Equal Opportunities and career development in programmes funded by the DFG
Peer mentoring for female postdocs
Mentoring³ for young female academics

**V DIDACTICS IN HIGHER EDUCATION QUALIFICATION PROGRAMME**

| HD 1 Basic module: Realisation and organisation of university courses | 52 |
| HD 2 Basic module: Making the role of the teacher lively | 53 |
| HD 3 Basic module: Interacting and teaching skilfully in class | 54 |
| HD 4 Basic module: Blended learning in academic teaching | 55 |
| HD 5 Who is disturbing...?! – Dealing with difficult teaching situations | 56 |
| HD 6 Collegial advisory group | 57 |
| HD 7 Sitting in on classes | 58 |
| HD 8 Written reflection of the basic module | 59 |

**EXTENSION MODULE: BASIC AND INTENSIVE**

**Focus: Teaching and learning**

| HD 9 “Reaching people with your voice” – Speaking practice and voice training | 61 |
| HD 10 Dealing with quiet classes | 62 |
| HD 11 One against all? Teaching large groups successfully | 63 |
| HD 12 Teaching in English | 64 |
| HD 13 A picture says more than 1000 words – creating skilful visualisations | 65 |
| HD 14 Visualisation workshop | 66 |
| HD 15 Creative techniques and their use in teaching | 67 |
| HD 16 Dealing with intercultural diversity in higher education | 68 |

**Focus: Examining**

| HD 17 Assessment of performance | 69 |
| HD 18 Expedient oral assessment – how does that work? | 70 |
| HD 19 Using, assessing and evaluating student talks and presentations effectively | 71 |

**Focus: Evaluation**

| HD 20 Evaluation as dialogue: Reflecting teaching and learning processes together | 72 |
| HD 21 Teaching what has to be learned | 73 |

**Focus: Giving Advice**

| HD 22 Structured and precise supervision of student papers | 74 |
| HD 23 Designing office hours – Using available time purposefully | 75 |

**ADVANCED MODULE: INDIVIDUAL CONSULTATION**

| Consultation and exchange on teaching topics | 77 |
| Individual video coaching for teachers | 78 |
| The teaching portfolio as application instrument | 79 |
| Focus on teaching – Individual teaching coaching for professors from all departments | 80 |
| LeMento – Teaching more consciously by dint of mentoring | 81 |
| Offer of the Schreibzentrum: Supporting academic writing professionally | 82 |

**VI OFFERS IN THE ENGINEERING SCIENCES**

<p>| ING 1 My research project: Many players – my result | 84 |
| ING 2 Shortcut: Well-instructed into the expert laboratory | 85 |
| ING 3 Shortcut: Sitting in on courses taught in English | 86 |
| ING 4 Voting systems for your course | 87 |</p>
<table>
<thead>
<tr>
<th></th>
<th>HEALTH COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GK 1  Back gymnastics</td>
</tr>
<tr>
<td></td>
<td>GK 2  Zumba</td>
</tr>
<tr>
<td></td>
<td>GK 3  Fit break – being active at the workplace</td>
</tr>
<tr>
<td></td>
<td>GK 4  Pilates</td>
</tr>
<tr>
<td></td>
<td>GK 5  X-Fit</td>
</tr>
<tr>
<td></td>
<td>GK 6  Healthy and relaxed with yoga!</td>
</tr>
<tr>
<td></td>
<td>GK 7  Marma Yoga®</td>
</tr>
<tr>
<td></td>
<td>GK 8  Active lunch break</td>
</tr>
<tr>
<td></td>
<td>GK 9  Focusing on my health: Trial of different health activities</td>
</tr>
<tr>
<td></td>
<td>GK 10 Spinal cord gymnastics in case of cervical problems</td>
</tr>
<tr>
<td></td>
<td>GK 11 Resilience – or: The path to inner strength</td>
</tr>
</tbody>
</table>
DEAR SIR OR MADAM,

we are happy that the current further education program of the IFB is now available to you. Registration numbers and the great satisfaction of last year’s participants show that you, as employees of our university, make extensive use of the offer and, on the whole, evaluate it most positively. For us, this is a positive signal, for the higher the satisfaction, the more likely the learning success and the application of new competences to daily routine.

