topic of leadership once again systematically would do you a lot of good. This seminar will give you the opportunity! You will be given the chance to reflect on how you perform leadership in practice, to gain new insights, and to brush up your knowledge. You will be given the opportunity to exchange ideas with other staff leaders about concrete and difficult situations in leadership. At the same time, you will be given theoretical input about topics that are important to you. For a maximum benefit, we will ask you about your thematic preferences and suggestions before the workshop starts, thus giving you the chance to influence its main thematic priorities.

METHODS:
Short trainer input on main topics, classroom discussion and discussion in smaller groups, exercises and self-reflection, peer exchange

DATES & TIMES:
Thu 1 Feb 2018, 9am-5pm &
Fri 2 Feb 2018, 9am-4pm

REGISTRATION DEADLINE:
11 Jan 2018

TRAINER:
Petra Weigand

MAX. GROUP SIZE:
12
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 cooperation in 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 19 May 2018, 9.30am-5.30pm &
Fri 20 May 2018, 9am-12.30pm

REGISTRATION DEADLINE:
29 Mar 2018

MAX. GROUP SIZE:
12
FM 4 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.

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

DATE & TIME:
Wed 8 Nov 2017, 9am-6pm

REGISTRATION DEADLINE:
18 Oct 2017

TRAINER:
Petra Weigand

MAX. GROUP SIZE:
6
FM 5 DO WOMEN LEAD DIFFERENTLY? HOW TO USE ONE’S STRENGTHS AND ACT CONFIDENTLY

TARGET GROUP:
All RUB 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 5 & 6 Dec 2017, 9am-4.30pm

TRAINER:
Tanja Bastian

REGISTRATION DEADLINE:
15 Nov 2017

MAX. GROUP SIZE:
12
FM 6 KEEPING YOUR HANDS FIRMLY ON THE WHEEL – STRESS MANAGEMENT FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff

OBJECTIVES:
If you want to cope with stressful situations in an effective way, you need to know about stress, its causes and effects, and ways to reduce it. There may be no one-size-fits-all approach to coping with stress, but there are a number of aspects which generally need to be taken into account. In this course, you will be given an overview of the main aspects of successful stress management. You will have the possibility to analyse and reflect on your own work situation as well as your main personal stress factors so as to be able, in dealing with these in everyday life, to draw on the resources available and strategies fitting to you.

CONTENT:
Work intensification, multi-tasking, increasing time and performance pressures, frequent interruptions of when dealing with a task, organisational changes, placing (exceedingly?) high demands on oneself – these are some of the challenges that have to be met daily by senior staff. Frequently, in these stressful situations, we do not use all the resources available to us, but rely on the simple maxim of 'business before pleasure'. This, however, quickly results in an over-exploitation of our energies. Good stress management skills may help you to reduce or avoid the negative consequences of such behaviour. Using your resources effectively, keeping a positive attitude, and striking a work-life balance will thus help you confront all future challenges confidently.

DATES & TIMES:
Thu 11 Jan 2018, 9.30am-5pm
Fri 12 Jan 2018, 9.30am-1pm

TRAINER:
Regine Töpfer

REGISTRATION DEADLINE:
18 Dec 2017

MAX. GROUP SIZE:
12
FM 7 HOW TO LEAD AND BE HEALTHY – SOME INSPIRATION FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff

OBJECTIVES:
After the course, you will have...
- identified personal and organisational resources that will help you stay healthy;
- received some inspiration for a healthy style of leadership;
- acquired knowledge and skills that you can use in your everyday work;
- increased your awareness of your function as a role model in leadership and strengthened your health resources;
- become mindful of social phenomena and how they can be influenced.

CONTENT:
As a senior staff member you are a role model for your colleagues. This means the way you ‘lead’ yourself will have a direct effect on your staff and their behaviour. Using an appreciative and health-oriented style of leadership, you will avoid physical and psychological strains for both you and your team members, and will increase everyone’s work satisfaction and performance. This is why this course puts a focus on how you can create a healthy work environment through leadership and how such leadership will influence staff cooperation. A recurring question will be what makes and keeps people at work healthy. Topics will include: self-management, personal and organisational health resources, values, attitudes, conceptions of what it means to be a human being, the basics and main tools of health-oriented leadership, the concepts of salutogenesis and social mindfulness.

METHODS:
Appreciative exploration of participants’ work environment, trainer input and dialogue, exercises, peer consultation

DATES & TIMES:
Mon 5 Mar 2018, 9.30am-5pm
Tue 6 Mar 2018, 9.30am-12.30pm

REGISTRATION DEADLINE:
12 Feb 2018

MAX. GROUP SIZE:
18
FM 8 COMMUNICATION IN LEADERSHIP – HOW TO CONDUCT DIFFICULT CONVERSATIONS CONSTRUCTIVELY

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
After the course, you will have...
- become aware of what for you constitutes a ‘difficult conversation’ and how to confront such;
- reminded yourself of the basic principles of successful communication and employed them for a differentiated analysis of different conversation situations;
- gained an overview of how to deal with emotions in these situations;
- exercised and reflected on your behaviour in simulations of these situations;
- received practical advice that will help you cope with such ‘difficult’ conversations.

CONTENT:
Conversations between senior staff and their colleagues are successful as long as all partners involved are conscious of their roles and enter into dialogue in a spirit of mutual appreciation and inclusiveness. While this sounds obvious, practice shows that it can pose a challenge in difficult conversations. This workshop seeks to create an awareness that also difficult topics and unpleasant occasions can form the basis of improved future cooperation at work. It looks at the following questions in particular: what is it that makes a conversation difficult for me as a senior staff member? What is (not) part of my responsibilities in difficult conversation situations? How can I prepare myself well and direct the conversation effectively? How can I react spontaneously in unexpected situations? How can I document the results of the conversation?

METHODS:
Short trainer inputs, group discussion, sharing of experiences, case simulation and exercises

DATES & TIMES:
Mon 23 Apr 2018, 9am-5.30pm
Tue 24 Apr 2018, 9am-1pm

TRAINER:
Gerda Reiff

REGISTRATION DEADLINE:
29 Mar 2018

MAX. GROUP SIZE:
8
FM 9 HOW TO CONDUCT APPOINTMENT PROCEDURES PROFESSIONALLY

TARGET GROUP:
All RUB senior staff members

OBJECTIVES:
Picking the right new colleagues is crucial for the success of your team, your department, and ultimately our university as a whole. But how do you find out which candidate is best suited to fill the advertised job and fit into the team? After this course, you will have come a good deal closer to answering this question and will have picked up some tools to make your appointment process more professional.

CONTENT:
Is it a frequent part of your responsibilities to appoint new staff or are you currently looking for someone to complete your team? If so, this workshop will give you the opportunity to acquire skills and become more professional in selecting and appointing new colleagues, and in using suitable procedures for doing so. The workshop will deal with the entire appointment procedure, i.e. from defining a job profile, advertising the position, designing the selection process to questions of how candidates can be evaluated. It will also deal with so-called assessment errors (caused, for instance, by halo or primacy effects) as well as gender sensitivity and equal opportunity issues.

At the beginning of the workshop, a colleague from RUB’s personnel department will answer your questions about the internal regulations and procedures for appointing technical and administrative staff and will inform you about the support given by RUB’s central administration.

METHODS:
Trainer input, work in small groups, classroom discussions, simulation of appointment situations

DATES & TIMES:
Mon 12 Mar 2018, 2pm-5pm
Tue 13 Mar 2018, 9am-5pm

REGISTRATION DEADLINE:
19 Feb 2018

MAX. GROUP SIZE:
15

TRAINERS:
Dr Jana Bästler-Coumans, Inga Buchmann
FM 10 HOW TO RECOGNISE, PROMOTE AND DEVELOP YOUR STAFF’S SKILLS

TARGET GROUP:
Experienced RUB senior staff members

OBJECTIVES:
After this course, you will...
- possess some tools that will help you develop your staff in everyday work life;
- be able to use the techniques that make for a good career development interview;
- have gained an overview of various staff development and qualification measures;
- be able to use delegation for developing the skills of those who work with you.

CONTENT:
As a senior staff member, you can look back on many years of experience in leadership, but what about the systematic development of your staff? In this course, you will address questions of staff development and find out that this field of responsibilities will create a win-win situation for you: staff development will let you use your staff’s skills more effectively, while also making them more motivated and committed. The course will look into the differences that exist between qualification and development, potential and performance. It will show you how skills can be developed and what measures there are to develop staff. After dealing with some basic concepts, you will be able to create a systematic programme for staff development for your own field of work. You will learn how to apply conversational and coaching techniques and, thus, to conduct a staff development interview professionally. And you will be amazed how a leadership classic like ‘delegation’ can help you develop your staff.

METHODS:
Trainer input, classroom discussion, simulated conversations, case studies, work in small groups

DATES & TIMES:
Mon 11 Jun 2018, 9am-5pm
Tue 12 Jun 2018, 9am-12.30pm

REGISTRATION DEADLINE:
18 May 2018

MAX. GROUP SIZE:
12
FM 11 AN INTRODUCTION TO THE TV-L PAY SCALE

TARGET GROUP:
There are two versions to this course: one is aimed at senior staff from RUB’s central administration (UV), one is designed to meet the needs of heads and senior staff from RUB’s faculties.

OBJECTIVES:
Upon completion of the course, you will have...
- gained an overview of the structure of the TV-L pay scale, the details of the classification system and the different wages levels;
- developed an idea of the nature of the support lent by RUB’s personnel department.

CONTENT:
When advertising vacancies or reviewing job descriptions you are always confronted by questions related to the TV-L pay scale, its classification rules and wages levels (the latter of which depending on the amount of relevant work experience). This course is meant as a general introduction to this complex field and will seek to make the overarching legal framework of wage classification clearer. There will be a focus on the systematics of the pay scale and the job characteristics, the legal basics of classification as well as the nature of the work-experience wage levels. Both the possibilities/flexibilities and the limitations of the system will be made transparent.

Potential topics will include:
The current scale (as introduced in Jan 2012), the structure of the scale and the nature of job descriptions, the notion of classification, the basics of and the most common mistakes in classification in accordance with §12 TV-L as well as the general principles governing wage level allocation in accordance with §16 TV-L.

PLEASE NOTE:
For reasons of data protection, participants cannot discuss concrete cases in the course. The training aims to provide basic knowledge that, in the event, is crucially supplemented by consultations with our personnel department.

DATES & TIMES:
FM 11_1 (for faculty heads):
   Thu 15 Feb & 1 Mar 2018, 9am-11am
FM 11_2 (for UV staff):
   Thu 7 Jun & 21 Jun 2018, 9am-11am

TRAINER:
Michael Clemens

REGISTRATION DEADLINE:
FM 11_1: 18 Jan 2018
FM 11_2: 17 May 2018

MAX. GROUP SIZE:
15
FM 12 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; you will have learned how to behave in a legally correct way in certain contexts; and you will have 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. As the seminar will be run jointly by an external expert and someone from RUB’s Personnel Department, both general questions of employment law and its specific application at our university will be discussed. 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

DATES & TIMES:
Mon & Tue 15 & 16 Jan 2018, 9am-3.30pm

REGISTRATION DEADLINE:
20 Dec 2017

TRAINERS:
Lars Bergmann, Timo Zahlmann

MAX. GROUP SIZE:
15
FM 13 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 typical cases of dilemma (in the university context)
- How do I behave (with junior staff or colleagues) 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 20 Feb 2018, 10am-1pm

TRAINER:
Franz-Josef Meuter

REGISTRATION DEADLINE:
30 Jan 2018

MAX. GROUP SIZE:
20
FM 14 PREVENTING ADDICTION – 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 also introduce you to 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. More information at: → www.rub.de/ak-sucht

DATE & TIME:
Thu 15 Mar 2018, 9am-1pm

REGISTRATION DEADLINE:
22 Feb 2018

TRAINER:
Karin Martin

MAX. GROUP SIZE:
14
FM 15 DATA PROTECTION – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff

OBJECTIVES:
Upon completion of this seminar, you will be familiar with the basic principles of data protection, will be able to identify situations in which data protection is an issue, and will know how to tackle data protection problems.

CONTENT:
As a senior staff member it is your responsibility to make sure that data protection regulations are observed by your colleagues. This is about more than ensuring confidentiality and the security of computers. The main focus of this seminar will be on existing legal obligations and regulations, the observance of which has to be organised by senior staff. The most typical situations of conflict will be addressed and discussed. There will also be plenty of scope to discuss participants’ own questions and problems.

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

METHODS:
Presentation and classroom discussion

DATES & TIMES:
FM 15_1: Fri 17 Nov 2017, 9.30am-11.30am
FM 15_2: Fri 13 Apr 2018, 9.30am-11.30am

REGISTRATION DEADLINES:
FM 15_1: 27 Oct 2017
FM 15_2: 22 Mar 2018

MAX. GROUP SIZE:
25

TRAINER:
Dr Kai-Uwe Loser
FM 16 LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members who have not yet taken part in a performance review training

OBJECTIVES:
After completion, participants will have...
- gained clarity about the uses, functions and different forms of performance reviews;
- received some practical guidelines for conducting the review interview;
- received some tips for coping with difficult situations during the interview;
- 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 staff show an increasing interest in performance reviewing and readiness to use its positive effects. This course will give senior staff the opportunity to look into such reviews and their own role in them. In a small group environment it will be possible participants to gain clarity about the tool and to have their individual questions discussed.

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

METHODS:
Short presentations, classroom discussions, individual feedback

DATES & TIMES:
FM 16_1: Mon 27 Nov 2017, 1.30pm-5.30pm
FM 16_2: Thu 17 May 2018, 1.30pm-5.30pm

REGISTRATION DEADLINES:
FM 16_1: 6 Nov 2017
FM 16_2: 26 Apr 2018

TRAINER:
Haimo Hurlin

MAX. GROUP SIZE:
12
COACHING AND TEAM DEVELOPMENT THAT SUITS YOUR NEEDS

WHAT IS COACHING?
Coaching is a one-to-one form of consultation especially tailored to suit your needs. Together with an external coach, you will deal with exactly those concerns that are currently most relevant for your everyday work – frequently this involves questions of leadership. The content of the sessions is strictly confidential. Usually there is a sequence of 3 to 5 two-hour-sessions.

COACHING AND TEAM DEVELOPMENT FOR PROFESSORS
As a professor, you have to fill many roles: that of teacher, supervisor of dissertations or research project leader. On top of that, there is the research you want to do and the excellent performance of your research team you are responsible for. 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 may be helpful. We will put you in touch with professional coaches, and will be able to pay for the first three sessions with your coach out of central funds – more sessions can be financed by your own funds. Should you opt to look into and improve the cooperation and workflows within your research unit or chair, our organisational and team development may help you. Supported by such internal or external expertise you are well prepared to tackle such changes and achieve profitable results.

COACHING AND TEAM DEVELOPMENT FOR TECHNICAL AND ADMINISTRATIVE UNITS
As a senior staff member, other staff members working with you will look to you whenever there is a difficult situation. Sometimes, in such a situation, external advice may be helpful to solve a problem. This is when an individual coaching programme for a senior staff member working with you may be useful. We will put you in touch with a coach that suits your particular situation and we guarantee a professional service of the highest quality. As with the team development services you can also book with us, the costs will have to be paid for out of your own funds.

CONTACT:
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. We will put you in touch with a coach that is right for you. The first three coaching sessions will be paid for by the central university administration.

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!

CONTACT:
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Anja Tillmann
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Wir danken der nachfolgenden Firma für die Unterstützung zur Herstellung dieses Programmes

156 104

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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.

WORKSHOPS FOR RUB JUNIOR PROFESSORS AND LEADERS OF JUNIOR RESEARCH GROUPS

These workshops (WK1-WK3) are specifically designed for the target groups mentioned, relating directly to their professional needs and challenges.

COURSES FOR RUB POST-DOSCS

RUB post-docs are offered a series of courses dealing with careers in research (WK4-WK10). 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, Technische Universität Dortmund or Universität Duisburg-Essen (Campus Duisburg).

CONTACT:

Julia Leising
phone: 0234.32.22695
julia.leising@uv.rub.de
WK 1 HOW TO LEAD RESEARCH STAFF BY EFFECTIVE DELEGATION

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

OBJECTIVES:
In this seminar, you will be made familiar with the basics of modern leadership. You will be enabled to adopt the leadership style suitable to a certain situation, will know about the most important leadership tools and how to use them to your maximum benefit. You will learn what tasks to delegate, and how, and will learn how to reflect on your leadership and delegation behaviour, and how to adapt it across different situations.

CONTENT:
- strategic and operative leadership;
- situational leadership;
- performance review and delegation interview;
- control vs trust in the context of leadership;
- using the right leadership tools;
- how to identify and avoid reverse delegation;
- how to motivate staff through effective delegation.

DATE & TIME:
Mon 23 Oct 2017, 9.30am-5.30pm

REGISTRATION DEADLINE:
23 Sep 2017

TRAINER:
Dr Reinhold Haller

MAX. GROUP SIZE:
10
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 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:
Tue 12 Dec 2017, 9.30am-5.30pm

REGISTRATION DEADLINE:
12 Nov 2017

TRAINER:
Dr Tanja Hetzer

MAX. GROUP SIZE:
10
WK 3 HOW TO LEAD UNIVERSITY TEAMS IN AN INNOVATION-ORIENTED WAY

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

OBJECTIVES:
- to make participants realise the importance of innovative capabilities;
- to make them understand the connection between team work, leadership approach and innovative capabilities;
- to encourage them to use innovative methods in their team leadership;
- to encourage them to create a work atmosphere and communications structures conducive to innovation;
- to encourage them to create team constellations conducive to innovation;
- to make them familiar with the most important characteristics of innovation-oriented leadership and work culture.

