

## PRBB Intervals Programme: Leading for Success in Science – Course Schedule

Day I	09.00 – 19.00	Day II	9.00 – 20.30 Dinner 20.30	Day III	09.00 – 18.00
9:00	<i>Get together, Coffee</i>	9:00	<i>Get together, Coffee</i>	9:00	<i>Get together, Coffee</i>
9:30	<b>SESSION 1: Setting the Frame</b>	9:30	Repetition / Flashlight / Programme	9:30	Repetition / Leftovers / Programme
	Welcome and presentation of trainers	10:00	<b>SESSION 5 Team Development</b>	10:00	<b>SESSION 10: Case Studies</b>
	Sociometry: visualizing different subgroups		What brings groups to high performance?		Open space for day-to-day problems
	"T,T,T,R,R", Expectations / Contracting		<b>SESSION 6: Motivation</b>	11:00	☕ <i>Coffee break (20 Min)</i>
	<b>SESSION 2: Basics of Process Management</b>		What really motivates		<b>SESSION 11: Application and Recruitment</b>
	Process management	11:00	<i>Coffee break (20 Min)</i>		What is needed for good recruitment
	Team-Task-Individual Orientation (Exercise)		<b>SESSION 7: Personality and Leadership</b>		Designing a job profile
11:00	☕ <i>Coffee break (20 Min)</i>		Dealing with own and other's personalities		How to prepare an application interview
	Debriefing	13:00	🍴 <i>Lunch (75 Min)</i>	13:00	🍴 <i>Lunch (75 Min)</i>
	<b>SESSION 3: Basics of Communication</b>		<b>SESSION 8: Managing the work process</b>		Behaviour of interviewer
	Transactional Analysis Part I.		Setting goals (SMARTIES)		Mock interviews in 2 subgroups part I
	Exercises		Formulating a planned action & evaluation	15:45	☕ <i>Coffee break (20 Min)</i>
1300	🍴 <i>Lunch (75 Min)</i>	15:45	☕ <i>Coffee break</i>		Mock interviews in 2 subgroups part II
	Transactional Analysis Part II.		Planning: setting priorities		Debriefing
	Exercises		Proactive management		Learning points, action plan
	<b>SESSION 4 Key Communication Skills</b>	18:10	<b>SESSION 9: Conflict Management &amp; Negotiation</b>		Wrap-up: processing and feedback
	Iceberg model		I-language	18:00	<b>Workshop closes</b>
15:45	☕ <i>Coffee break (20 Min)</i>		Win-win-strategy / Harvard Concept		
	Active Listening		Learning points, action plan		
	Exercises + Debriefing	20:30	🍴 <i>Social Dinner</i>		
18:00	<b>End of Day I</b>	...	<b>End of Day II</b>		