However, one thing is clear: For sustainable effects you need more than a positive mood and shortterm satisfaction. Therefore, the ifb will evaluate to what extend the offers were sustainable and transferable to your job routines for you in a transfer survey after 3 months. If this transfer is successful, we will have a promising win-win situation, which both you as a person and the RUB as an institution can profit from.

Regardless, which domain you are seeking improvement in – whether you want to expand your leadership or management competences, whether you want to reach the next cornerstone in your scientific career, want to improve your teaching competences through innovative methods, acquire comprehensive communicative or foreign language skills, whether you want to be brought up to date with current electronic data processing or if you want to do something for your health – the offer of the ifb can support you effectively.

We wish you a lot of fun with the compilation of your individual further education plan 2014/15 and a lot of success in acquiring and transferring enriching competences.

Rector Prof. Dr. Elmar Weiler  

Chancellor Dr. Karl-Heinz Schloßer  
(m.d.W.d.G.b.)
FORMS

REGISTRATION FORM
At the end of this programme, in the attachments, you will find registration forms which can be removed and completed. The registration form can also be found on the web at [http://www.uv.rub.de/ifb/](http://www.uv.rub.de/ifb/)

Please note: In order to process your registration, your registration form must be filled in completely!

By the way: As we assign course spaces using a selection process only after the registration deadline, it is in any case worth registering yourself - even until very close to the deadline.

CHILDCARE APPLICATION FORM
Family equality is an important structural characteristic at the Ruhr-University Bochum – after all, within the context of the audit Familiengerechte Hochschule (family-friendly university), our university has been certified by the Hertie Foundation since 2006 and with that committed itself to steadily advance on the path of a family-friendly organisation.

In this context, one service we can offer in close collaboration with ProKids, the family service at the RUB, is the organisation of free childcare. For courses of the IFB outside the usual childcare hours (courses after 4 pm, weekend courses), you are invited to take advantage of this offer free of charge. Your children then spend the time of the course with experienced caregivers on the campus.

For planning purposes it is required that you send our application form for childcare during IFB courses three weeks before the begin of the respective course at the latest – You can find it at: [http://www.uv.rub.de/ifb/kinderbetreuung/index.html](http://www.uv.rub.de/ifb/kinderbetreuung/index.html)

Thank you very much!
FURTHER EDUCATION PROGRAMME OF THE RUHR-UNIVERSITY

FRAMEWORK CONDITIONS FOR THE SELECTION PROCESS

The course offers of the IFB are in the first place aimed at colleagues at the Ruhr-University being employed on the basis of agreed wages. Other employees, such as contract lecturers, student or research assistants, can also take part in the courses provided that there are still course places available.

In agreement with all the lecturers teaching the courses, a maximum group size is stated which results from didactic considerations and against the background of technical capacities like room sizes and availability of computers in the seminar rooms.

For all courses with a limitation of the group size a closing date for the registrations is indicated. For these courses there are the following framework conditions for the selection process:

I  If the minimum number of participants has not been reached until the closing date for registrations indicated in the programme, the course is cancelled. You will receive a positive or negative reply after the closing date for registrations at the earliest.

II  If more participants have registered than the maximum group size stated in the programme, the following selection process applies:
   1.  From the registrations received those belonging to the target group indicated in the programme are to be considered first.
   2.  In the selection process applicants are privileged who could not take part in an earlier seminar. If, for whatever reasons, this has happened twice, the applicant gets a place at all events (all other criteria are irrelevant in this case).
   3.  The selection of participants is determined by the relation of scientific/artistic employees and employees from administration and the technical department. This relation is determined for each course and results from the actual number of applicants. The distribution of the places is performed on the basis of this relation.
   4.  Women and men are considered on equal terms.
   5.  If possible, all faculties and institutions of the RUB are to be represented in the courses. In case that several people from a single department have registered for a course, criteria 1-3 apply for the selection process.
      If there are more faculties than available places, applicants from departments which have thus far been underrepresented are privileged.