CONTENT:
Working in teams poses a particular challenge to all team members. As the capability for innovation has become a key skill in modern work life, and is responsible for the economic success and competitiveness of companies, innovation-oriented skills like the creative development of ideas are becoming more and more important for the university as well. A particular role in this context is played by appropriate and creativity-promoting leadership. The right style of leadership may set free a team’s creative energies and processes, which may be essential for realising longer term research ideas and securing important funding. There is a special demand placed on university teams, which operate internationally and in spatially separated sub-teams, to develop innovative and creative ideas for research. In this seminar you will learn how to strengthen the innovative capabilities of your university team with the help of applying some central success factors. You will learn about and learn to use actively important tools for encouraging creativity like Stormboard, LEGO Serious Play etc. We will focus on how to create a successful and innovation-oriented team constellation. Moreover, we will transfer current principles of leadership (such as transformational leadership) from the digital world of work to the university, analyse their impact and practise their use. You will also acquire important tools and techniques to make your team leadership in meetings more innovation-oriented. Please bring your own laptop to class so as to be able to try out the online tools directly.

DATE & TIME:
Wed 16 May 2018, 9.30am-5.30pm

REGISTRATION DEADLINE:
16 Apr 2018

TRAINER:
Axel Minten

MAX. GROUP SIZE:
12
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:
tba
WK 4 STRATEGIC NETWORK ANALYSIS FOR POST-DOCS PURSUING AN INTERNATIONAL CAREER IN ACADEMIA, INDUSTRY, COMMERCE OR 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 lifelong 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:
Fri 20 Oct 2017, 9.30am-5.30pm

REGISTRATION DEADLINE:
20 Sep 2017

TRAINER:
Christine Behrens

MAX. GROUP SIZE:
12
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:
Wed 15 Nov 2017, 9.30am-5.30pm

REGISTRATION DEADLINE:
15 Oct 2017

TRAINER:
Dr Margarete Hubrath

MAX. GROUP SIZE:
12
WK 6 HOW TO ADDRESS AND SOLVE CONFLICTS

TARGET GROUP:
All RUB post-doc researchers

CONTENT:
Senior academic staff are expected to be particularly adept at handling conflicts; in a moment of crisis everyone is usually looking to them. Conflicts are primarily solved by confronting them squarely. The question of how this can be done in the most solutions-oriented and constructive way will be our central concern in this workshop.

The training will address questions like:
- What are my typical patterns of behaviour in conflict and what are their potential effects?
- How can I develop a sense for recognising the typical steps of escalation and patterns of behaviour that bring about de-escalation?
- How can I best have or chair conversations that clear the air?

METHODS:
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. We will also develop our conflict resolution and communication skills in a number of practical exercises.

DATE & TIME:
Wed 22 Nov 2017, 9.30am-5.30pm

REGISTRATION DEADLINE:
22 Oct 2017

TRAINER:
Petra Weigand

MAX. GROUP SIZE:
12
WK 7 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:
Wed 17 Jan 2018, 3pm-7pm

REGISTRATION DEADLINE:
17 Dec 2017

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
12
WK 8 HOW TO LEAD YOUR RESEARCH TEAM

TARGET GROUP:
All RUB post-doc researchers

OBJECTIVES:
Researchers with leadership responsibilities work in a complex environment. They share responsibility for achieving ambitious goals and for successfully implementing innovative strategies at their university. At the same time, they have to keep in mind the different demands and accomplishments of their staff, colleagues and students, and include these profitably in carrying out research and teaching activities.

In this workshop, you will...
- reflect on the value leadership has for you and for your university/organisation;
- be made familiar with the condensed basics of process and staff management;
- practise some methods of leadership and will work on some problems from your own everyday work practice as a leader.

CONTENT:
- the dimensions of leaderships in research;
- reflecting on your own role as a leader and developing a clear position on the topic of ‘leadership and staff management’;
- styles and cultures of leadership;
- tackling communication tasks: how to inform, to conduct performance reviews, and to chair meetings;
- how to use the tools of leadership: making decisions, setting aims, delegating tasks, supervising, assessing, and encouraging and promoting staff

DATES & TIMES:
Mon 5 Mar 2018, 9.30am-5.30pm &
Tue 6 Mar 2018, 9.30am-1.30pm

REGISTRATION DEADLINE:
5 Feb 2018

TRAINER:
Gerda Reiff

MAX. GROUP SIZE:
10
WK 9 HOW TO PLAN AND OPTIMISE YOUR POST-DOC UNIVERSITY CAREER

TARGET GROUP:
All RUB post-doc researchers

OBJECTIVES:
- getting to know the main career paths at a university;
- reflecting on the demands related to a career in the university;
- reflecting on what it means to be ‘fit to be appointed to a professorship’;
- taking stock of your current academic profile and comparing it to the expected one;
- planning your next steps and strategies;
- learning about different types of post-doc positions and third-party funding.

CONTENT:
The period after one’s completion of a PhD is crucial for the question of how one’s further career in research is going to develop, and it is characterised by the diverging priorities of one’s job responsibilities and one’s independence as a researcher. Researchers who want to become eligible for professorships are confronted by numerous challenges at work: they have to publish, to secure third-party funding, and to put their research projects into practice, they have to develop a teaching portfolio, to take an active part in their academic community, to join or build a network of colleagues, and to spend some time abroad... Which of these tasks are especially important at what time? Which have the highest priority? Within what time frame will they have to be accomplished and how can all of it be reconciled with one’s private goals? And where to begin? Is a Habilitation still important to have?

In this one-day seminar, participants are invited to take stock of and reflect on their current situation and position. Following from that, they will be encouraged to plan their aims and the most important steps on their way to securing a professorship.

DATE & TIME:
Fri 16 Mar 2018, 9.30am-5.30pm

REGISTRATION DEADLINE:
16 Feb 2018

TRAINER:
Dr Dieta Kuchenbrandt

MAX. GROUP SIZE:
12
WK 10 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:
Mon 7 May 2018, 10am-6pm

REGISTRATION DEADLINE:
7 Apr 2018

TRAINER:
Dr Wilma Simoleit

MAX. GROUP SIZE:
6
WK 11 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 work 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?

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:
Tue 10 Oct 2017, 4pm-8pm
Thu 11 Jan 2018, 5.30pm-8.30pm
Thu 19 Apr 2018, 5.30pm-8.30pm

(please note that by registering for the course you are automatically registering to take part in all three sessions!)

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
10 Sep 2017

MAX. GROUP SIZE:
9
WK 12 CAREER-BUILDING THROUGH NETWORKING
HOW TO INCREASE YOUR VISIBILITY

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
In this course, you will
- make practically relevant connections between self-marketing, networking and your own career;
- find out what ‘visibility’ is about (developing a profile and positioning yourself);
- learn through relevant exercises how to develop your professional networking profile;
- define your key skills in networking (your network personality) and learn to develop these;
- analyse your current network and consider what new contacts may be relevant for you;
- learn about gender differences and blind spots in networking;
- receive nuanced and practical advice on how to improve your future networking activities.

CONTENT:
Planning to pursue an academic career and deciding to become a university professor, you should think ahead and proceed in a strategic way. From the first, this includes being familiar with the most important rules of how to network in scientific/academic communities. Networking means becoming aware of your own skills and assets, i.e. your individual profile, and making these visible proactively for the other members of your community. Strategic career planning also involves preparing an alternative career path from as early as possible, and make contacts also in this direction. The prime requisite for successful networking is having a clear aim in view. What approach to take in networking depends on your own personality. Networking should always be authentic and fit the networking person. Other people will quickly lose interest in you when your behaviour appears affected and artificial. Networking builds on reliability and joy in human interaction.

DATES & TIMES:
Seminar: Mon 29 Jan 2018, 10am-6pm
Individual coaching: Tue 30 Jan 2018
(times by arrangement)

TRAINER:
Dr Silke Oehrlein-Karpi

REGISTRATION DEADLINE:
20 Dec 2017

MAX. GROUP SIZE:
6
WK 13 NEGOTIATE WITH CONFIDENCE IN RESEARCH

TARGET GROUP:
All UA Ruhr post-doc researchers

OBJECTIVES:
There are many occasions when researchers are confronted with the need to negotiate: when allocating roles and responsibilities in editorial teams, bargaining for equipment in professorial appointment procedures, when distributing work in the department, forming opinions and influencing decision-making in the university’s self-governing committees, asserting themselves against their team or boss over space and time for doing research.

In the course of this workshop and the individual coaching sessions, you will learn to identify situations that call for negotiation and the possibilities for negotiation available to you. You will exercise to use these self-confidently and effectively. Apart from the theoretical basics, the workshop will thus also offer practical experience and training opportunities.

CONTENT:
- situations that call for negotiation in research;
- structured preparation of negotiations;
- the Harvard model of principled negotiation: how to succeed despite different interests of the parties involved;
- how to deal with the ‘dirty tricks’ of the other party.

DATES & TIMES:
Seminar: Tue 6 Feb 2018, 10am-6pm
Individual coaching: Wed 7 Feb 2018 (times by arrangement)

REGISTRATION DEADLINE:
10 Jan 2018

TRAINER:
Franziska Jantzen

MAX. GROUP SIZE:
6
WK 14 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: Tue 27 Feb 2018, 10am-6pm
Individual coaching: Wed 28 Apr 2018 (times by arrangement)

REGISTRATION DEADLINE:
27 Jan 2018

TRAINER:
Gerda Reiff

MAX. GROUP SIZE:
6
WK 15 DEVELOPING A CAREER OUTSIDE THE UNIVERSITY

TARGET GROUP:
All UA Ruhr post-doc researchers

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 general employment situation for post-docs
- 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 for post-doc staff 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.

DATES & TIMES:
Seminar: Thu 22 Mar 2018, 10am-6pm
Individual coaching: Fri 23 Apr 2018
(times by arrangement)

TRAINER:
Dr Dieta Kuchenbrandt

REGISTRATION DEADLINE:
22 Feb 2018

MAX. GROUP SIZE:
6
WK 16 NEVER CHANGE A WINNING TEAM – HOW TO LEAD TEAMS 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 17 Apr 2018, 10am-6pm  
Individual coaching: Wed 18 Apr 2018  
(timess by arrangement)

REGISTRATION DEADLINE:  
17 Mar 2018

TRAINER:  
Petra Weigand

MAX. GROUP SIZE:  
6
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 26 Apr 2018, 10am-6pm
Individual coaching: Fri 27 Apr 2018 (times by arrangement)

TRAINER:
Dr Margarete Hubrath

REGISTRATION DEADLINE:
26 Mar 2018

MAX. GROUP SIZE:
6
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 24 May 2018, 10am-6pm
Individual coaching: Fri 25 May 2018
(times by arrangement)

REGISTRATION DEADLINE:
24 Apr 2018

TRAINER:
Dr Simone Kaminski

MAX. GROUP SIZE:
6
WK 19 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 11 Jun 2018, 10am-6pm
Individual coaching: Tue 12 Jun 2018
(times by arrangement)

TRAINER:
Dr Wilma Simoleit

REGISTRATION DEADLINE:
11 May 2018

MAX. GROUP SIZE:
6
WK 20 PROJECT MANAGEMENT IN RESEARCH – TEAM ORGANISATION AND PLANNING

TARGET GROUP:
All UA Ruhr post-doc researchers that work in a research project as part of a team

OBJECTIVES:
Research projects are different. Researchers often find it hard to stick to detailed plans and fixed role allocations. This workshop will show you how to use agile method in team organisation and project development so that you will...
- gain transparent results;
- be able to motivate the team to reach their full potential;
- have the freedom, as a senior member of the project, to deal with what is really important.

CONTENT:
In this workshop you will be introduced to elements of both agile and classical project management:
- tools for planning and how to adapt them to research projects (e.g. phase planning, Kanban board, target-setting)
- agile mindsets for staff leadership

Please bring your own project to the course! We will also discuss how multiple projects can be organised simultaneously.

DATES & TIMES:
Seminar: Mon 18 Jun 2018, 10am-6pm
Individual coaching: Tue 19 Jun 2018
(times by arrangement)

TRAINER:
Dr Karen Dittmann

REGISTRATION DEADLINE:
18 May 2018

MAX. GROUP SIZE:
6
UA RUHR POST-DOCS SUMMER NIGHT

TARGET GROUP:
All UA Ruhr post-doc researchers

CONTENT:
Our Post-Docs Summer Night takes place in Beckmanns Hof, in RUB’s botanical gardens. Once a year, ScienceCareerNet Ruhr invites all post-doc researchers from the UAR universities to take part in this special event. At its centre there 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. The number of participants is not limited, but registration is required.

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

DATE:
tba
CAREER FORUM

The Career Forum is a module offered twice a year by 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
CREATING A LEVEL PLAYING FIELD – EQUAL OPPORTUNITIES IN RESEARCH

Equal opportunities is a central concern within RUB’s university development plan and has been mainstreamed in all its areas and institutions. Our department for staff development has worked out various 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 ‘Career Development and Equal Opportunities’, 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 following pages. If you have questions or suggestions, do not hesitate to contact Helga Rudack (at the address given below).

CONTACT:

Helga Rudack
phone: 0234.32.23726
helga.rudack@uv.rub.de
CH 1 MEET THE FEMALE FACULTY 2018 – FEMALE RESEARCHERS AT RUB

TARGET GROUP:
All RUB female researchers

CONTENT:
Now in its tenth 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, 10 January 2018, 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;
- the 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 RUB’s department for staff development and the university’s equal opportunities office. An invitation and a programme will be sent out to all female RUB researchers in November 2017.

DATE & TIME:
Wed 10 Jan 2018, 6pm-9.30pm

REGISTRATION DEADLINE:
5 Jan 2018

INFORMATION:
Helga Rudack
phone: 0234.32.23726
helga.rudack@uv.rub.de

MAX. GROUP SIZE:
unlimited
CH 2 DO WOMEN LEAD DIFFERENTLY? HOW TO USE ONE’S STRENGTHS AND ACT CONFIDENTLY

TARGET GROUP:
All RUB 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 5 & 6 Dec 2017, 9am-4.30pm

REGISTRATION DEADLINE:
15 Nov 2017

TRAINER:
Tanja Bastian

MAX. GROUP SIZE:
12
CAREER DEVELOPMENT AND EQUAL OPPORTUNITIES 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 the university’s Department for Organisational and Personnel Development, 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.ruhr-uni-bochum.de/oepe/aufgaben-pe-dfg.html

INFORMATION:
Helga Rudack
phone: 0234.32.2372
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.

MENTORING PROGRAMMES AT RUB

WomenTor is the first RUB programme to specifically address female junior professors from all faculties. It is a woman-to-woman programme. Each junior professor is paired with an experienced professor from another faculty, with whom individual concerns can be discussed.

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.

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. This is supplemented by the BioMed programme for post-docs in biology and medicine and Mentoring Interdisziplinär.

Current dates and more information about all mentoring programmes can be found at → www.uv.rub.de/oepe/aufgaben-pe-mentoring.html

Helga Rudack
phone: 0234.32.2372
helga.rudack@uv.rub.de
THE DIDACTIC QUALIFICATION PROGRAMME
‘PROFESSIONAL SKILLS FOR UNIVERSITY TEACHING’

TARGET GROUP:
University teachers

THE TRAINING PROGRAMME CONSISTS OF THE FOLLOWING THREE MODULES:

<table>
<thead>
<tr>
<th>BASIC MODULE</th>
<th>ADVANCED MODULE</th>
<th>EXPANSION MODULE</th>
</tr>
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<tbody>
<tr>
<td>76 AE</td>
<td>64 AE</td>
<td>60 AE</td>
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<tr>
<td><strong>Mode of completion:</strong>&lt;br&gt;The Basic Module Certificate is awarded to participants after they have completed all its units successfully.</td>
<td><strong>Mode of completion:</strong>&lt;br&gt;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.</td>
<td><strong>Mode of completion:</strong>&lt;br&gt;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.</td>
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<tr>
<td><strong>Units</strong>&lt;br&gt;5 Workshops&lt;br&gt;- 1 two-day&lt;br&gt;- 4 one-day&lt;br&gt;2 Supervised teaching sessions&lt;br&gt;5 Peer consultation sessions&lt;br&gt;1 Written reflection on the thematic content of the Basic Module</td>
<td><strong>Units</strong>&lt;br&gt;In 2017/2018, there are 23 offers to choose from: short one-afternoon workshops, one-day workshops, two-day workshops&lt;br&gt;Aspects covered:&lt;br&gt;- Teaching &amp; Learning&lt;br&gt;- Examining&lt;br&gt;- Assessment&lt;br&gt;- Counselling</td>
<td><strong>Units</strong>&lt;br&gt;In this module, you no longer take courses, but apply methods and concepts to your own teaching. This can be done by either&lt;br&gt;- planning, teaching, evaluating and documenting a newly developed course or&lt;br&gt;- developing and documenting your own teaching profiles.</td>
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CONTENT:
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 it offers its 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 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 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 you 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.

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.