III  In case there are more than 6 people who cannot participate, the possibility of another course on the same topic shall be considered.

IV  Should you be prevented to take part in the course, we ask you to inform us as soon as possible. In case of unexcused absence, we reserve the right to charge you or your department compensation of €50/day or €25 for half a day or €50 for a coaching session.
You would like to be kept informed regularly regarding further education courses? Our further education mailing list keeps you up-to-date about current courses, changes and vacancies.
If you wish to be added to this mailing list, please complete the form below and send it to Interne Fortbildung und Beratung, SH 1/143 – or send an email directly to: ifb@uv.ruhr-uni-bochum.de

Interne Fortbildung und Beratung
SH 1/143

- I wish to stay up-to-date via email about general further education courses (IT courses, language courses, etc.).
- I wish to stay up-to-date via email about current further education courses on didactics in higher education, career planning, etc.
- I wish to stay up-to-date via email about all current further education courses.

Name: _______________________________________
Email address: ________________________________
Date: ___________ Signature:_______________
CONTACTS IN THE IFB

**DR MARTINA SCHMOHR**  
**HEAD OF DEPARTMENT**  
**Phone:** 2 88 50  
martina.schmohr@uv.rub.de  
Executive development, coaching programme for professors, team building processes

**KRISTINA MÜLLER**  
**Phone:** 2 21 41  
kristina.mueller@uv.rub.de  
TeachING-LearnING.EU

**BRIGITTE KÜHNEMUNDT**  
**Phone:** 2 64 66  
brigitte.kuehnemundt@uv.rub.de  
Questions around registrations and certificates of attendance and all focal points of the further education programme

**SILVIA MARKARD**  
**Phone:** 2 79 48  
silvia.markard@uv.rub.de  
Transversal competences, IT, health courses, language courses, further education courses of the federal state North Rhine-Westphalia (NRW)

**HELGA WOLLERT-RUDACK**  
**Phone:** 2 37 26  
helga.wollertrudack@uv.rub.de

**JULIA LEISING**  
**Phone:** 2 26 95  
julia.leising@uv.rub.de  
CoachingPLUS: From the conferral of a doctorate to professorship

**ANJA TILLMANN**  
**Phone:** 2 88 30  
anja.tillmann@uv.rub.de  
Leitungs- und Managementkompetenz, Mitarbeiter/innen/gespräche, Coaching und FührungsKräfteentwicklung

**ÜMIT SEKMANN**  
**Phone:** 2 74 89  
uemit.sekman@uv.rub.de  
Competence-oriented examining, courses for lecturers on student teaching evaluations, facultyspecific courses in teaching, Lehre laden

**DR. PATRICIA HEUFERS**  
**Phone:** 2 74 84  
patricia.heufers@uv.rub.de  
Faculty-specific courses in teaching, LehrLounge – Making room for teaching, teaching mentoring, offers for assistant lecturers, download centre (DLC)

**JULIA KOCH**  
**Phone:** 2 21 40  
Julia.koch@uv.rub.de  
Gut gelaunt – gut gelernt!, Competence-oriented examining, courses for lecturers on students teaching evaluations
Further, the IFB cooperates with the following projects and employees:

**FRIEDERIKE BERGSTEDT**
Phone: 2 21 44  
friederike.bergstedt@uv.rub.de

Coaching for professors in the field of teaching, courses for contract lecturers

**MARK SCHWINDT**
Phone: 2 92 86  
mark.schwindt@uv.rub.de

Public relations for projects realised with quality improvement funds

**MYRIAM STEINBRECHER**
Phone: 2 82 04  
myriam.steinbrecher@uv.rub.de

inStudies

**DR UTE BERBUIR**
Phone: 2 89 42  
ute.berbuir@uv.rub.de  
berbuir@fvt.rub.de

Excellent teaching and learning in the engineering sciences

**THERESA JANSSEN**
Phone: 2 64 23  
theresa.janssen@uv.rub.de  
janssen@fvt.rub.de

Excellent teaching and learning in the engineering sciences

**MARK ZEUCH**
Phone: 2 74 76  
mark.zeuch@uv.rub.de  
zeuch@fvt.rub.de

Excellent teaching and learning in the engineering sciences
THESE ARE BMBF PROJECTS WITH IFB PARTICIPATION

inSTUDIES is a project which serves the development of teaching and consulting at the RUB with the aim to support students in developing an individual study profile. The project focuses on the transitions school – university and university – professional experience, as well as on individual immersion in the subjects, for example, through enquiry-based learning or in the form of new formats, like summer schools.

Aiming to add to the quality of teaching and consulting, inSTUDIES offers lecturers different further education opportunities in the form of workshops, coachings, lectures or exchange events. Here, topics, such as “project management for lecturers” and “dealing with intercultural differences” are covered. Moreover, teachers have the opportunity to play a part with their individual ideas and wishes.

Selected inSTUDIES courses can be found in the extension module of the “Didactics in higher education qualification” programme (Section HD)

You can find the inSTUDIES all-year programme here:
http://www.ruhr-uni-bochum.de/instudies/veranstaltungen/index.html

ELLI – excellent teaching and learning in engineering sciences, a cooperative project of RUB, RWTH Aachen and TU Dortmund, implements standards that serve the further development of teaching in engineering sciences. In this programme you will find the chapter “Offers in the engineering sciences” (section ING). Courses are tailored to specifics of engineering disciplines.

From the winter semester 2014/15 ELLI will unite all further education offers of RUB and RWTH Aachen for PhD candidates in engineering under the title “Career path Dr.-Ing. – Professional competences in engineering sciences”. The courses across locations support those interested in a PhD programme and doctoral candidates in the development of their skills. You can find further information here: www.rub.de/elli.
LEADERSHIP AND MANAGEMENT COMPETENCE

A SEMINAR PROGRAMME FOR RUB EXECUTIVES IN SCIENCE, ADMINISTRATION AND THE TECHNICAL DEPARTMENT

Leadership – whether in science, the technical department or administration – is a challenging task: It contains the establishment of successful communication, conveying ways and goals, an authentic general attitude and empathy – and that is not yet everything. How can you as a leading executive do justice to these multiple requirements – especially in times of constant change?

The IFB offers you support in this field, because successful leadership is a crucial component for both, individual satisfaction of the involved parties and the success of the institution as a whole.

What precisely can you expect this year? Here are some selected offers:

- For leading executives in the administration, we offer an addition to our regular consultation-oriented leadership development: especially for department and staff units there will be a course on “Competent leadership in sandwich positions.” The course is all about actively creating the space this position in middle management offers – an offer that is based on specific request.

- For the sciences, we offer the successful one-day seminar “Excellent science needs leadership”, which addresses professors, again this year. There has been a continuously growing demand for this seminar and a throughout positive feedback from participants – the average grade on the scale is 1, 0.

- For project managers from all sections of the RUB we have expanded the offer on project management in cooperation with the department Organisation – Development – Consulting. Apart from planning projects, this year is also about the successful implementation. You can especially profit from collegial consulting!

These selected offers are completed by established courses – this year courses on research funding can be found in the programme, just as well as cross-sectional topics like prevention of corruption or addiction prophylaxis.

Take the lead with our offer – we are looking forward to your registrations!

CONTACT:

Anja Tillmann
Phone: 0234/32-28830
anja.tillmann@uv.rub.de
FOCUS ACADEMIC CAREER

TARGET GROUP: Junior professors and junior group instructors

CONTENT: This year, the course series „Focus academic career“ is all about teamwork. The established short, but intensive evening course format aspects of teamwork in science will be examined closer. The engagement in this topic is rewarding in any case, because one thing is clear: Without teamwork, academic success is impossible!