The Didactic Qualification Programme also includes trainings especially tailored to suit the needs of the engineering sciences. You’ll find these marked by the ELL12 logo.

INFO FOR COLLEAGUES FROM THE FACULTY OF MEDICINE:
Zentrum für Wissenschaftsdidaktik, the university’s centre for the didactics of research-oriented teaching, 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 ZfW’s Expansion Module offers and complete the entire Advanced Module with ZfW.

INFORMATION:
Kristina Müller
phone: 0234.32.22141
kristina.mueller@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: Wed & Thu 22 & 23 Nov 2017, 9.30am-4.30pm
HD 1_2: Thu & Fri 26 & 27 Apr 2018, 9.30am-4.30pm

TRAINERS:
Klaus Hellermann, Kristina Müller

REGISTRATION DEADLINES:
HD 1_1: 31 Oct 2017
HD 1_2: 5 Apr 2018

MAX. GROUP SIZE:
12
HD 2 DEVELOPING YOUR ROLE(S) AS A TEACHER

TARGET GROUP:
University teachers

OBJECTIVES:
After completion, participants will have...
- defined for themselves a number of roles and gained confidence in the way they see themselves as teachers;
- looked at the different expectations that are placed on teachers and managed to develop potential solutions;
- been introduced to teaching portfolios and formulated some basic ideas about their understanding of teaching.

CONTENT:
Your roles as teachers are manifold and highly demanding. This workshop will give you the opportunity to define the way you see your role(s) in teaching. You will be introduced to the benefits of the teaching portfolio, which will help you professionalise your teaching. You will reflected on your different roles as a teacher, your own approach to teaching, and the expectations and demands placed on you. What would you write about such things in your teaching portfolio? What should not be left out by any means? How can you succeed in putting your theoretical conception of your many different roles as a teacher – such as educator, examiner, counsellor – into practice? What, in this context, are the most challenging situations for you when it comes to teacher-student interaction? Simulations with experienced actors from the simulation-based inSTUDIESplus communication trainings will help you develop strategies for dealing with the different demands placed on teachers.

METHODS:
Trainer input, working with the teaching portfolio, mini open space, simulation

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

DATES & TIMES:
HD 2_1: Thu 5 Oct 2017, 9am-4.30pm
HD 2_2: Tue 15 May 2018, 9am-4.30pm

TRAINERS:
Marita Kemper, Kristina Müller

REGISTRATION DEADLINES:
HD 2_1: 14 Sep 2017
HD 2_2: 24 Apr 2018

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: Mon 6 Nov 2017, 9am-5pm
HD 3_2: Tue 20 Mar 2018, 9am-5pm

TRAINER:
Harald Groß

REGISTRATION DEADLINES:
HD 3_1: 16 Oct 2017
HD 3_2: 27 Feb 2018

MAX. GROUP SIZE:
12
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 platform, 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: Wed 31 Jan 2018, 9am-4.30pm
HD 4_2: Wed 11 Jul 2018, 9am-4.30pm

TRAINERS:
Simone Henze, N.N.

REGISTRATION DEADLINES:
HD 4_1: 10 Jan 2018
HD 4_2: 20 Jun 2018

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 18 Oct 2017, 9.30am-4.30pm
HD 5_2: Tue 29 May 2018, 9.30am-4.30pm

REGISTRATION DEADLINES:
HD 5_1: 27 Sep 2017
HD 5_2: 8 May 2018

MAX. GROUP SIZE:
12
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 2017/18:
25 Oct, 8 Nov, 29 Nov, 13 Dec 2017,
17 Jan, 24 Jan 2018
Wednesdays 10am-12pm

Summer Semester 2018:
18 Apr, 2 May, 16 May, 6 Jun, 27 Jun,
18 Jul 2018
Wednesdays 10am-12pm

REGISTRATION:
Brigitte Kühnemundt,
phone: 0234.32.23726
brigitte.kuehnemundt@rub.de

MAX. GROUP SIZE:
15

TRAINER:
Dr Hartwig Junge
HD 7 SUPERVISION AND FEEDBACK FOR CLASSES IN GERMAN AND ENGLISH

TARGET GROUP:
University teachers

OBJECTIVES:
Supervision will give teachers feedback on their teaching methods and thus help to develop their didactic skills (e.g. with respect to student involvement, use of media etc.).

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. There will be an interval of approx. four weeks between the two supervisions (for you to digest and integrate some of the suggestions) In classes taught in English (by non-natives), supervision may also focus on language aspects. The results of the supervision will be treated confidentially.

METHODS:
Supervision will include three steps: a preparatory meeting with the trainer to clarify and discuss your wishes and the main aspects the observation will focus on; the trainer will sit in on two of your classes and supervise them; there will be 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).

REGISTRATION:
Brigitte Kühnemundt
phone: 0234.32.23726
brigitte.kuehnemundt@rub.de

TRAINERS:
Dr Hartwig Junge, Klaus Hellermann

FEEDBACK FOR ENGLISH CLASSES:
Bettina Drawe-Viol, Katharina Zilles, Julia Knoch
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 ZfW 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.

DATE & TIME:
will be arranged after registration

TRAINER:
Kristina Müller
phone: 0234.32.22141
Kristina.mueller@rub.de
EXPANSION MODULE

The Expansion Module will give you the opportunity to look into relevant topics of university teaching in an intensive and thoroughgoing way. In this section you will find courses of different lengths of time. 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.

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 RUB’s didactic training offerings.

The choice is yours: from these offers you can compile a 64 AE Expansion Module that is tailored to your special interests and wishes!
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;
... optimised your prosody, speech-pause behaviour and amplification;
... enhanced your overall vocal performance.

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). By giving short presentations you will be able to check on your congruence, i.e. the fit between the content of your talk, your voice and body language.

METHODS:
Practical exercises in speaking without notes, presentations and, at the beginning, improvisational elements

PLEASE NOTE:
Participants who fully complete HD 9 will receive 16 AE.

DATES & TIMES:
HD 9_1: Mon & Tue 15 & 16 Jan 2018, 9am-4.30pm
HD 9_2: Wed & Thu 29 & 30 Aug 2018, 9am-4.30pm

REGISTRATION DEADLINE:
HD 9_1: 15 Dec 2017
HD 9_2: 8 Aug 2018

MAX. GROUP SIZE:
10

TRAINER:
Kriszti Kiss
HD 10 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 10 will receive 8 AE.

DATE & TIME:
Tue 21 Nov 2017, 9am-4.30pm

TRAINER:
Brigitte Seibold

REGISTRATION DEADLINE:
31 Oct 2017

MAX. GROUP SIZE:
10
HD 11 HOW TO GET YOUR KNOWLEDGE ACROSS – BY USING YOUR BODY LANGUAGE SKILFULLY

TARGET GROUP:
University teachers, inSTUDIESplus staff, faculty heads

OBJECTIVES:
- you will become aware of your own non-verbal signals;
- such awareness will help you expand your repertoire of expressions;
- you will strengthen your control of your body and your ability to convince others;
- you will improve your vocal and speaking skills;
- you will know how to actively and powerfully engage in dialogue with the audience;
- you will manage to capture and retain the attention of your audience.

CONTENT:
On the first day of this workshop, you will learn how to use not only content matter, but also your body language to succeed in conveying extensive subject knowledge to your audience. By using appropriate body language, clear vocal expression and tone of voice you will manage to get your messages across.

The aim of this workshop is, first, to make you aware of your own non-verbal signals in order to be able then to extend your personal range of expressions. With the help of observation and awareness exercises we will analyse what effect your bodily expressions will have in a teaching situation. We will pursue a solutions-oriented approach and thus strengthen your confidence and presence. The second part of this workshop will last half a day; visiting this is optional. On this second day, with the help of video feedback, you will deepen this newly gained knowledge by practically applying it in work in small groups. There are six places available for the coaching happening on the second day. If you wish to attend this additional session, please let us know on the form when you register.

DATES & TIMES:
Mon 12 Feb 2018, 9.30am–4.30pm  
Optional offer: half-day coaching session in small group (max. 6 people)  
Tue 13 Feb 2018, 10am–2pm

REGISTRATION DEADLINE:  
22 Jan 2018

MAX. GROUP SIZE:  
12

TRAINER:
Barbara Michel
HD 12 HOW TO PUT YOUR TEACHING INTO A PROJECT FORMAT
(WORKSHOP & OPTIONAL IMPLEMENTATION UNIT)

TARGET GROUP:
University teachers, inSTUDIESplus project staff

OBJECTIVES:
- getting to know the basics of project management
- getting to know the main steps and tools of planning
- getting to know different tools for analysis
- adapting set targets to one’s own teaching
- reflecting on different roles
- modifying one’s own course

CONTENT:
For many students, teaching projects are still little known territory. For teachers who want to use the project form for their teaching it is thus of special importance to be at least roughly familiar with the basics of project management. Many factors have to be taken into account, from the first contact with the students, the supervision of projects to the collecting and validating of the results. In order to optimise these processes, teachers can use tools from the field of project management. In this training, you will be made familiar with the basics of project management and will learn how to use some of its aspects for your own teaching projects. The focus of the workshop will be on the definition and planning stages. The aim is to give you an idea of how to turn your teaching into a project-oriented format.

Optional element: a maximum of six participants may take part in an additional implementation unit in which the project idea generated in the workshop will be further developed together with the trainer and an expert in university teaching and then, under their guidance, put into practice.

PLEASE NOTE:
Participants who complete all of HD 12 will receive 16 AE. Those who also take part in the optional element will receive another 4 AE.

DATES & TIMES:
Tue & Wed 14 & 15 Nov 2017, 9am-5pm

REGISTRATION DEADLINE:
19 Oct 2017

TRAINER:
Tom Blank

MAX. GROUP SIZE:
12
HD 13 TOOL KIT FOR TEACHING ENTREPRENEURSHIP

TARGET GROUP:
University teachers, inSTUDIESplus and ELLI2 project staff

OBJECTIVES:
In this workshop, you will...
- be made familiar with a broad notion of what ‘entrepreneurship education’ is about;
- develop ideas for using and integrating entrepreneurial aspects in your regular teaching;
- look at some examples of entrepreneurial teaching methods.

CONTENT:
Inventing, creating, and putting into practice – many student-centred learning/teaching settings include aspects of entrepreneurial education. Entrepreneurial teaching promotes students’ business skills like the abilities to create, innovate and plan. In this short workshop, you will be introduced to concrete strategies that may help you promote your students’ practical business skills. The workshop is for teachers from all faculties and disciplines and will be hosted by two trainers and a team from ZfW.

METHODS:
Group discussions, trainer/expert input

PLEASE NOTE:
Participants who complete all of HD 13 will receive 4 AE.

DATE & TIME:
Fri 8 Dec 2017, 1pm-5pm

REGISTRATION DEADLINE:
17 Nov 2017

TRAINERS:
Jan-Martin Geiger, Ronald Kriegel

MAX. GROUP SIZE:
12
HD 14 USING IMPROVISATIONAL THEATRE AS A TEACHING METHOD

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will be able to...
- identify exercises from the repertoire of impro theatre that suit their teaching contexts;
- decide which of these exercises are best suited to their particular teaching objective;
- carry out and evaluate the results of these exercises effectively.

CONTENT:
Employing elements from improvisational theatre may provide an alternative approach to the subject matter of your teaching. Forms of theatrical performance may make easier and enhance people’s engagement with complex tasks and topics like understanding texts, comprehending difficult expert theories or communicating at work. By using space, body and movement, gestures, emotions and posture, complex abstract notions can be experienced in a holistic way. By throwing in some comedy, improvisational theatre can also make the teaching of a supposedly dry topic more entertaining and fun.

In this workshop, you will experiment with improvisational exercises and check whether these could also be used in your teaching courses. The rule is: don’t talk, but do. You do not have to have any experience in (impro) theatre but should definitely be willing to actively take part in the exercises. Our guest, Anne-Kathrin Kenkmann from RUB’s Faculty of Law, will speak about her experience with using improvisational elements in teaching.

METHODS:
Short trainer inputs, activating exercises from the field of impro theatre, reflection, examples of application

PLEASE NOTE:
Participants who complete all of HD 14 will receive 8 AE.

DATE & TIME:
Wed 11 Oct 2017, 9am-4.30pm

REGISTRATION DEADLINE:
20 Sep 2017

TRAINER:
Daniel Al-Kabbani

MAX. GROUP SIZE:
12
HD 15 How to Initiate and Accompany Independent Studies

Target Group:
University teachers

Objectives:
Participants will be made familiar with some forms of independent studies and the possibilities to combine independent studies elements with conventional, in-class ways of teaching. They will be enabled to apply some of these possibilities to their own teaching situation while taking into account the overarching curricular framework and learning objectives. They will be enabled to decide how to accompany and support students.

Content:
Independent learning makes a sizeable part of all degree courses. It does not only serve the preparation and follow-up of classroom teaching, but has been integrated at almost all levels of didactic planning. This workshop will introduce participants to aspects of free independent learning as well as to eight models of accompanied independent learning, and will deal with the challenges and potential pitfalls that, in independent studies, will have to be confronted by teachers and students, and try to offer solutions for these. In so doing, it is important to keep in mind that forms of independent studies are differently embedded in the curricula of the different faculties. Also, it is important to decide what forms of independent studies are suitable for what phase of a degree course and to what extent students are supposed to be accompanied and supported. This involves questions of how to promote independent learning skills, how to pick suitable forms of support like consultation or coaching formats, and how to check on students’ learning process during a term. This, in turn, involves questions of group size, of whether individual or group feedback is to be preferred and of whether support is given parallel to contact in regular classes or not.

Methods:
Presentations, classroom discussion, individual, partner and group work, peer feedback

Please Note:
Participants who complete all of HD 15 will receive 8 AE.

Date & Time:
Tue 24 Oct 2017, 9am-5pm

Registration Deadline:
3 Oct 2017

Trainer:
Eva-Maria Schumacher

Max. Group Size:
12
HD 16 HOW TO CREATE OPEN, FAIR AND INCLUSIVE TEACHING AND LEARNING SETTINGS

TARGET GROUP:
University teachers

OBJECTIVES:
This workshop will introduce you to some basic ideas on how to keep your teaching free from forms of ethnocentrism and classism. Together with the other participants, you will develop ideas on how to create fair, inclusive and open teaching and learning settings and will discuss some good-practice examples.

CONTENT:
This training looks at the question of how, in view of a highly heterogeneous student body, teachers can create the most fair, inclusive and open learning environment possible. Two aspects will be focused on in particular: the first part of the workshop will deal with the question of what role social background and habitus play within learning and teaching situations. The second part will provide some ideas for thinking about ways to structure your teaching in an interculturally sensitive way. There will be input from two experts, which will be supplemented by the ideas participants themselves will develop about methods of fair teaching that can be easily adopted in everyday practice.

METHODS:
Presentations, individual, partner and group work, peer feedback

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

DATE & TIME:
Fri 10 Nov 2017, 9am-5pm

TRAINERS:
Tanja Abou, Dr Pradeep Chakkarath

REGISTRATION DEADLINE:
20 Oct 2017

MAX. GROUP SIZE:
12
HD 17 TEACHING IN ENGLISH

TARGET GROUP:
University teachers

OBJECTIVES:
- becoming more confident in teaching in English
- reflecting on your role as a teacher
- developing your linguistic skills
- being able to identify the differences between languages more easily
- expanding your repertoire of methods
- exchanging ideas, learning from each other

CONTENT:
Teaching in German is a familiar task; teaching in English by contrast very often presents a tough challenge for many. What is known and clear in your mother tongue becomes immediately strange and unclear, turning what were routine tasks such as holding lectures, leading discussions and putting points across into daunting obstacles. This two-part workshop (1.5 days) will provide you some opportunity to practise speaking English before a group in a safe environment on specific subjects, and will also discuss the role of the lecturer in this context in such areas as question techniques, interaction with students, and facilitating exchange. The workshop will consist of an introductory segment on the first day describing parameters and discussing perceptions, and a longer practical segment in part involving video recording to take place on the second day. You will be given your tasks at the close of the first day to prepare for performance on the second day. In order to maximise the benefit, it is recommended participants bring some existing material to prepare or expand, and if your lecture material is in digital form, please also bring your own laptop to the workshop. The workshop will be held in English, but is designed with primarily German-speaking learners of English in mind rather than native speakers.

METHODS:
Presentation, individual and group work, classroom discussion, exercises, (video) feedback

PLEASE NOTE:
Participants who complete all of HD 17 will receive 12 AE.

DATES & TIMES:
Thu 15 Feb 2018, 1.30pm-5.30pm
Fri 16 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
25 Jan 2018

MAX. GROUP SIZE:
8
HD 18 HOW TO ENCOURAGE CLASSROOM LEARNING AT A HIGH STANDARD

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will...
- get to know and learn to apply the basic principles of formulating tasks that promote good learning;
- learn to select and use their didactic methods in keeping with the learning objectives they have defined;
- be able to reflect critically on these learning objectives.

CONTENT:
In order for students to attain demanding learning objectives courses will have to be suitably planned and carried out. In this workshop, you will be given an overview of the didactic methods that can be chosen from to achieve this. You will reflect on whether the learning objectives defined by you can be reached by your students, you will formulate tasks that promote good learning and will develop ideas and tasks that support the learning process of your students.

METHODS:
Short practical trainer inputs, classroom discussions, small group and individual work

PLEASE NOTE:
Participants who complete all of HD 18 will receive 16 AE.

DATES & TIMES:
Wed 13 Jun 2018, 9am-4.30pm
Thu 14 Jun 2018, 9am-4.30pm

REGISTRATION DEADLINE:
23 May 2018

MAX. GROUP SIZE:
12

TRAINER:
Anika Limburg
TARGET GROUP:
University teachers

OBJECTIVES:
Participants will develop ideas about how to integrate academic writing usefully into their teaching. Concretely, they will...
- be made familiar with some selected basics of the process-oriented didactics of composition, of how to develop writing skills and of their use in learning and dealing with one’s research subjects;
- learn about methods and procedures that may help them to support their students in learning and learning to write;
- develop ideas for (formulating) writing tasks that can be used in their everyday teaching.

CONTENT:
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 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 ideas you can use in your own courses. What, at first, sounds like more work will have a positive effect on your students and their learning as well as making your job as a teacher easier and your teaching more effective: the text your students compose, for instance, will improve, classroom discussions will be more intense and nuanced, students’ participation in class and their identification with the subject will increase, as they experience approaching their subject matter through writing as highly useful and gradually perfect their knowledge of textual conventions.

METHODS:
Short practical trainer inputs, classroom discussions, small group and individual work

PLEASE NOTE:
Participants who complete all of HD 19 will receive 16 AE.

DATES & TIMES:
Thu 30 Nov 2017, 9am-4.30pm
Fri 1 Dec 2017, 9am-4.30pm

REGISTRATION DEADLINE:
9 Nov 2017

TRAINER:
Anika Limburg

MAX. GROUP SIZE:
12
HD 20 HOW TO CONDUCT ORAL EXAMS FAIRLY AND EFFECTIVELY

TARGET GROUP:
University teachers that conduct oral exams

OBJECTIVES:
Upon completion of the workshop, participants will be able to conduct oral exams effectively and assess student performance in a clear and objective way. They will be able to address and solve problems that may arise in the context of oral examining in a competent manner.

CONTENT:
In contrast to ‘objective’ written exams, oral exams are frequently considered to be subjective and accidental by both teachers and students. However, for examining skills rather than knowledge oral exams are often the best choice. How can examiners, in that situation, make sure that oral exams too are transparent and reliable? In this workshop, you will be given support in all questions related to oral examining at university level. At first, drawing on your experience, we will develop some criteria that make for a good oral exam and identify the different parts played by examiner and examinee. This will be rounded off by some advice on how to keep assessment transparent and fair.

Subsequently, trained actors will help us simulate exam situations as realistically as possible. There will be intensive feedback rounds (supplemented, if needed, by video analysis) which will help us identify and overcome potential problems.

METHODS:
Presentation, group work, classroom discussion, simulations of exams, feedback and performance analysis

PLEASE NOTE:
Participants who complete all of HD 20 will receive 8 AE.

DATE & TIME:
Thu 8 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
18 Jan 2018

TRAINER:
Prof Dr Karl Friedrich Siburg

MAX. GROUP SIZE:
12
HD 21 HOW TO GIVE FEEDBACK IN EXAM CONTEXTS IN A WAY THAT PROMOTES GOOD LEARNING

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will discuss observation and marking schemes for different classroom situations (oral presentation, term paper etc.). They will learn about the factors that influence observation and assessment, reflect on different forms of giving feedback (by teacher and peers, written and oral) and be familiar with different conceptualisations and functions of feedback. They will think about how feedback can be systematically and coherently integrated into a course and will learn how to provide feedback in a way that promotes student learning and development.

CONTENT:
The giving of feedback, generally and especially in the context of exams, is one of the most effective means for promoting student learning and development. However, feedback does not produce enhanced performance necessarily and automatically. Empirical research rather shows that after feedback, students’ motivation and performance often also decreases. This means that a couple of important points have to be observed for giving feedback and integrating it effectively into courses when teachers want to actively support students’ learning. After discussing observation and marking schemes for different exam contexts, participants will reflect on how feedback can be integrated into courses so as to promote good learning and will look into the psychological aspects of communicating feedback constructively. Participants are invited to bring their own observation and marking schemes to class – these can then be discussed together with the group.

METHODS:
Theoretical input, individual work, work in small groups, classroom discussions

PLEASE NOTE:
Participants who complete all of HD 21 will receive 12 AE.

DATES & TIMES:
Thu 16 Nov 2017, 3pm-6pm
Fri 17 Nov 2017, 8.30am-4.30pm

REGISTRATION DEADLINE:
26 Oct 2017

MAX. GROUP SIZE:
12

TRAINER:
Dr Andreas Müller
HD 22 HOW TO KEEP EXAMS AT A HIGH STANDARD AND ASSESSMENT FAIR

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will be introduced to the criteria that make for a good exam and to ways of ensuring that examining is kept at a high quality. They will be introduced to methods of assessment and will check whether these can be used in their own disciplines. They will discuss their experiences with granting compensation for handicapped examinees and how such can be organised.

CONTENT:
In this workshop, participants will be made familiar with the criteria that make for a good exam. They will examine how these have been or can be applied to their own subjects and disciplines, before discussing the results with the other participants in class. The question is: which aspects can be adapted and how can this be done? In addition, the trainer will tell participants about his experiences with different methods of assessment. Participants will again reflect on which of these can be adapted to their needs. Potential forms of compensation for handicapped examinees will also be discussed. Participants will develop criteria for how to guarantee compensation in a legal and effective way in their respective fields. Participants are invited to bring the details (level of difficulty, assessment grid etc.) and the results of a problematic exam to the course. If they have got evaluation results, these may also be brought.

METHODS:
Trainer input, individual work, classroom discussion

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

DATE & TIME:
Fri 4 May 2018, 9am-5pm

REGISTRATION DEADLINE:
13 Apr 2018

TRAINER:
Dr Andreas Burger

MAX. GROUP SIZE:
15
HD 23 THE LEARNING PORTFOLIO – A MEANS FOR REFLECTION AND AN ALTERNATIVE FORM OF ASSESSMENT

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will be able to...
- distinguish between different forms of portfolios;
- create a learning environment that promotes good portfolio work;
- actively promote their students’ reflection skills;
- adapt the standards of conventional testing to fit the portfolio;
- formulate standards and skills-related criteria for their portfolio tasks;
- devise portfolio scenarios for their own teaching.

CONTENT:
In teaching, the portfolio has become an accepted tool for reflection and promoting learning processes. In addition, it can be used as an alternative form of assessment. In this case, it is essential for teachers to formulate their expectations clearly, informing students about the uses of the portfolio and the details of its subsequent marking. This workshop serves as an introduction to the different forms and functions of portfolio work. Participants will discuss concrete uses of the learning portfolio in university teaching and develop possible criteria for its evaluation. Each participant will develop a concrete portfolio guideline for one of his/her courses.

METHODS:
Trainer input, individual work and reflection periods, group discussions

PLEASE NOTE:
Participants who complete all of HD 23 will receive 8 AE.

DATE & TIME:
Thu 5 Apr 2018, 10am-6pm

REGISTRATION DEADLINE:
15 Mar 2018

TRAINER:
Vasili Bachtsevanidis

MAX. GROUP SIZE:
12
HD 24 INTENSIVE WORKSHOP ON HOW TO DESIGN AND EVALUATE EXAM QUESTIONS IN LINE WITH CURRENT DIDACTIC THEORIES

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will reflect on their previous practice as examiners, especially in view of the principles of how to conduct skills-based exams at university level, and will develop their exams in line with current theory, the expected learning outcome and the context set by the exam evaluation method chosen.

CONTENT:
In this workshop, participants will theoretically reflect and practically work on the questions they use when examining. After some trainer input on skills orientation in exam design and the principle of constructive alignment, participants will look into the prospective learning outcomes of their teaching and how their exam practice is related to these. Together with the other participants and the trainer, they will reflect on their previous practice as examiners from the angle of current theories of university teaching. In the second part of the workshop, they will take a detailed look at their own exam questions and the standards they apply for marking and evaluating. During these workshop tasks, the trainer support and guide you along. Please bring your module descriptions, exam questions, evaluation grids and theoretical texts about how to examine at university level (that you have or have not yet read) to the course!

METHODS:
Work in small groups, trainer input, workshop tasks, presentation, feedback

PLEASE NOTE:
Participants who complete all of HD 24 will receive 8 AE.

DATE & TIME:
Thu 12 Jul 2018, 8.30am-4pm

REGISTRATION DEADLINE:
21 Jun 2018

TRAINER:
Prof Dr Dr Oliver Reis

MAX. GROUP SIZE:
16
HD 25 RUB'S COURSE EVALUATION – HOW TO USE AND MODIFY THE QUESTIONNAIRES EFFECTIVELY

TARGET GROUP:
University teachers

OBJECTIVES:
- understanding the questionnaires
- understanding the result reports
- examining your faculty’s questionnaires
- adding questions for special teaching formats

CONTENT:
RUB’s course evaluation is meant to provide teachers with constructive feedback on their classes, especially on whether the aims of teaching have been reached and if and how their teaching can be improved. Yet some of the questions on the evaluation questionnaire, at first sight, do not seem to make perfect sense or fit the actual course you teach. In this short workshop, you will learn to examine the existing questions and questionnaires provided by UKL, our university’s central teaching commission, or your faculty. You will learn how to design your own questions, and how to make them fit your own teaching formats. This involves, among other things, the design of different question types and the formulation of questions and response options. Following the course, you will be able to suggest alterations to the existing questionnaires or the introduction of additional questionnaires to the evaluation committee of your faculty. This workshop-like training is especially for teachers who have little or no experience in designing questionnaires. Together and in exchange with colleagues from other disciplines you will develop your own questions. RUB’s evaluation expert and a member of ZfW will lend their support and guide you along.

METHODS:
Theoretical input, practical exercises, work in small groups, discussions

PLEASE NOTE:
Participants who complete all of HD 25 will receive 4 AE.
**HD 26 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 26 will receive 4 AE.

**DATE & TIME:**
Tue 19 Jun 2018, 2pm-6pm

**REGISTRATION DEADLINE:**
29 May 2018

**TRAINERS:**
Bettina Hahn, Anne Krüger

**MAX. GROUP SIZE:**
12
HD 27 SUPERVISING WRITTEN STUDENT WORK

TARGET GROUP:
University teachers

OBJECTIVES:
Participants will develop a clear idea about their notion of what supervision involves, will compose a guideline that sets out their principles of supervision and the standards of writing they expect (based on the findings of the didactics of writing), will be able to provide feedback and corrections that promote good learning and will develop didactic material that supports their students’ learning.

CONTENT:
In this workshop, participants will develop a guideline that sets out their expectations as well as the support they are willing to give. In so doing they will be introduced to some methods and materials developed by writing research that will help them professionalise their supervision and will let them help their students gradually learn the rule and conventions of academic writing. And they will be able to do all this at a reduced not increased effort. The following questions are among those that will be discussed:

- what are the typical mistakes that can be found in student writing and what are their causes?
- how does learning to write usually develop and how can it be helped or hindered?
- what are the roles and responsibilities of students and of teachers in the supervision relationship?

This also involves the question of what methods and materials have proved to be particularly effective when it comes to teaching students to develop an appropriate research question, to structure their work and give it focus, to use relevant secondary sources and to grapple with and, ultimately, master academic language.

METHODS:
Trainer input, classroom discussion, small group and individual work, simulation of feedback conversations

PLEASE NOTE:
Participants who complete all of HD 27 will receive 16 AE.

DATES & TIMES:
Wed 28 Feb 2018, 9am-4.30pm
Thu 1 Mar 2018, 9am-4.30pm

TRAINER:
Anika Limburg

REGISTRATION DEADLINE:
7 Feb 2018

MAX. GROUP SIZE:
12
HD 28 TOOLS AND TRICKS FOR ORGANISING YOUR CONSULTATION SESSIONS

TARGET GROUP:
University teachers and members of inSTUDIESplus projects

OBJECTIVES:
After this workshop, you will...
- be able to organise your counselling sessions online;
- know how to use the tools provided by RUB to deal more quickly with email inquiries;
- be able to organise your cooperation with your colleagues online.

CONTENT:
- How can I respond to frequently asked questions quickly and simply by email?
- How can I make appointments for my consultation hours online?
- What pre-installed tools may help me to optimise different processes of my working day?
- How can I make editing documents together with my colleagues and students easier?

This short workshop will give you the answers to these questions as well as the opportunity to put some of the newly skills and methods into practice.

PLEASE NOTE:
Participants who complete all of HD 28 will receive 4 AE.

DATE & TIME:
Fri 9 Mar 2018, 1.30pm-5pm

REGISTRATION DEADLINE:
16 Feb 2018

TRAINER:
Stefanie Fürchtenhans

MAX. GROUP SIZE:
12
HD 29 GETTING TO THE POINT – HOW TO DEAL WITH UNCLEAR SITUATIONS IN STUDENT CONSULTATION

TARGET GROUP:
University teachers and those involved in student counselling

OBJECTIVES:
- participants will learn to clarify their concerns quickly in a number of different conversation situations;
- they will become aware of their possibilities and limitations in these situations;
- they will learn to adopt an attitude that motivates students and saves their own resources.

CONTENT:
Students often approach you wishing to discuss the most diverse matter. Frequently this is done in passing, before or after classes, in front of your office door etc., and often their actual concern is not clear from the beginning. And even in your regular consultation hours, there sometimes remains some doubt about what students want you to help them with, what the consultation is about. Sometimes students’ factual questions are overshadowed by their personal problems. In order to be able to deal with these different situations skilfully, teachers will have to adopt a clear and well-structured attitude based on their awareness of their possibilities and limitations in that particular situation. The aim is to conduct the conversations in the most effective and efficient way possible so as to benefit both parties. In this workshop, participants will examine their role in student-teacher conversations, will try out methods of effective consultation, and will learn how to successfully conduct ad-hoc conversations, and to structure and control their counselling interviews.

METHODS:
Trainer input, small group work, discussion of case studies

PLEASE NOTE:
Participants who complete all of HD 29 will receive 8 AE.

DATE & TIME:
Tue 25 Sep 2018, 9am-5pm

REGISTRATION DEADLINE:
3 Sep 2018

TRAINER:
Johannes Ketteler

MAX. GROUP SIZE:
16
HD 30 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.

On the second day of the workshop, trained actors will play the part of your interlocutors in the situations that you have suggested and developed on the first day of the workshop. In small groups, we will simulate conversations, discuss potential problems 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 30 will receive 16 AE.

DATES & TIMES:
Tue 14 Nov 2017, 9am-4.30pm &
Tue 5 Dec 2017, 9am-4.30pm

REGISTRATION DEADLINE:
23 Oct 2017

MAX. GROUP SIZE:
12

TRAINERS:
Marita Kemper, Aleksandra Jablonski
HD 31 STRUCTURED SUPERVISING OF STUDENT PAPERS AND THESSES IN THE ENGINEERING SCIENCES

TARGET GROUP:
University teachers in the engineering sciences

OBJECTIVES:
In this course, participants will...
- compose consultation guidelines;
- develop materials that support students in their 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 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 is why 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 or their work contains many and many 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

PLEASE NOTE:
Participants who complete all of HD 31 will receive 12 AE.

DATES & TIMES:
Wed 25 Oct 2017, 1pm-4pm &
Thu 26 Oct 2017, 10am-5pm
(there is also the possibility to arrange a further reflection meeting)

REGISTRATION DEADLINE:
5 Oct 2017

MAX. GROUP SIZE:
12

TRAINER:
Ulrike Lange
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 DOCUMENTING 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 make use of a number of innovative methods in one of your classes. This may, for instance, involve including forms of practical learning or elements of blended learning in the place of or next to traditional ways of teaching and learning. Apart from that, student feedback 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. In this teaching profile, 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 will help you with the planning and carrying out of either option.

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

TARGET GROUP:
University teachers

CONTENT:
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 inSTUDIESplus programme, there is also the opportunity to take part in target-group-specific meetings in which ideas and experiences can be exchanged. Please contact stefanie.fuechtenhans@rub.de for more information.

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.

Are you looking for a short introduction to the e-learning tools at RUB or an offer in writing/composition? You will find something about that on the following pages too.
THE RUB WRITING CENTRE

RUB’s Writing Centre offers support and (short) workshops for individual teachers and whole groups (such as chairs, departments or faculties) on the following topics:

- 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;

etc.

We can also take part in one of your courses, maybe in tandem with you, and carry out small units on academic writing, on writing as a learning tool or introduce students to the services of the Writing Centre.

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

INFORMATION:
Maike Wiethoff
phone: 0234.32.25104
schreibzentrum@rub.de
SHORT INTRODUCTIONS TO RUB’S E-LEARNING TOOLS

RUB offers numerous possibilities to integrate e-learning usefully into teaching. To give you a better start, we regularly offer short introductions to the free e-learning tools available at RUB, their functions and uses and how to work with them. These courses are aimed at teachers, administrative staff, student assistants and tutors. We can also arrange extra introductions for bigger groups.

MOODLE: INTRODUCTION
This course introduces participants to the basic functions of Moodle. Simulating a practical Moodle teaching course, we will explain the general set-up options, how to supply and manage documents, how to use communication tools effectively, and how to develop tasks that can be evaluated automatically.