LM 1_1: Mon, 24 Nov. 2014, 16:00 to 19:00
Teamwork! Academic success through selection and fostering of the team with Dr. Reinhold Haller
In this Shortcut, methods, tools and procedures for the establishment and fostering of a team in the context of science will be presented and experiences shared.

LM 1_2: Tue, 03 March 2015, 16:00 bis 19:00
Oft he added value of successful teamwork: Creating interdisciplinary cooperation successfully with Gerda Reiff
As a scientist, you work strategy and goal-oriented while at the same time you coin the culture of collaboration. You can make your interdisciplinary cooperation more successful with knowledge about how teams are formed in a way that members can realize themselves.

LM 1_3: Mon, 04 May 2015, 16:00 to 19:00
Publishing in the academic team with Dr. Nicole Hinrichs
This workshop focuses on the highly complex task to work on a publication process as a team. You will develop ideas on how you want to fill your role in the team in order to tackle the collective process in a constructive way.

LM 1_4: Wed, 17 June 2015, 16:00 to 19:00
Academic career at RUB: End-of-term event with the Rector
Apart from information and networking, the traditional end-of-term event with the rector will again offer plenty of opportunities for your questions and suggestions this year.

DATE/S AND TIME:
LM 1_1: Mon, 24 Nov 2014, 4 to 7 pm
LM 1_2: Tue, 03 March 2015, 4 to 7 pm
LM 1_3: Mon, 04 May 2015, 4 to 7 pm
LM 1_4: Wed, 17 June 2015, 4 to 7 pm

CLOSING DATE FOR REGISTRATIONS:
LM 1_1: 03 Nov 2014
LM 1_2: 10 Feb 2015
LM 1_3: 13 Apr 2015
LM 1_4: 27 May 2015

MODERATION:
Dr. Martina Schmohr, Anja Tillmann

GROUP SIZE:
Max. 15 persons
EXCELLENT SCIENCE REQUIRES LEADERSHIP!

TARGET GROUP: Professors and junior professors

LEARNING OBJECTIVE: The aim is that you take along concrete structures, checklists and suggestions for indispensable leadership tasks in a way that you can apply them directly after the workshop. Apart from that, you will have reflected your experiences in scientific daily routine with an experienced leader in science.

CONTENT: The day is densely packed: doing research, publicising, teaching, correcting, representing. And then you want and should lead employees? The time for that is limited. However, simultaneously, the time that is spent with leadership is well invested: Clear work orders are a prerequisite for the employee’s independent work and for excellent results. Further, the competent dealing with conflicts ensures that manpower can completely be used for research. Here, present leadership is the means of choice. You know that. Nevertheless, the essay for the important journal must be submitted tomorrow. A dilemma.

This seminar day addresses the topics that are indispensable regarding the leadership of scientific and nonscientific personnel if you want to observe your function of guidance. According to the motto “reduced to the max” and in a pragmatic and practicable way, we focus on which time investments regarding leadership can result in (high) returns.

As a special highlight you will have the opportunity to exchange your experiences with an experienced leading executive over a small snack and discuss your questions and suggestions there.

POSSIBLE METHODS: Compact input and exchange in the plenum, transfer of contents to specific examples in dryads/triads, exercises in the plenum and/or in dyads/triads

DATE/S AND TIME: Mon, 1 December 2013, 10 am – 6:30 pm

CLOSING DATE FOR REGISTRATIONS: 10 November 2013

GROUP SIZE: Max 6 people

TRAINER: Petra Weigand
LM 3
COMPETENT LEADERSHIP IN SANDWICH POSITIONS

TARGET GROUP: Leading executives in intermediate position in administration, e.g. department leaders or staff unit managers

LEARNING OBJECTIVE: After this course you will have
- figured out your role in university administration and positioned yourself consciously
- realised the chances and risks of the intermediate position
- learned how to employ communication effectively both ways
- worked out where to draw your lines in order to be successful in the long run
- taken practical management knowledge with you and enjoyed the exchange of experiences in the group

CONTENT: Your boss expects you to lead your team, or your department, target-oriented and effectively. Your employees expect loyalty and support and you yourself want to prove your leadership as well as your professional competence. In middle management you are in a permanent area of conflict of different expectations. This sandwich position is very often full of conflict and risks. At the same time it offers many chances to fully unfold your strengths and competences. For that you should position yourself clearly, improve your management competences and socialise. This way, you will succeed in a confident leadership, which meets all expectations.