MOODLE: TESTS AND TASKS
Simulating a practical Moodle teaching course, participants will acquire advanced skills, especially in using the assessment tools provided by Moodle, such as tests and tasks, as well as in marking posts and forum contributions. A special focus will be placed on working with tests for automatic evaluation and the different task and question types available. Apart from that, the various ways of using the marks management function will be explained.

MOODLE: COLLABORATIVE TOOLS
This course places a focus on the use of Moodle’s communication and collaboration tools. These include in particular wikis, blogs, journals and glossaries. Apart from that, the course will deal with collective work in chat rooms as well as how to maintain a database. Darüber hinaus wird die gemeinsame Arbeit in einem Chatraum sowie die Pflege einer Datenbank thematisiert. Simulating a practical Moodle teaching course, participants will receive a good insight into the uses of diverse collaborative functions.

H5P: INTERACTIVE CONTENT MANAGEMENT IN MOODLE
This course introduces participants to the Moodle’s H5P function, with which interactive content can be managed and used quickly and easily. Such content may range from simple links, flashcards and test questions to interactive videos and multimedia teaching units. Currently H5P offers more than 20 different content management functions that can be quickly configured and used in Moodle.

LEARNING PLAYFULLY: GAME ELEMENTS IN MOODLE
This course will deal with the question of how to integrate playful elements (such as progress bars, performance-related release mechanisms, level up, high-score lists, prizes) in a useful and interesting way in a teaching course. The various possibilities and functions of these tools will be illustrated in example scenarios.
COPYRIGHT QUESTIONS IN TEACHING
In a course named ‘What's Legal and Why?’, you will learn about the copyright questions to be considered for e-learning classes. Participants will be introduced to copyright questions relevant to university teaching and will discuss a number of concrete examples. The current situation under §52a UrhG will also be discussed.

USING THE MAHARA E-PORTFOLIO TOOL
This course introduces participants to the basic functions of the Mahara e-portfolio software. In addition, participants will discuss how the tool can be embedded in the course design and used in concrete teaching scenarios.

ONLINE SESSIONS: CONDUCTING WEB CONFERENCES WITH ADOBE CONNECT
Adobe Connect offers online meeting rooms featuring video, audio and text chat functions, the parallel use and editing of documents, screen sharing and a whiteboard. This means that with only little technical effort online conferences or seminars can be held. This course introduces participants to the various functions of Adobe Connect and shows how it can be used as part of university teaching. The course will be held online.

WIKI: INTRODUCTION
In this course, participants will be introduced to RUB’s wiki tools, their functions and uses and how to work with them. In addition, participants will learn how to integrate wikis into their teaching in a didactically effective way.

E-BOARDS: HOW DO THEY WORK, WHAT DIDACTIC POTENTIAL DO THEY HOLD?
In this course, participants will be introduced to the e-boards used at RUB and how to operate them. They will receive suggestions on how to integrate interactive whiteboards into their teaching. We can also arrange extra introductions for bigger groups.

Please note: for each short introduction they attend, participants will receive 2 AE within the Expansion Module of the university’s didactic qualification programme. A precondition for receiving the AE is that they have attended at least two introductions (i.e. have acquired at least 4 AE). These short introductions can be taken up to a maximum of 8 AE as part of the Expansion Module.

You will find the course dates and info on how to register at:
→ www.rubel.rub.de/kurzeinfuehrungen
LEHRE LADEN – THE DOWNLOAD CENTRE FOR INSPIRED TEACHING

TARGET GROUP:
University teachers

CONTENT:
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 topics that are familiar to you from your 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 ZfW, will give you the chance to delve even more deeply into the subjects. We wish you inspirational insights into the possibilities of teaching!

Your ZfW 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 & REGISTRATION:
please register by phone or e-mail with
Kristina Müller
phone: 0234.32.22141
kristina.mueller@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 USE A TEACHING PORTFOLIO FOR APPLICATIONS

TARGET GROUP:
University teachers

CONTENT:
A teaching portfolio serves a number of purposes. Apart from it use for developing the quality of your teaching (see Advanced Module), it can also help you compose a documentation of your teaching practice which may serve you well when applying for teaching positions. In such a portfolio you will describe and critically reflect on selected examples from your classroom practice, and will thus testify to your teaching excellence. In this offer, you will be coached on how to assemble a strong portfolio and use it in applications procedures by...

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

In addition, you will develop your own individual toolkit for flexible portfolio adjustments for different target readers and will thus possess an effective strategy for documenting your 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:
please register by phone or e-mail with Kristina Müller
phone: 0234.32.22141
kristina.mueller@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.

TRAINER:
Dr Birgit Szczyrba
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.

Participation is confidential and free of charge.

DATES & TIMES:
can be arranged individually

MAX. GROUP SIZE:
the number of places is limited.

CONTACT:
Dr Martina Schmohr
phone: 0234.32.28850
martina.schmohr@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 Jablonski
phone: 0234.32.27484
lemento@rub.de
www.uv.rub.de/ifb/lemento
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.

Contact:
Julia Knoch
phone: 0234.32.26423
julia.knoch@rub.de
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:

Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
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 16 Mar 2018, 9.30am-12.30pm

REGISTRATION DEADLINE:
23 Feb 2018

TRAINER:
Dr Kai-Uwe Loser

MAX. GROUP SIZE:
17
ÜK 2 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 19 Jan 2018, 1pm-5.30pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Dr Kai-Uwe Loser

MAX. GROUP SIZE:
17
ÜK 3 HOW TO TAKE TIME FOR YOURSELF – AND REGAIN ENERGY FOR FAMILY, WORK AND RESEARCH

TARGET GROUP:
All RUB staff with children (born or unborn) are welcome

OBJECTIVES:
- taking stock of your personal work-life balance (where am I?)
- reflecting on your needs and wishes (where do I want to go?)
- learning about methods for managing, time, stress and self (how will I get there?)
- activating your personal resources and your environment (what/who will help me get there?)
- promoting the exchange of ideas between parents, learning from each other

CONTENT:
Parents often seem to need more than 24 hours for their day as they are hurrying between conference and child care, home office and homework centre. Despite RUB’s family-friendliness this remains a daily challenge. This often goes at the expense of parents getting enough rest and caring for themselves. Good self-management and a mindful consideration of one’s own wishes and powers may help counteract such tendencies and thus reduce stress. In this seminar, you will be given numerous tips on how to retrieve energy and relaxation, and how to put these tips into practice in everyday life. This day is going to recharge your batteries and provide you with new insights. Topics will include:
- work-life balance: what are my tasks, roles and expectations in family and work life?
- taking time for yourself: how to integrate time for you and your self-care into your daily schedule
- how to use breaks and periods of transition: work – family – on the road
- check on your resources: what do I need, where do I find it, what do I already have?
- introduction to relaxation techniques and some ideas about integrating relaxation into everyday life

METHODS:
Presentation, teacher-led classroom discussion, self-reflection, (small) group work, relaxation exercises

DATE & TIME:
Wed 29 Nov 2017, 9am-3pm

REGISTRATION DEADLINE:
8 Nov 2017

TRAINER:
Nils Seiler

MAX. GROUP SIZE:
12
ÜK 4 THE DIGITAL OFFICE – WORK METHODS IN THE DIGITAL AGE

TARGET GROUP:
All RUB staff members

OBJECTIVES:
In this seminar, you will...
... learn about strategies for dealing with digital information in modern office work;
... receive some suggestions on how to optimise workflow and procedures in modern office work;
... gain an overview of digital and visual tools;
... be introduced to methods of time management and priority setting.

CONTENT:
Many fields of work have been affected by increasing digitalisation – and your own office is no exception here. In this course, you will be given an overview of the possibilities and potential advantages of such a development, and will, at the same time, learn to confront the challenges posed by it. You will learn how to organise and process the flood of digital information in a professional way – which, ultimately, also means getting rid of the superfluous bits. The seminar will introduce you to the most common digital tools like OneNote, SharePoint or Outlook and will help you decide whether these may hold the potential to make your daily work easier. This is how you will succeed in making use of the technological advantages of modern office life in the best possible way.

METHODS:
Presentation of tools and strategies, group work and discussion of the participants’ own challenges and concerns brought form their work practice.

DATES & TIMES:
Tue 17 Oct 2017, 10am-4.30pm &
Thu 26 Oct 2017, 9am-4pm &
Thu 2 Nov 2017, 10am-2pm &
Thu 9 Nov 2017, 9am-4pm

REGISTRATION DEADLINE:
26 Sep 2017

MAX. GROUP SIZE:
12

TRAINER:
Christa Beckers
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 15 Feb 2018, 10.30am-12pm
ÜK 5_2: Thu 21 Jun 2018, 10.30am-12pm
ÜK 5_3: Thu 27 Sep 2018, 10.30am-12pm

TOUR GUIDE:
Sascha vom Brocke

REGISTRATION DEADLINES:
ÜK 5_1: 25 Jan 2018
ÜK 5_2: 31 May 2018
ÜK 5_3: 6 Sep 2018

MAX. GROUP SIZE:
10
ÜK 6 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 typical cases of dilemma (at universities)
- How do I behave (with colleagues) when noticing suspicious signs?

DATE & TIME:
Tue 20 Feb 2018, 10am-1pm

REGISTRATION DEADLINE:
30 Jan 2018

TRAINER:
Franz-Josef Meuter

MAX. GROUP SIZE:
20
ÜK 7 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 & Fri 22 & 23 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
1 Feb 2018

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
12
ÜK 8 HOW TO WRITE LETTERS AND EMAILS (IN GERMAN)

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Participants will be put into a position to evaluate whether letters and emails are written in a way that suits their particular purpose and potential readership in terms of their complexity and clarity, and they will be shown how to revise and improve them if needed. A number of practical exercises will give them more confidence in formulating their correspondence.

CONTENT:
It is inevitable that, while writing a text, you will reflect on how to formulate your ideas, especially in the context of work and when composing letters and emails: will the reader understand what you want them to understand? This does not only apply to questions of picking the right words or structuring a sentence, but also to how to get across a train of thought and what mode of address to choose. In this seminar, we will look at some basic rules of composing correspondence. Feel free to bring examples from your daily work life!

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

DATE & TIME:
Wed 21 Feb 2018, 9.30am-4pm

REGISTRATION DEADLINE:
31 Jan 2018

TRAINER:
Dr Ulrike Pospiech

MAX. GROUP SIZE:
12
ÜK 9 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:
Wed 21 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
31 Jan 2018

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
12
ÜK 10 HOW YOUR VOICE, BODY LANGUAGE, AND RESILIENCE MAY HELP YOU MAKE EVERYDAY WORK A SUCCESS

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

CONTENT:
This seminar is about optimising your authentic, powerful speaking skills. Experience shows that in conversations at work, presentations and lectures, apart from a sound rhetorical concept, so-called soft skills are of the essence. Speaking authentically and convincingly means achieving congruence of content, voice and body language. In this two-day seminar, participants will be introduced to the techniques and skills that will help them reach and convince their audience with ease. There will be tips and advice on how to use one’s personal voice as an expression of one’s personality and how to recognise and develop one’s vocal strengths. At the same time, participants will be shown how to optimise and adequately use their body language. They will also be shown how to become aware of the body language of others and how to react adequately to those signals.

Another important topic of the seminar is how to develop strategies for dealing in a more relaxed way with the pressures of daily information overkill, as well with resentment and humiliation, by employing resilience techniques.

The voice: breathing techniques, increasing your vocal volume; articulation, leading the voice, prosody, speech pause behaviour. Body language: facial expression, gestures, posture, movement, overall impression. Resilience: growing a thick skin. The overall aim of the seminar is show participants how to communicate authentically and skilfully, how to get their messages across in a convincing and exciting way, and yet how to cope with the challenges of daily work in a more relaxed manner.

DATES & TIMES:
Thu & Fri 19 & 20 Oct 2017, 9am-4.30pm

REGISTRATION DEADLINE:
28 Sep 2017

TRAINER:
Kriszti Kiss

MAX. GROUP SIZE:
12
ÜK 11 CIVIC COURAGE

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?

DATES & TIMES:
ÜK 11_1: Thu 14 Dec 2017, 9am-1pm
ÜK 11_2: Wed 28 Feb 2018, 9am-1pm

TRAINERS:
Staff of muTiger foundation

REGISTRATION DEADLINE:
ÜK 11_1: 23 Nov 2017
ÜK 11_2: 7 Feb 2018

MAX. GROUP SIZE:
16
ÜK 12 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 12_1: Wed 15 Nov 2017, 9am-1pm
ÜK 12_2: Tue 6 Mar 2018, 9am-1pm

REGISTRATION DEADLINE:
ÜK 12_1: 25 Oct 2017
ÜK 12_2: 13 Feb 2018

TRAINER:
Bärbel Solf / Polizeipräsidium Bochum

MAX. GROUP SIZE:
20
ÜK 13 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 of the legal aspects regarding your change of status?

DATES & TIMES:
Mon & Tue 19 & 20 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
29 Jan 2018

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
12
ÜK 14 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:
- How to combine care and work commitments
- Legal aspects (nursing care insurance, guardianship law)
- How to organise care and support
- Care and support services in Bochum;
- The psychosocial aspects of caring for family members.

DATE & TIME:
Fri 1 Dec 2017, 10am-1pm

REGISTRATION DEADLINE:
10 Nov 2017

TRAINER:
Anna Wischnewski

MAX. GROUP SIZE:
15
**ÜK 15 PATIENT CARE PACKAGES – WHAT DO I NEED ONE FOR?**

**TARGET GROUP:**
All RUB staff members

**OBJECTIVES:**
Upon completion you will have...
... reflected on and developed your views of how to cope with personal crises and of how you wish to be medically treated;
... compiled a care package that documents your wishes and can be used in case of an emergency.

**CONTENT:**
We may all find ourselves in a position in which we can no longer deal with important matters in our lives – be it due to an accident, an illness, an impairment or losing our mental powers in old age. And this may particularly apply to the problem of using medical care. Having a personal care package in place that safeguards your personal wishes may be very helpful here. In this seminar, you will be introduced to what a ‘living will’ and ‘power of attorney’ are and can do for you, and will draw up such documents in keeping with legal regulations and your personal situation. Composing the documents, we will take great care to make sure that they are recognised in the case of need.

**DATES & TIMES:**
Wed 8 & 15 & 22 Nov 2017, 10am-12pm

**REGISTRATION DEADLINE:**
18 Oct 2017

**TRAINER:**
Anna Wischnewski

**MAX. GROUP SIZE:**
15
COUNSELLING FOR THOSE INVOLVED IN CARE WORK

CONTENT:
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 COUNSELLING OFFERS 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.
FACTS AND FIGURES – BUDGETING AND ACCOUNTING IN THE UNIVERSITY

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 16 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 16_1: Wed 11 Oct 2017, 9am-12pm
ÜK 16_2: Wed 7 Mar 2018, 9am-12pm

REGISTRATION DEADLINE:
ÜK 16_1: 10 Sep 2017
ÜK 16_2: 14 Feb 2018

TRAINER:
Thorsten Kroeger

MAX. GROUP SIZE:
15
ÜK 17 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:
- The 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 – Understanding and Using the University Budgeting Tool” (ÜK 18).

PREREQUISITES:
No prior experience in accounting is necessary.

DATE & TIME:
Tue 27 Feb 2018, 9am-1pm

REGISTRATION DEADLINE:
6 Feb 2018

TRAINER:
staff from Dezernat 4

MAX. GROUP SIZE:
15
ÜK 18 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, for accessing and working 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 presettings 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 – How Does It Work?” (ÜK 17).

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

DATE & TIME:
Fri 10 Nov 2017, 9am-12pm

REGISTRATION DEADLINE:
29 Oct 2017

TRAINER:
Tanja Wittke

MAX. GROUP SIZE:
12
ÜK 19 EASIER THAN EXPECTED – TAX LAW AND UNIVERSITY BUDGET MANAGEMENT

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

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?
ÜK 20 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:
Mon 20 Nov 2017, 9am-12pm

REGISTRATION DEADLINE:
30 Oct 2017

TRAINER:
Sebastian Hillemann

MAX. GROUP SIZE:
20
**ÜK 21 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 raised their standards for 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.

Some of the issues dealt with include:
- 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 servicesprocured?
- 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 21_1: Tue 28 Nov 2017, 9am-1pm
ÜK 21_2: Fri 13 Apr 2018, 9am-1pm

**TRAINERS:**
Anna Janzing, Johannes Rosin

**REGISTRATION DEADLINE:**
ÜK 21_1: 7 Nov 2017
ÜK 21_2: 23 Mar 2018

**MAX. GROUP SIZE:**
12
ÜK 22 DFG ACCOUNTING PROCEDURES

TARGET GROUP:
All RUB staff members

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:
Fri 2 Mar 2018, 10am-1pm

REGISTRATION DEADLINE:
9 Feb 2018

TRAINER:
Dennis Grimm

MAX. GROUP SIZE:
40
ÜK 23 HOW TO CHECK FUNDS SPENDING

TARGET GROUP:
All RUB staff members

CONTENT:
Allocated money has to be spent in keeping with the purpose and aims defined prior to allocation. Checking the rightfulness of the payments is an important part of this. These checks are meant to make sure that funding has been used effectively and to identify whether the purpose of the funding has been achieved. With the help of such checks the potential success of a funded project can be monitored and it can be found out whether the intended aims haven been accomplished. The everyday practical work of checking funds spending brings to light various questions and complex problems which can be addressed only through a structured approach to funds monitoring.