On the first seminar day you will learn how you can synchronise the different expectations with your individual leadership philosophy. At a half-day follow-up appointment, we will look at successes in your daily routine and continue working on your questions.

POSSIBLE METHODS: Short inputs by the coach and tutorials, individual, partner and group work, exercises, practical consulting and collegial tutoring, interactive exchange of experiences

DATE/S AND TIME:
THURS, 23 APR 2015, 9:30 AM TO 4:30 PM
THURS, 18 JUN 2015, 9:30 AM TO 12:30 PM

TRAINER:
Dr. Peter Röhrig

CLOSING DATE FOR REGISTRATIONS:
02 Apr 2015

GROUP SIZE:
Max. 12 people
LM 4
SMALL TALK AT INTERNATIONAL CONFERENCES

TARGET GROUP: Scientists from postdoc level

LEARNING OBJECTIVE:
- confident small talk on the international academic scene
- confident and secure appearance and language skills in non-academic topics in the breaks, before, during and after conferences and other academic activities
- mastering etiquette, polite behaviour, typical pitfalls in an international environment
- correct use of titles, form of address, differences in gender-related language
- improvement of the individual dealing with insinuations (comments with subliminal meaning)

CONTENT:
1. Developing a clear-cut and confident small-talk style at academic occasions, which includes, but is not limited to, a profound understanding of small talk topics, possible communication style and issues to be avoided.
2. Overcoming the fear of talking, especially about the issues you are not secure in.
3. Delivering and active training of a wide range of possible topics as well as forms of politeness, addressing and treating people of various backgrounds, including elements of intercultural competence.

POSSIBLE METHODS: An active, media-supported training with discussions, role-play, exercises, hand-outs etc. The course will employ a patent-registered method of language acquisition, which enables immediate and sustainable learning and which is a combination of language, memory and concentration training.

DATE/S AND TIME:
FRI, 07 NOV 2014, 9 AM TO 4 PM

CLOSING DATE FOR REGISTRATIONS:
15 Oct 2014

TRAINER:
Dr. (RUS) Michael Finkelstein

GROUP SIZE:
Max. 10 people
LM 5
USING RESEARCH FUNDS INDIVIDUALLY AND SUCCESSFULLY

TARGET GROUP: Academics from Post-Doc level

LEARNING OBJECTIVE: The seminar aims at providing you with important planning instruments for your own future in science and research in a compact one-day format. For this purpose you will determine your position and get an overview of the German and European academic system. Additionally you will obtain orientational knowledge on funding programmes, which are essential in the respective professional context and individual career phase.

CONTENT:
The seminar consists of three modules:
- First, you will get to know the main protagonists, legal framework and current developments, which characterise the German academic system and European science.
- Based on this, you will get individualised access to funding opportunities, which support you in your career development, based on an analysis of your CV. You will find out how to use research funding strategically in order to put your own career aims into effect.
- In the final practical module you will develop programme information, which can be seminal for your own progress and get tips on the preparation of a project draft.

Moreover, the division research of Department 1 will give an overview of their offer in the course of this seminar.

POSSIBLE METHODS: Plenary inputs und discussions, group work with result presentation.

ADDITIONAL INFORMATION: You can combine this seminar very effectively with the workshop “Writing research applications” (LM 6).