This seminar introduces participants to the legal and practical backgrounds of funds monitoring and, drawing on practical examples, will provide them with a system for checking funds spending. The aim is to provide participants with expert knowledge so as to enable them to carry out such checks efficiently and with legal certainty. The focus will be on topics like:

- the legal basis for funds monitoring;
- checking the report and the accounts;
- documents list, documents check;
- random testing;
- using check marks;
- special problem cases;
- funds monitoring with EU-co-funded projects;
- monitoring results;
- claiming refunds (withdrawal, recoveries, interest).

DATES & TIMES:
Mon & Tue 29 & 30 Jan 2018, 9am-5pm

TRAINERS:
Paul Köhler

REGISTRATION DEADLINE:
8 Jan 2018

MAX GROUP SIZE:
15
ÜK 24 AN INTRODUCTION TO CONTROLLING

TARGET GROUP:
All RUB staff, especially those responsible for managing projects

OBJECTIVES:
- understanding how political-administrative systems work;
- recognising the possibilities and limitations of controlling in the public sector;
- recognising the need to adapt the tools of controlling to the particular conditions of the public sector;
- understanding how some selected tools of controlling work.

CONTENT:
- the legal basis for public-sector controlling;
- result management as a focal point of a controlling process;
- the tools of financial controlling
  - budget accounting
  - cost-benefit accounting
  - variable costing methods
  - capital budgeting methods
- the tools of results-oriented controlling
  - benchmarking systems
  - balanced scorecard
- reporting and aggregating the information sourced by controlling
  - control and information analysis
  - ways of structuring reports

DATES & TIMES:
Thu & Fri 8 & 9 Mar 2018, 9am-4.30pm

REGISTRATION DEADLINE:
16 Feb 2018

TRAINER:
Dr Christian Müller-Elmau

MAX. GROUP SIZE:
15
COURSES OFFERED IN COOPERATION WITH THE DEPARTMENT OF WORK SAFETY AND ENVIRONMENTAL PROTECTION

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:

Silvia Markard
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Department of Organisational and Staff Development
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silvia.markard@uv.rub.de

Christian Marzin
Stabsstelle Arbeitssicherheit und Umweltschutz /
Department of Work Safety and Environmental Protection
phone: 0234.32.25787
christian.marzin@uv.rub.de
ÜK 25 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
- The 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

DATE & TIME:
Mon 9 Apr 2018, 9am-4pm

REGISTRATION DEADLINE:
19 Mar 2018

TRAINER:
Thomas Zaremba

MAX. GROUP SIZE:
10
ÜK 26 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

DATE & TIME:
Thu 22 Feb 2018, 9am-4pm

REGISTRATION DEADLINE:
1 Feb 2018

TRAINER:
Alex König

MAX. GROUP SIZE:
10
ÜK 27 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, GUV I 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
- The safe handling of ladders and mobile scaffolds; risk assessment (BGI 694, BGI 663, TRBS 2121, BGI 5189, ASR A1.8)
- The handling of damaged ladders; testing and repairing

DATE & TIME:
Tue 5 Dec 2017, 9am-4pm

REGISTRATION DEADLINE:
14 Nov 2017

TRAINER:
Uwe Holicka

MAX. GROUP SIZE:
30
ÜK 28 SECURING LOADS (IN ACCORDANCE WITH VDI 2700A)

TARGET GROUP:
All RUB staff that handle and carry loads

OBJECTIVES:
You will be made familiar with the right ways to secure loads and will learn to act in accordance with legal regulations.

CONTENT:
- The legal basics of load securing
- The physical basics of load securing
- The current versions of VDI guidelines and DIN EN norms
- Methods of load securing
- Planning and carrying out load securing
- Identifying the preload force
- Confirmation through test drives
- Tools and aids for load securing
- Identifying and evaluating tipping hazards

DATE & TIME:
Mon 22 Jan 2018, 9am-4pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Benjamin Seifert

MAX. GROUP SIZE:
15
ÜK 29 DAMARIS FOR USERS WHO HAVE THE RIGHT TO READ AND WRITE

TARGET GROUP:
All RUB staff that have the right to read and write in DaMaRIS

OBJECTIVES:
DaMaRIS provides you with an effective and simple means to keep a hazardous substances register, compose operating instructions and use your stock of chemicals efficiently (through the substance exchange). This workshop will take place in the DaMaRIS environment, and will thus be limited to 12 participants, who will all need to have registered with the system before.

The workshop will focus on the following topics:
- Introduction to DaMaRIS
- Different user rights in DaMaRIS and their functions
- Room management
- Substance search and adding new substances/mixtures
- Composing instructions
- Creating labels
- Using the substance exchange
- How does the module KMR-Meldung work?

PLEASE NOTE:
If you wish to apply for access to DaMaRIS, you will find a registration form on the website of RUB’s department for work safety and environmental protection.

DATE & TIME:
Wed 28 Mar 2018, 10am-12pm

REGISTRATION DEADLINE:
7 Mar 2018

TRAINER:
Dr Anna Stahr

MAX. GROUP SIZE:
12
ÜK 30 DAMARIS FOR GROUP ADMINISTRATORS

TARGET GROUP:
All RUB staff that have the rights of group administrator in DaMaRIS

OBJECTIVES:
DaMaRIS provides you with an effective and simple means to keep a hazardous substances register, compose operating instructions, use your stock of chemicals efficiently (through the substance exchange), and administering your work group. This workshop will take place in the DaMaRIS environment, and will thus be limited to 12 participants, who will all need to have registered with the system before.

The workshop will focus on the following topics:
- Introduction to DaMaRIS
- Different user rights in DaMaRIS and their functions
- Room management and how to create new rooms
- How to create new users
- Substance search and adding new substances/mixtures
- Composing instructions
- Creating labels
- Using the substance exchange
- How does the module 
  *KMR-Meldung* work?
- Searching your hazardous substance register and reading the results
- Administering a work group
- Administering symbols and companies

PLEASE NOTE:
If you wish to apply for access to DaMaRIS, you will find a registration form on the website of RUB’s department for work safety and environmental protection.

DATE & TIME:
Wed 22 Nov 2017, 10am-12pm

REGISTRATION DEADLINE:
27 Oct 2017

TRAINER:
Dr Anna Stahr

MAX. GROUP SIZE:
12
JOIN YOUR COLLEAGUES IN DIALOGUE – FOSTERING EXCHANGE AND CONNECTION BETWEEN STAFF FROM SIMILAR FIELDS OF WORK

*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 18 Oct 2017, 10am-12pm

REGISTRATION DEADLINE:
27 Sep 2017

ORGANISATION:
Kerstin Tepper

MAX. GROUP SIZE:
unlimited
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

ORGANISATION:
Tiziana Gillmann, Christine Krämer, Monika Weise

MAX. GROUP SIZE:
unlimited
ÜK 33 WORKING GROUP ‘TECHNICAL ASSISTANTS’

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

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 working group will be newly formed. Please do not hesitate to get in touch if you are interested.

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

**ORGANISATION:**
Silvia Markard

**MAX. GROUP SIZE:**
unlimited
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

ORGANISATION:
Frank Rous

MAX. GROUP SIZE:
unlimited
ÜK 36 WORKING GROUP ‘ONE EMPLOYER, TWO JOBS, MANY 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 15 Nov 2017, 10am-12pm

REGISTRATION DEADLINE:
25 Oct 2017

ORGANISATION:
Silvia Markard

MAX. GROUP SIZE:
unlimited
ÜK 37 MOVING ON UP – WOMEN AT RUB

On 21 March 2018, 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 500 participants in 2017 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 2018.

DATE & TIME:
Wed 21 Mar 2018, 11am-3pm

INFORMATION:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de

REGISTRATION DEADLINE:
31 Jan 2018

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
phone: 0234.32.27948
silvia.markard@uv.rub.de
KOM 1 HOW TO CHAIR SESSIONS

TARGET GROUP:
All RUB staff members

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

CONTENT:
The systematically planned chairing of a session can be a useful method to prevent workshops or meetings from getting out of control, or students in class from being distracted and listless. It activates groups and encourages group members to work together when dealing with new subjects and making decisions. This workshop introduces participants to the fundamentals of how to chair sessions. What techniques are appropriate for what purpose? Which can be used to activate the classroom? What attitude do successful chairs adopt when they confront groups? These are the questions that will be addressed in the first part of our workshop. The second part will deal with disturbance and conflict, which may come up in any classroom. Participants will be introduced to some methods and techniques of intervention that may help avoid or deal with classroom conflicts. After completion of the course, participants will have a sound idea of some chairing methods and will be able to plan independently how to lead a group discussion, how to select the appropriate tools and methods for the discussion, and how to sum up and visualise the results.

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

DATES & TIMES:
Thu 15 Feb 2018, 10am-5pm &
Fri 16 Feb 2018, 10am-3pm

REGISTRATION DEADLINE:
26 Jan 2018

MAX. GROUP SIZE:
12

TRAINER:
Jörg Heeren
KOM 2 LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR JUNIOR STAFF

TARGET GROUP:
All RUB junior staff members who have not yet taken part in a performance review training

OBJECTIVES:
In this performance review training, you will...
■ learn what performance reviewing at RUB is about;
■ learn how to take an active role in your interview;
■ receive answers to all the questions you may have about performance reviews.

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.

METHODS:
Short presentations, classroom discussions, individual feedback

DATES & TIMES:
KOM 2_1: Mon 27 Nov 2017, 9am-1pm
KOM 2_2: Thu 17 May 2018, 9am-1pm

REGISTRATION DEADLINES:
KOM 2_1: 6 Nov 2017
KOM 2_2: 26 Apr 2018

MAX. GROUP SIZE:
12

TRAINER:
Haimo Hurlin
KOM 3 LISTENING TO EACH OTHER, OR: THE PERFORMANCE REVIEW – FOR SENIOR STAFF

TARGET GROUP:
All RUB senior staff members who have not yet taken part in a performance review training

OBJECTIVES:
After completion, participants will have...
- gained clarity about the uses, functions and different forms of performance reviews;
- received some practical guidelines for conducting the review interview;
- received some tips for coping with difficult situations during the interview;
- 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 staff show an increasing interest in performance reviewing and readiness to use its positive effects. This course will give senior staff the opportunity to look into such reviews and their own role in them. In a small group environment it will be possible participants to gain clarity about the tool and to have their individual questions discussed.

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

METHODS:
Short presentations, classroom discussions, individual feedback

DATES & TIMES:
KOM 3_1: Mon 27 Nov 2017, 1.30pm-5.30pm
KOM 3_2: Thu 17 May 2018, 1.30pm-5.30pm

REGISTRATION DEADLINES:
KOM 3_1: 6 Nov 2017
KOM 3_2: 26 Apr 2018

TRAINER:
Haimo Hurlin

MAX. GROUP SIZE:
12
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 8 Dec 2017, 9am-5pm

REGISTRATION DEADLINE:
17 Nov 2017

TRAINER:
Petra Weigand

MAX. GROUP SIZE:
8
KOM 5 NOTHING YOU CAN DO? HOW TO DEAL WITH COMPLICATED 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:
Tue 6 Mar 2018, 2pm-5pm &
Wed 7 Mar 2018, 9am-5pm

TRAINER:
Petra Weigand

REGISTRATION DEADLINE:
13 Feb 2018

MAX. GROUP SIZE:
9
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; (mis)beliefs and mental barriers
▪ 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

DATES & TIMES:
Mon 9 Oct 2017, 1pm-4.30pm
Tue 10 Oct 2017, 9am-4pm

REGISTRATION DEADLINE:
18 Sep 2017

TRAINER:
Annette Blumenschein

MAX. GROUP SIZE:
12
KOM 7 SPEECH IS GOLDEN – HOW TO HOLD EFFECTIVE PRESENTATIONS AND CONVINCE AT WORK

TARGET GROUP:
All RUB staff members

OBJECTIVES:
- Getting to know the basic principles of professional rhetoric, realising the importance and various effects of communication
- Learning to prepare yourself systematically, to structure your talk effectively and to argue convincingly
- Optimising your personal style, becoming aware of how to use your voice and body language effectively
- Practising your skills in speaking freely and receiving feedback on how to develop them further
- Learning how to react self-confidently when encountering questions, objections or disturbances
- Improving your self-management skills, learning techniques that help you confront internal tension and stress

CONTENT:
At work, it is invaluable to be able to speak and act in a way that inspires others. If you are able to speak freely and effectively to a group, you will have no problems making your points clearly and will succeed in convincing and motivating your colleagues. In this seminar, you will acquire some necessary rhetorical background knowledge and will try out and experience the practical effects of various rhetorical strategies. This way you will crucially develop your personal style of communication and will also increase your self-confidence and power to convince others.

METHODS:
Short trainer inputs and thematic stimuli, practical exercises and mock presentations, group discussions, individual and group work

DATES & TIMES:
Thu & Fri 22 & 23 Feb 2018, 9am-5pm

REGISTRATION DEADLINE:
1 Feb 2018

TRAINER:
Tim Krüger

MAX. GROUP SIZE:
16
KOM 8 FAIR PLAY AT WORK

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Fairness and respect at work are the talk of the day – but can these values actually be found in everyday work practice? How do words differ from actions? How can people be made aware of the topic without feeling offended?
This seminar will focus on how to put the necessary and highly helpful values of fairness and respect into daily practice at work. Looking at concrete examples from everyday work life, participants will learn how to identify cases of discrimination, sexualised violence and mobbing, but also how to take first steps to counter such practices. They will reflect on their own roles and possibilities for action, yet also on their limitations and situations in which experts will have to be consulted. The aim is to sensitise people to the topic and to give them some first means to confront the problems.

On the first day of the seminar, we will discuss some of the basics and be made familiar with some first means for intervention. On the second day, participants are invited to bring and discuss some cases from their actual practice, and they will use case studies to develop some suitable strategies for confronting unfair situations by word and deed.

DATES & TIMES:
Wed & Thu 22 Nov & 7 Dec 2017, 9am-4.30pm

REGISTRATION DEADLINE:
2 Nov 2017

TRAINER:
Tanja Bastian

MAX. GROUP SIZE:
12
KOM 9 HOW TO MANAGE AND PRESENT YOURSELF SKILFULLY

TARGET GROUP:
All RUB staff members

OBJECTIVES:
After completion of this seminar, you will...
- know how to present yourself skilfully at work
- have developed your personal skills profile, and will be able to relate it to your aims and needs
- have received some feedback on your personal strengths and on how to improve your self-presentation
- have exercised self-management techniques and will have increased your powers of persuasion

CONTENT:
For developing your performance at work and achieving your professional aims, strategic self-presentation and self-management techniques become more and more important. This seminar will give you the opportunity to have a closer look at your professional skills profile, to develop your ways of presenting yourself, and to prepare for important work situations, such as job interviews.

The seminar will introduce participants to
- the pitfalls and traps of self-presentation at work
- developing their personal aims, strengths, and skills profile
- developing their self-management and self-presentation skills for conversations and interviews
- some advice on how to prepare for important situations at work

METHODS:
Trainer input, individual and group work, role-play, reflection and exchange of ideas

DATE & TIME:
Wed 22 Nov 2017, 9am-5.30pm

REGISTRATION DEADLINE:
2 Nov 2017

TRAINER:
Melanie Völker

MAX. GROUP SIZE:
6
KOM 10 ENCOUNTERING THE ARABIC-ISLAMIC WORLD IN AN INTERCULTURALLY COMPETENT WAY

TARGET GROUP:
All RUB staff members

OBJECTIVES:
Participants will...
- be able to identify and challenge the dominant stereotypes about their own culture and that of ‘others’
- broaden their knowledge about the five pillars of Islam and Islamic ethics
- learn about different styles of communication
- be able to identify the root causes of conflict
- learn to question their own way of communicating and behaving in conflicts

CONTENT:
In the first part of this seminar, we will deal with the main tenets of Islamic belief, paying particular regard to the five pillars of Islam and Islamic ethics. This will involve a discussion about to what extent these belief systems have an impact on the everyday life of Muslims in Germany. We will focus on common values as well as on differences. The second part of this seminar will be about communication. This is relevant as conflicts often derive from poor or failed communication, which again may be largely due to different styles of communicating. In the seminar, we will look into these different styles of communication, will analyse conflicts and ways of behaving in conflicts, and will discuss most of this with reference to concrete examples. In so doing, we will also touch upon the questions of whether and how people in a conflict could have acted differently, and whether and how conflicts can best be prevented before they arise.

METHODS:
Brainstorming, cultural assimilator, critical incidents, role-play, trainer input, group discussion

DATE & TIME:
Wed 31 Jan 2018, 9.30am-4.30pm

REGISTRATION DEADLINE:
10 Jan 2018

TRAINER:
Claudia Preckel

MAX. GROUP SIZE:
12
KOM 11 HOW TO RUN TRAINING COURSES AND WORKSHOPS WITH EASE AND CONFIDENCE

TARGET GROUP:
Technical assistants

OBJECTIVES:
Upon completion, you as a teacher will be able to
- interest participants in a topic
- boost participants’ motivation and increase their active participation
- use behaviour that encourages learning
- plan and structure classes for maximum effect

CONTENT:
The success of training courses and workshops largely depends on the didactic skills of the trainer (apart from their specialist knowledge). Being well prepared, you as a trainer can control the class in a way that creates the best conditions for learning. To achieve this, you will need to know about different methods, strategies for motivation, and types of behaviour that create a learner-friendly atmosphere, to increase classroom attention and make learning possible. In this course, you will be made familiar with what makes a didactically sound class, and you will be given the chance to experiment with your role as a teacher/trainer.

DATES & TIMES:
Wed & Thu 14 & 15 Feb 2018, 9.30am-4pm

TRAINER:
Klaus Hellermann

REGISTRATION DEADLINE:
24 Jan 2018

MAX. GROUP SIZE:
12
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.lsd.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 MORE EFFECTIVELY

TARGET GROUP:
All RUB staff members

CONTENT:
In this course, your skills in Word will be systematically improved. You will be enabled to design documents to suit your own requirements and preferences.

The following topics will be dealt with and illustrated with examples:
- Indentations and margins
- How to use tabs
- Enumeration, numbering and bullet points
- How to work with style templates
- How to create and use tables; how to use tables for calculation
- Headers and footers
- How to work with multiple sections
- How to insert and work with graphics and drawing elements
- How to create print-out forms
- (And, if wished for: how to create on-screen forms: text fields, drop-down lists and check boxes)

PREREQUISITES:
A good grasp of Windows, a basic grasp of Word

DATES & TIMES:
Mon 8 & 15 Jan 2018, 9am-1pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 2 MAIL-MERGING IN WORD

TARGET GROUP:
All RUB staff members

CONTENT:
The mail-merge function in Word allows you to create a batch of personalised letters quickly and easily. However, you will have to define and adjust a number of settings to reach the desired results.

The following topics will be dealt with and illustrated with examples:
- How to produce bulk letters and labels
- How to insert mail-merge and conditional fields
- How to deal with incomplete address records
- How to deal with numbers and dates that have been transferred incorrectly
- How to select recipients

PREREQUISITES:
A good grasp of Windows, a sound grasp of Word

DATE & TIME:
Mon 22 Jan 2018, 9am-1pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 3 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:
- The Excel 2013 work surface
- How to create worksheets and workbooks
- Some specificities of entering text, figures and basic formulas
- How to move, insert and delete elements
- How to format worksheets, rows and columns
- Cell formatting (font type, frames, colours, number formats like currencies, dates, times, percentages etc.)
- How to group worksheets to quickly perform the same tasks on several sheets at the same time
- How to protect cells, sheets and workbooks
- How to use auto-fill options

PREREQUISITES:
Basic knowledge of Windows, how to use a mouse and how to handle windows, files and folders

DATES & TIMES:
EDV 3_1: Mon 16 Oct 2017, 12pm-4pm
EDV 3_2: Tue 20 Feb 2018, 9am-1pm

REGISTRATION DEADLINES:
EDV 3_1: 25 Sep 2017
EDV 3_2: 30 Jan 2018

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz
EDV 4 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.

Some of the topics are:
- How to create 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.
- The IF function
- How to use the function wizard
- The nesting of functions

PREREQUISITES:
A good grasp of Windows and the skills acquired in “Excel I – For Beginners”

DATES & TIMES:
EDV 4_1: Mon 23 Oct 2017, 12pm-4pm
EDV 4_2: Tue 27 Feb 2018, 9am-1pm

REGISTRATION DEADLINES:
EDV 4_1: 2 Oct 2017
EDV 4_2: 6 Feb 2018

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 5 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. As good visualisation also involves the colouring in of particular cell content, we will be looking at that as well.

The following topics will be dealt with and illustrated with examples:
- How to use conditional formatting for automated effects
- How to create sparklines to show trends
- How to use different types of diagrams like bar charts, line charts, pie charts, XY graphs etc.
- How to change and adjust individual chart elements

PREREQUISITES:
A good grasp of Windows and the skills acquired in “Excel I – For Beginners”

DATE & TIME:
Mon 19 Mar 2018, 9am-1pm

REGISTRATION DEADLINE:
7 Feb 2018

TRAINING:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 6 EXCEL IV – LARGE SPREADSHEETS / EXCEL AS DATABASE – PART 1

TARGET GROUP:
All RUB staff members

CONTENT:
After completion of this course, you will be able to deal with and analyse large spreadsheets. This involves adapting the tools provided by Excel to your own requirements and carrying out simple analytical operations. Of course, most of the aspects covered will also help you with smaller spreadsheets.

The following topics will be dealt with and illustrated with examples:

- Useful functions like data mask, freeze window, split window, sorting, search and replace, separating and combining cell content, conditional formatting etc.
- Table functions
- Page setup and print preparation
- Using auto-filtering for data analysis
- 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 6_1: Mon 6 Nov 2017, 12pm-4pm
EDV 6_2: Tue 6 Mar 2018, 9am-1pm

REGISTRATION DEADLINES:
EDV 6_1: 16 Oct 2017
EDV 6_2: 13 Feb 2018

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz
EDV 7 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 topics will be dealt with and illustrated with examples:
- Analysing data by auto-filtering and extended filtering options (the advanced filter)
- 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, adding to calculated fields

PREREQUISITES:
A good grasp of Windows and the skills acquired in “Excel I – For Beginners”. Skills picked up in “Excel II – Formulas and Functions” and “Excel VI – Large Spreadsheets / Excel as Database – Part 1” are also helpful.

DATES & TIMES:
EDV 7_1: Mon 13 Nov 2017, 12pm-4pm
EDV 7_2: Tue 13 Mar 2018, 9am-1pm

REGISTRATION DEADLINES:
EDV 7_1: 23 Oct 2017
EDV 7_2: 20 Feb 2018

MAX. GROUP SIZE:
12

TRAINER:
Marion Schulz
EDV 8 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 several tables

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 20 Mar 2018, 9am-1pm

REGISTRATION DEADLINE:
27 Feb 2018

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 9 POWERPOINT – FOR BEGINNERS

TARGET GROUP:
All RUB staff members

CONTENT:
This course will introduce participants to PowerPoint. They will be enabled to use the program, and the various means it provides for the creation of slides, effectively – no matter whether they wish to create their own or edit an existing presentation.

The following topics will be dealt with and illustrated with examples:
- Getting to know the different views of PowerPoint
- Creating slides (design, layout, placeholders, text fields etc.)
- Using slide master
- Creating tables
- Creating diagrams
- Using SmartArts (e.g. organisation charts)
- Working with shapes like boxes, circles, arrows
- 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:
Mon & Tue 29 Jan, 5 Feb & 13 Feb 2018, 9am-1pm

REGISTRATION DEADLINE:
8 Jan 2018

TRAINER:
Marion Schulz

MAX. GROUP SIZE:
12
EDV 10 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 are 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
- Sharpening images
- Using layers

PREREQUISITES:
Basic skills in Windows

DATES & TIMES:
EDV 10_1: Thu 16 Nov 2017, 9.30am-4.30pm
EDV 10_2: Thu 22 Mar 2018, 9.30am-4.30pm

REGISTRATION DEADLINES:
EDV 10_1: 26 Oct 2017
EDV 10_2: 1 Mar 2018

MAX. GROUP SIZE:
12

TRAINER:
Thomas Bocian
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: Wed 25 Oct 2017, 12pm-4pm
EDV 11_2: Wed 14 Mar 2018, 9am-1pm

REGISTRATION DEADLINES:
EDV 11_1: 4 Oct 2017
EDV 11_2: 21 Feb 2018

TRAINER:
Volkmar Rudolph

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

DATE & TIME:
Wed 21 Jan 2018, 10am-2pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Christa Beckers

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 efficiently 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:**
Wed 7 Feb 2018, 9am-4pm

**REGISTRATION DEADLINE:**
17 Jan 2018

**TRAINER:**
Christa Beckers

**MAX. GROUP SIZE:**
12
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:
Thu 15 Feb 2018, 9am-4pm

TRAINER:
Dirk Bilstein

REGISTRATION DEADLINE:
25 Jan 2018

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:
Thu 1 Mar 2018, 9am-4pm

REGISTRATION DEADLINE:
8 Feb 2018

TRAINER:
Dirk Bilstein

MAX. GROUP SIZE:
12
EDV 16 HOW TO USE SHAREPOINT WITH YOUR TEAM

TARGET GROUP:
All RUB staff members

CONTENT:
SharePoint is a web-based collaboration and document management platform that can be configured to work for internal communication within groups or for external communication between groups. A password-protected space, it allows users to have round-the-clock access to all the relevant data of a group or work team. This course aims to introduce participants to the possibilities of SharePoint 2013 and how it can be usefully run together with Microsoft Office.

The following topics will be addressed:

- Introduction and user interface
- Lists and document libraries
  - Search, sort and filter
  - How to edit documents
  - How to manage predefined lists, how to adjust and edit elements
- How to manage libraries, how to upload and download documents
- Working with the Windows Explorer
- The version management of documents
- Excel import/export
- Recycle bin
- Tasks
  - Setting and allocating tasks
  - Time line
- Calendar
  - Views
  - Setting appointments
- Contacts
- How to participate in discussions/surveys
- How to set up notifications
- How to integrate Microsoft Office with SharePoint
- The limitations of SharePoint

PREREQUISITES:
A very good grasp of Windows

DATE & TIME:
Mon 12 Mar 2018, exact time tba

REGISTRATION DEADLINE:
19 Feb 2018

TRAINER:
Emmanuil Psaralidis

MAX. GROUP SIZE:
12
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.
EDV 18 MANGING 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 make a change!

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:
Wed 7 Mar 2018, 10am-2pm

REGISTRATION DEADLINE:
14 Feb 2018

TRAINER:
Christa Beckers

MAX. GROUP SIZE:
12
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 ten 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.

DATES & TIMES:
SK 1_1: Tue 7 Nov – 19 Dec 2017 & 9 Jan – 6 Feb 2018, 10am-12pm
SK 1_2: Tue 10 Apr – 3 Jul 2018, 10am-12am

REGISTRATION DEADLINES:
SK 1_1: 17 Oct 2017
SK 1_2: 20 Mar 2018

MAX. GROUP SIZE:
20

TRAINER:
Laroussi Bessaidi
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: Wed 8 Nov – 20 Dec 2017 & 10 Jan – 7 Feb 2018, 10am-12pm
SK 2_2: Wed 11 Apr – 27 Jun 2018, 10am-12am

REGISTRATION DEADLINES:
SK 2_1: 18 Oct 2017
SK 2_2: 21 Mar 2018

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: Wed 8 Nov – 20 Dec 2017 & 10 Jan – 7 Feb 2018, 8.30am-10am
SK 3_2: Tue 10 Apr – 3 Jul 2018, 8.30am-10am

REGISTRATION DEADLINES:
SK 3_1: 18 Oct 2017
SK 3_2: 20 Mar 2018

TRAINERS:
Henrike Tönnies (SK 3_1), Laroussi Bessaidi (SK 3_2)

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:
Wed 8 Nov – 20 Dec 2017 & 10 Jan – 7 Feb & 11 Apr – 27 Jun 2018, 10am-12pm

REGISTRATION DEADLINE:
18 Oct 2017

TRAINER:
Henrike Tönnes

MAX. GROUP SIZE:
15
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:
Fri 3 Nov – 22 Dec 2017 & 12 Jan – 26 Jan & 13 Apr – 29 Jun 2018, 
12pm-2pm

REGISTRATION DEADLINE:
13 Oct 2017

TRAINER:
Laroussi Bessaidi

MAX. GROUP SIZE:
15
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:
Fri 3 Nov – 22 Dec 2017 & 12 Jan – 26 Jan & 13 Apr – 29 Jun 2018, 1pm-2.30pm

TRAINER:
Michael Benford

REGISTRATION DEADLINE:
13 Oct 2017

MAX. GROUP SIZE:
15
SK 7 INTENSIVE ENGLISH FOR TECHNICAL ASSISTANTS

TARGET GROUP:
All RUB technical assistants (e.g. in biology, chemistry, medicine) who have a basic grasp of English

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:
Tue-Fri 4-7 Sep 2018, 9am-4.30pm

REGISTRATION DEADLINE:
14 Aug 2018

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
10
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 eight 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: Fri 26 Jan 2018, 10am-2pm; registration deadline: 5 Jan 2018
TRAINER: Dr Natalia Fritsler
**WORKSHOP 8_2: 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_2: Thu 9 Nov 2017, 12pm-4pm; registration deadline: 19 Oct 2017  
**TRAINER:** Henrike Tönnes

**WORKSHOP 8_3: 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_3: Thu 8 Mar & Tue 20 Mar 2018, 12pm-4pm; registration deadline: 15 Feb 2018  
**TRAINER:** Henrike Tönnes
WORKSHOP 8_4: 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_4: Tue 30 Jan & 6 Feb 2018, 12pm-4pm, registration deadline: 9 Jan 2018
TRAINER: Dr Natalie Fritsler

WORKSHOP 8_5: 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_5: Thu 5 Oct 2017, 12pm-4pm; registration deadline: 14 Sep 2017
TRAINER: Henrike Tönnes
WORKSHOP 8_6: 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_6: Fri 10 & 17 Nov 2017, 10am-2pm; registration deadline: 20 Oct 2017
TRAINER: Henrike Tönnes

WORKSHOP 8_7: English for Writing, Working and Dealing with Contracts (B1/B2 and above)
If it is part of your work responsibilities to negotiate, draw up or deal with contracts in English, then this workshop is right for you. With the help of authentic material as examples, you will be given the necessary language tools for coping with such tasks confidently and effectively. The special nature of legal texts makes it indispensable to know about and be able to use the necessary phrases and expressions, the common specific jargon and linguistic particularities in order to express yourself clearly. It is only then that a contract can fulfil its purpose. This workshop will help you get there.
SK 8_7: Thu 18 & 25 Jan & 1 Feb 2018, 10am-2pm; registration deadline: 15 Dec 2017
TRAINER: Dr Natalia Fritsler
SK 8_8 REFRESHER WORKSHOP: A Slow Introduction to Professional English (A2)

You think that, although ages ago you took some English classes, you cannot remember any of it? You feel that in most English classes and workshops the pace is too fast and that you would need more time to get used to the language again? This workshop will make it easy for you to return to it all, offering a relaxed atmosphere and a slow step-by-step procedure that will make you fit for taking part in the other English courses offered.

SK 8_8: Thu 5 & 12 & 19 Oct 2017, 9am-2pm, registration deadline: 14 Sep 2017

TRAINER: Laroussi Bessaidi
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:
Tue-Fri 9-12 Jan 2018, 9am-4.30pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Dr (RUS) Michael Finkelstein

MAX. GROUP SIZE:
8
SK 10 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.

PREQUISITES:
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/ifb/sprachen.

DATES & TIMES:
Tue 7 Nov – 19 Dec 2017 & 9 Jan – 6 Feb & 10 Apr – 3 Jul 2018, 12pm-2pm

REGISTRATION DEADLINE:
7 Oct 2017

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 improving your mobility, fitness and physical strength as well as for attaining stress relief and relaxation. Our course offers are meant as suggestions that may help you find a way to stay fit and healthy while facing the tasks of everyday life.

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 on the following pages 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: Mon 9 Oct – 11 Dec 2017, 4.30pm-5.30pm
GK 1_2: Mon 15 Jan – 19 Mar 2018, 4.30pm-5.30pm
GK 1_3: Mon 9 Apr – 18 Jun 2018, 4.30pm-5.30pm

TRAINER:
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINES:
GK 1_1: 18 Sep 2017
GK 1_2: 15 Dec 2017
GK 1_3: 19 Mar 2018

MAX. GROUP SIZE:
20
GK 2 X-FIT

TARGET GROUP:
All RUB staff members

CONTENT:
X-Fit is a highly intensive and variable fitness programme that works the body as a whole. Based on the performance of functional movements, it includes elements from weight-lifting, gymnastics and athletics. The aim of this course is to increase your general fitness levels and physical performance in sports and everyday life. No big fitness machines will be used, but mainly some small-size equipment and your own body weight. Anyone can join in as the exercises will be scaled and made suitable for all ages and conditions.

PLEASE NOTE:
Please bring sports clothing and shoes. A fee of €15 will be charged.

DATES & TIMES:
Fri 6 Oct – 8 Dec 2017, 5.30pm-6.30pm

TRAINER:
Reha-Zentrum Wirbelwind

REGISTRATION DEADLINE:
15 Sep 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: Thu 12 Oct – 14 Dec 2017, 4pm-5pm
- GK 3_2: Thu 11 Jan – 15 Mar 2018, 4pm-5pm
- GK 3_3: Thu 12 Apr – 28 Jun 2018, 4pm-5pm

REGISTRATION DEADLINES:
- GK 3_1: 21 Sep 2017
- GK 3_2: 15 Dec 2017
- GK 3_3: 22 Mar 2018

TRAINER:
Reha-Zentrum Wirbelwind

MAX. GROUP SIZE:
20
GK 4 MUSICAL LUNCH BREAK – BREATHING, VOICE, RHYTHM

TARGET GROUP:
All RUB staff members

CONTENT:
Are you sometimes running out of breath while working? This course will help you get it back! Using different breathing, speaking and singing exercises as well as rhythmical and choral activities, we will wake your body up and make it fit for confronting new tasks.

PLEASE NOTE:
Please bring comfortable shoes. A fee of €10 will be charged.