DATE/S AND TIME: Fri, 30 Jan 2015, 10 am to 5 pm

TRAINER: Dr. Beate Scholz

CLOSING DATE FOR REGISTRATIONS: 09 Jan 2015

GROUP SIZE: Max. 10 people
**LM 6**
**WRITING PROJECT PROPOSALS**

**TARGET GROUP:** Employees of RUB, who are planning a project application around the time of the seminar

**LEARNING OBJECTIVE:** The aim of the workshop is to reflect the requirements and conventions of application texts in greater detail and to be able to compose the draft accordingly.

**CONTENT:** A good project proposal immediately makes clear how the project matches the funding focus and shows how and why this project is worth funding. It proves that the project objective can be fulfilled with the submitted means and within the announced time frame and it fulfils the (formal) requirements of the call for proposals.

Moreover, an essential factor for a successful project proposal is that the project is described convincingly and comprehensibly and – most importantly – in what way it is different from others. The proposal should be formulated precisely, concisely and comprehensibly. This workshop will focus on the following contents:
- analyses of calls for proposals
- structural elements of research proposals
- language requirements
- revising of proposal drafts

Moreover, the division research of Department 1 will give a short overview of their offer in the course of this seminar.

**POSSIBLE METHODS:** The following methods will be employed in this seminar: partner and group work, exercises, presentations, discussions, short talks

**ADDITIONAL INFORMATION:** This workshop can be combined effectively with the seminar “Using research funds individually and successfully” (LM 5).

**DATE/S AND TIME:**
Mon, 09 March 2015, 1 pm to 4 am
Tue, 10 March 2015, 9 am to 4 pm

**CLOSING DATE FOR REGISTRATIONS:**
12 Feb 2015

**TRAINER:**
Dr. Anika Limburg, Maike Wiethoff

**GROUP SIZE:**
Max. 14 people
DATA PROTECTION IN RESEARCH

TARGET GROUP: Employees who work on research projects involving personal data

LEARNING OBJECTIVE/CONTENT: The freedom of research is anchored in the GERMAN constitution. Here, the personal rights of participants have to be honoured. Data protection aims at these rights and makes according demands on research. In the seminar, the legal requirements will be acquired on the basis of examples.

TOPICS (AMONG OTHERS):
- General questions on personal data
- Consent
- Anonymisation and pseudonymisation
- Data trusteeship, separation
- Design of questionnaires
- Special requirements in special fields

DATE/S AND TIME: Fri, 12 Dec 2014, 9:30 am to 12:30 pm

CLOSING DATE FOR REGISTRATIONS: 21 Nov 2014

TRAINER: Dr. Kai-Uwe Loser

GROUP SIZE: Max. 17 people
“HORIZON 2020: GETTING STARTED”
OFFER BY DEPARTMENT 1

TARGET GROUP: Academics from Post-Doc level

LEARNING OBJECTIVE/CONTENT:
The new framework programme for research and innovation of the European Union, “Horizon 2020”, is one of the most extensive programmes of research funding in the world with a budget of around 80 million Euros. The seminar “Horizon 2020: Getting started. Information for natural and medical scientists” introduces the basics of funding and the open parts of the programme. Moreover, the seminar offers advice on specific funding opportunities for natural sciences and medicine. The division research and young academics is collaborating with the co-operation department EU of science organisations (KoWi) on this.

INDIVIDUAL CONSULTING ON ACQUIRING THIRD-PARTY FUNDS:
The division research and young academics of department 1 offers advice on the acquisition of third-party funds in the framework of both, national and international funding programmes to scientists of all disciplines

DATE/S AND TIME:
„Horizon 2020: Getting started“
For natural scientists and medical scientists
Mon, 20 Oct 2014, 1 pm to 5 pm

CLOSING DATE FOR REGISTRATIONS:
30 Sept 2014

FURTHER INFORMATION:
Dr. Patrick Schulte
Dezernat 1 - Abteilung Forschung und wissenschaftlicher Nachwuchs
Tel.: 0234/32-28806
Email: patrick.schulte@uv.rub.de
rub.de/horizon2020einstieg