DATES & TIMES:
Thu 5 Oct – 19 Oct & 9 Nov – 21 Dec 2017, 12.30pm-1pm

TRAINER:
Henrike Tönnies

REGISTRATION DEADLINE:
13 Sep 2017

MAX. GROUP SIZE:
20
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:
Sun 21 Jan & 4 Feb 2018, 11am-4pm

REGISTRATION DEADLINE:
15 Dec 2017

TRAINER:
Dr Marion Schoone

MAX. GROUP SIZE:
10
GK 6 ACTIVE LUNCH BREAK

TARGET GROUP:
All RUB staff members

CONTENT:
Why not use your lunch break differently for a change? This course will help you train your posture and coordination playfully. It will help you prevent work-related back pain, headaches and a lack of exercise by showing you how to mobilise your spine and how to manage to take active mini-breaks at your desk!

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: Tue 7 Nov – 19 Dec 2017 & 9 Jan – 7 Feb 2018, 12.30pm-1pm
GK 6_2: Tue 13 Feb – 8 May 2018, 12.30-1pm
GK 6_3: Tue 15 May – 31 Jul 2018, 12.30-1pm

REGISTRATION DEADLINES:
GK 6_1: 17 Oct 2017
GK 6_2: 15 Dec 2017
GK 6_3: 24 Apr 2018

MAX. GROUP SIZE:
20
GK 7 PUTTING YOUR HEALTH FIRST – A COURSE 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 by ‘walking with sticks’ or so-called Nordic walking. Before you are then 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. There will be a chance to do step aerobics, and the day will be concluded with some life kinetics exercises for your eyes.

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 registration 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 3 Mar 2018, 9am-3pm

REGISTRATION DEADLINE:
9 Feb 2018

TRAINER:
Reha-Zentrum Wirbelwind

MAX. GROUP SIZE:
15
GK 8 BURNING OFF AND KEEPING FIT – A COURSE FOR MEN

TARGET GROUP:
All male RUB staff members

CONTENT:
- There is a healthy mind in a strong body – how to use circuit training exercises efficiently to increase your stability and attain a strong, positive body image
- Limitless power – X Fit, an endurance-related training that works the body as a whole and pushes your fitness to the limits
- How to fight stress – life kinetics and relaxation methods like PMR or autogenic training will be introduced to you as ways to actively and independently counter stress

Across the different intervals of this one-day workshop, you will be introduced to some exercises from the fitness programmes mentioned above. For taking part, neither your age nor your general levels of fitness and mobility are of any consequence as each participant works out according to their personal abilities. The focus is on the fun of exercising and moving your body. The exercises chosen are particularly suited for men and their needs and abilities. They are meant to provide a counterbalance to the physical and mental strains of everyday (work) life.

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.
**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® helps us check 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 serious health problems, 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:** Thu 5 Oct, 19 Oct, 9 Nov, 23 Nov, 14 Dec 2017, 12pm-1pm
**GK 9_2:** Thu 11 Jan, 22 Feb, 1 Mar, 15 Mar, 22 Mar 2018, 12pm-1pm
**GK 9_3:** Thu 12 Apr, 3 May, 17 May, 7 Jun, 28 Jun, 19 Jul 2018, 12pm-1pm

**TRAINER:**
Barbara Steyer

**REGISTRATION DEADLINES:**
**GK 9_1:** 14 Sep 2017
**GK 9_2:** 15 Dec 2017
**GK 9_3:** 22 Mar 2018

**MAX. GROUP SIZE:**
20
GK 10 STRENGTH (TO RESIST) LIES IN PEACE – RESILIENCE FOR WOMEN

TARGET GROUP:
All female RUB staff members

CONTENT:
‘Do not hang your head when you are up to your ears in problems’, or, putting it positively: ‘keep going’! These pieces of advice capture neatly what ‘resilience’ is all about. It is a psychological capacity for resistance that, as has been noted, seems to be developed by people who have had to face life crises and have come out of them stronger than before. The question is how can you develop such special mental reserve powers and make the most of even the severest crises, standing up again and again, never giving up. Resilient people possess a high degree of emotional stability and highly developed cognitive and social skills. In this course, we will focus on some of the many factors bringing about resilience, concentrating on the aspects of communication and mindfulness. Various exercises will help you work through fixations on crises, develop a positive awareness and attitude towards life, and tap any possible resilience potentials.

- Make yourself strong; using positive language and powerful ideas
- Courage and freedom: defining new beliefs
- Determine yourself; self-worth and self-confidence
- Fail in a relaxed manner; present yourself

- Body language for independent and powerful women; self-assertion through humour and lightness of touch
- Stay yourself; mindfulness; resourcing, resilience diary
- Meditation and meditation in movement

PLEASE NOTE:
A fee of €15 will be charged.

DATES & TIMES:
Thu 12 Apr 2018, 9am-4.30pm &
Fri 13 Apr 2018, 9am-4.30pm

TRAINER:
Dr Saskia Schottelius

REGISTRATION DEADLINE:
22 Mar 2018

MAX. GROUP SIZE:
10
ANYTHING ELSE WE CAN DO FOR YOU?
TAILOR-MADE TRAININGS

Nothing is as permanent as change – this is something we can experience in our daily work life again and again:

- Has a new computer software been introduced in your department – and you do not yet know how to use it most effectively?
- Your team has been changed recently, responsibilities have been redistributed, but so far no one really knows how everything is going to work out?
- You are planning to introduce performance reviews in your department and are now looking for trainings and workshops that help you and your colleagues to successfully take that step?
- Or has your team decided to collectively improve your presentation skills?

The best staff training is that which addresses the very questions that are troubling you at the time. We are pleased to support you in developing a training that fits your particular needs. Do not hesitate to approach us, whether in your capacity as senior or junior staff member, or on behalf of an entire team. We will give you organisational support, will find the right trainers and speakers, and will provide our expertise when it comes to evaluating the training sessions.

CONTACT:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de
ONE UNIVERSITY – MANY OPPORTUNITIES TO INCREASE YOUR SKILLS AND KNOWLEDGE

RUB’s training offers are many and diverse – as you will be able to see in this short overview given in this section and at → www.rub.de/fortbildung.

OFFERS FOR TEACHERS AND RESEARCHERS

- **Das Zentrum für Wissenschaftsdidaktik (ZfW)**
  [the university’s centre for the didactics of the teaching of science and research]
  ZfW supports and informs staff on all questions related to learning and teaching at RUB, such as:
  - University teaching: RUB teachers will find many and diverse training offers that will help them to make their courses a success.
  - eLearning: RUB’s e-learning team supports and informs staff on the latest in digital learning environments and offers many different trainings about the possibilities of Moodle, open educational resources (OER), e-tutoring etc.
  - Writing: RUB’s Schreibzentrum [writing centre] is the place where teachers, researchers and students are given help to improve their writing skills.
  More Info at → www.rub.de/fortbildung

- **Centre of Medical Didactics**
  Teachers from the Faculty of Medicine may take course with the Centre of Medical Didactics that are tailor-made for their subject. → www.zml.rub.de/medibo

- **Library and Information Services**
  RUB’s central library (UB) provides you with a wealth of information and knowledge. UB’s info sessions will give you the details on how to tap that source. → www.ub.rub.de/Informationen/Informationsveranstaltungen

- **inSTUDIESplus**
  inSTUDIESplus is committees to developing the quality of teaching and counselling at RUB, and as such offers countless courses for teachers. → www.ruhr-uni-bochum.de/instudiesplus

- **ELLI2**
  ELLI2 is short for ‘Exzellentes Lernen und Lehren in den Ingenieurwissenschaften’ [excellent learning and teaching in the engineering sciences]. It offers teachers in engineering courses that fit their special needs. → www.rub.de/elli
LEADERSHIP AND CAREER DEVELOPMENT

- **Leadership**
  As senior staff members – in research, administration or the technical services – you are invited to take part in various free support schemes and trainings that suit your situation. → [www.rub.de/fuehrung](http://www.rub.de/fuehrung)

- **Offers for PhD Students**
  RUB’s Research School, as a university-wide graduate school, offers all of the university’s PhD students a structured degree programme. → [www.research-school.rub.de](http://www.research-school.rub.de)

- **Offers for Post-Doctoral Staff**
  Post-docs may make use of the UAR inter-university CoachingPLUS programme, but can also take RUB courses on how to develop their career. → [www.rub.de/fortbildung/wissenschafterkarriere](http://www.rub.de/fortbildung/wissenschafterkarriere)

HEALTH AND FAIRNESS AT WORK

- **Addiction Prevention**
  The university’s addiction counselling office offers introductions to the topic and provides an overview of who to contact at RUB in case of need. → [www.rub.de/ak-sucht](http://www.rub.de/ak-sucht)

- **Equal Opportunities**
  Equal opportunities have been a major issue at RUB for a long time. Our equal opportunities web presence will provide you with news about events, development and projects in this field. → [www.rub.de/chancengleich](http://www.rub.de/chancengleich)

- **Work Safety**
  Work safety includes many different aspects, from fire prevention and the handling of dangerous goods to the general basics every new RUB staff member will need to know. → [www.rub.de/arbeits-und-umweltschutz](http://www.rub.de/arbeits-und-umweltschutz)

- **Sports and Health**
  Staying fit and healthy largely depends on leading an active life. The university’s Sports Centre offers a wide range of sporty activities for everyone. → [www.hochschulsport-bochum.de/hochschulsport](http://www.hochschulsport-bochum.de/hochschulsport)

- **Medical and Health Services**
  RUB’s medical and health services offer preventive health programmes and examinations for all RUB staff, and support those that return to work after a longer health-related absence. → [www.uv.rub.de/amd](http://www.uv.rub.de/amd)

... AND THERE IS EVEN MORE...

**Creativity and Art**
RUB’s Musikisches Zentrum, the university’s arts centre, offers staff many opportunities to become creative, whether on stage, on canvas, playing instruments or making photographs. → [www.mz.rub.de](http://www.mz.rub.de)
LOOKING BEYOND OUR UNIVERSITY: NRW STATE-WIDE TRAININGS

Apart from taking part in RUB trainings, all RUB staff members can avail themselves of a number of courses offered by different NRW-wide institutions – and usually can enjoy the advantage of not having to pay for them. The costs to be considered are merely the travel expenses, but even these, in most cases, are paid for by your local employer.

Contact:
Silvia Markard
phone: 0234.32.27948
silvia.markard@uv.rub.de

THIS IS HOW IT WORKS:

HOCHSCHULÜBERGREIFENDE FORTBILDUNG (HÜF)
HÜF is an inter-university training programme that covers classic administrative fields like finances and staff management as well as more general areas like methodological skills, information technology or leadership. If you are interested, in addition, to link up with colleagues from other universities, HÜF is definitely the right programme for you!

REGISTRATION:
Please fill in the registration form, have it signed by your superior and send it to RUB’s further education coordinator Silvia Markard, UV 2/242, Ruhr-Universität Bochum. We will pass on the registration to the relevant persons and will thus ensure that official procedure is followed.

All of HÜF’s offers can be found at → www.huef-nrw.de
INFORMATION TECHNOLOGY – TRAINING PROGRAMME OFFERED BY THE NRW MINISTRY OF THE INTERIOR

The Interior Ministry’s IT training programme is highly diverse, comprising introductions to classic applications like Word, Excel, PowerPoint and Dreamweaver as well as courses in programming languages or systems development.

REGISTRATION:
Again, use official channel through RUB’s further education coordinator to apply easily: fill in the registration form, have it signed by your superior and send it to Silvia Markard, UV 2/242, Ruhr-Universität Bochum. We will pass on your registration to the relevant persons.

Find more info about the courses of the Interior Ministry’s IT training programme at: → www.it-fortbildung.nrw.de

MONT-CENIS ACADEMY
The further education programme of Mont-Cenis – the further education academy run by NRW’s Interior Ministry – covers fields like diversity management, personal development, leadership skills, communication and cooperation, and knowledge management. Its course titles like ‘Weathering Stormy Times: Embracing Change’ or ‘What Does It all Mean? Putting Knowledge Management into Practice’ sound highly promising. Don’t be put off by the fees mentioned in the course descriptions. For our university staff participation is usually free.

REGISTRATION:
For Mont-Cenis courses, too, fill in the registration form, have it signed by your superior and send it to Silvia Markard, UV 2/242, Ruhr-Universität Bochum. We will pass on your registration to the relevant persons.

Mont-Cenis offers can be found at: → www.fah.nrw.de/
ZENTRUM FÜR BIBLIOTHEKS- UND INFORMATIONSWISSENSCHAFTLICHE WEITERBILDUNG (ZBIW)

ZBIW – a centre for library and information services run by TH Cologne – is Germany’s leading certified provider of trainings in the field of libraries and information services with a regional base in NRW. The centre’s offers include seminars and workshops as well as entire (certified) training courses in that field.

REGISTRATION:
If you are interested in any of the offers, UB’s further education coordinator Dr Uta Müller will give you more information. She will also accept and send on your registration for classes from ZBIW’s programme (Uta Müller, phone 22383, Universitätsbibliothek, UB/6/0019).

You will find more info about ZBIW’s courses at: → www.th-koeln.de/weiterbildung/weiterbildungsangebote_5867.php

INTERNATIONALE DAAD AKADEMIEN

This academy offers seminars, workshops, in-house trainings and English language classes related to the topic of internationalisation for university administrators, teachers and researchers. iDA’s courses are usually offered at a fee.

The academy’s offers can be found at: → www.daad-akademie.de

MORE INFO:
Get in touch with Iris Vernekohl, phone: 21754, at RUB’s International Office.

UNFALLKASSE NRW

Unfallkasse NRW, a public accident insurance scheme, offers special seminars in the field of health and work safety. Apart from some offers for all sorts of work environments, there are also some courses specifically designed for university work, especially for those working in laboratories and workshops. University staff may attend the classes free of charge. Please register directly with Unfallkasse.

MORE INFO:
→ www.unfallkasse-nrw.de/service/seminare/seminaruebersicht
Please submit this form to 0234-32.02873 (by fax), fortbildung@rub.de (by email) or Fortbildung der RUB – UV 3/334 – im Hause – (by mail)

REGISTRATION FOR RUB’S TRAINING PROGRAMME 2017/18
Please write in BLOCK LETTERS and use a separate form for each course you want to take.

<table>
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<tr>
<th>Academic degree</th>
<th>Surname</th>
<th>First name</th>
<th>Job title</th>
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<tr>
<td>University address (e.g. faculty, department)</td>
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<td>Building</td>
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I would like to be informed by email about future training offers. [ ] YES [ ] NO

Course no. & dates

Course title

Specify your academic degree – only for courses for researchers

PhD expected for

PhD received on

(Junior) Professor/ Leader of Junior Research Group/ Habilitation since

Employed with RUB since

If you wish to make use of our childcare services, please look up → www.rub.de/fortbildung for more info about ways to have your child looked after during your course.

Will you need special assistance due to a physical impairment?

[ ] NO [ ] YES, I will need...

Date & signature of applicant

Date & signature of superior staff member

Should the participation in a training course be denied by senior staff, the reasons will have to be explained in this space:

Find this form online at → www.rub.de/fortbildung
Please note: incomplete forms will not be accepted and processed.
Please submit this form to 0234.32.02873 (by fax), fortbildung@rub.de (by email) or Fortbildung der RUB - UV 3/334 - im Hause – (by mail)

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</table>

University address (e.g. faculty, department) | Home address

Building  | Floor  | Room

Phone | Email

I would like to be informed by email about future training offers. YES | NO

Course no. & dates

Course title

Specify your academic degree – only for courses for researchers

PhD expected for

PhD received on

(Junior) Professor/ Leader of Junior Research Group/ Habilitation since

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</tbody>
</table>

I would like to be informed by email about future training offers. [YES] [NO]

Course no. & dates

Course title

Specify your academic degree – only for courses for researchers

PhD expected for ________________________________
PhD received on ________________________________

(Junior) Professor/ Leader of Junior Research Group/ Habilitation since ________________________________

Employed with RUB since ________________________________

If you wish to make use of our childcare services, please look up → www.rub.de/fortbildung for more info about ways to have your child looked after during your course.

Will you need special assistance due to a physical impairment? [NO] [YES, I will need... ________________________________]

Date & signature of applicant | Date & signature of superior staff member

Should the participation in a training course be denied by senior staff, the reasons will have to be explained in this space:

Find this form online at → www.rub.de/fortbildung

Please note: incomplete forms will not be accepted and processed.
**REGISTRATION FOR CHILDCARE SERVICES DURING COURSES**

Please hand in at least three weeks before the course begins.
Please write in BLOCK LETTERS and use a separate form for each course you want to take.

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</tr>
<tr>
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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 dererforderlichen Voraussetzungen für die Fort- und Weiterbildungsveranstaltungen. Die 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.
(3) Die Beschäftigten sind ausdrücklich aufgefordert, Vorschläge und Anregungen zur Fort- und Weiterbildung an die IFB zu richten. Zusätzliche bedarfsorientierte Veranstaltungen für einzelne Arbeitsbereiche werden i.d.R.
dezentral aus dem entsprechenden Arbeitsbereich finanziert.


§ 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 Bildungurlaub 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
INKRAFTTRETEN
(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

\[\text{[Unterschrift]}\]

der Rektor
Prof. Dr. Elmar Weiler

für die Ruhr­– Universität Bochum

\[\text{[Unterschrift]}\]

der Kanzler
Gerhard Möller

Für den Personalrat

\[\text{[Unterschrift]}\]

der Personalratsvorsitzende
Werner Schwarz