REGISTRATION: Horizon2020@rub.de
LM 8
“WELL-PLANNED IS HALF-WON” – DRAFTING PROJECTS IN RUB ADMINISTRATION

TARGET GROUP: Project leaders in the administration and research at the RUB

LEARNING OBJECTIVE:
After this workshop you will have
- recapitulated the most important theoretical cornerstones of project planning
- encountered and applied useful techniques of project planning
- analysed the roles in an existing project
- obtained suggestions for your own projects by means of collegial advice

CONTENT: A good plan is one of the most important prerequisites for a well-functioning project. Especially a thorough clarification of roles and detailed description of project aims, as well as cornerstones which have been agreed on in advance can be crucial to success. Therefore, this seminar focuses on the planning of projects. In the first part of the course, the most important planning tools and rules will be introduced. In the second part we will focus on collegial advice on concrete examples of participants.

POSSIBLE METHODS: Apart from theoretical input with according exercises, this course is, above all, based on practical experiences. Project plans and experiences will be developed by means of collegial advice.

Additional Information:
You can book this course in combination with „Helpful strategies for project implementation: Project communication from A to Z“(LM 9), or as individual course.

DATE/S AND TIME:
Fri, 31 Oct 2014, 8:30 am to 4:30 pm
Mon, 3 Nov 2014, 08:30 am to 3:30 pm

CLOSING DATE FOR REGISTRATIONS:
10 Oct 2014

TRAINER:
Christoph Schweppe

GROUP SIZE:
Max. 10 people
HELPFUL STRATEGIES FOR PROJECT IMPLEMENTATION:
PROJECT COMMUNICATION FROM A TO Z

TARGET GROUP: Project leaders in administration and research at RUB
INFO FOR SCIENTISTS: This seminar is not about research projects, but rather about general aspects of project work.

LEARNING OBJECTIVE:
- You will have an overview of methods and techniques to manage projects
- You will know how to make a team out of a group
- You will own tools to inform and integrate stakeholders, employers and the supervision team
- You will get practical suggestions how to deal with challenging communicative situations in projects.

CONTENT:
Managing and successfully ending projects is a form of art. Effective project management requires seeing projects as a whole, without forgetting about the individual small aspects, i.e. “keeping the ship on course” and to readjust if need be. Knowledge about and application of established project methods and ideal communication among the project team and project environment are a vital part of successful project management.

ADDITIONAL INFORMATION:
You can book this workshop in combination with the seminar “Drafting projects in administration and science at the RUB” (LM 8), or as single seminar

DATE/S AND TIME:
Fri, 27 Feb 2015, 9 am to 4:30 pm

CLOSING DATE FOR REGISTRATIONS:
06 Feb 2015

TRAINER:
Gert Schilling

GROUP SIZE:
Max. 12 people
LM 10
PREVENTION OF CORRUPTION FOR EXECUTIVES

TARGET GROUP: Executives from science, administration and the technical department

LEARNING OBJECTIVE:
You know the methods of prevention of corruption and have worked out criteria for the recognition of corruption. Further, you have exchanged about real cases with other participants.

CONTENT:
- Definition of vulnerability to corruption (analysis criteria)
- Different possibilities of action
- Recognition and avoidance of mistakes before, during and after the analysis procedure
- Drafting of a danger atlas
- Exchange of experiences on open questions relating to corruption

DATE/S AND TIME:
Tue, 10 Feb 2015

CLOSING DATE FOR REGISTRATIONS:
20 Jan 2015

TRAINER:
Franz-Josef Meuter

GROUP SIZE:
Max 15 people
**LM 11**

“I HAVE A CERTAIN FEELING...“

**PROPHYLAXIS OF ADDICTION AS A LEADERSHIP TASK**

**TARGET GROUP:** Leading executives of the RUB from science, administration and the technical department

**LEARNING OBJECTIVE/CONTENT:**
If suspicion arises that an employee is abusing alcohol, medicine, drugs, or other addictive substances, or if he/she is even addicted to them, you as a leading executive are challenged to deal with this suspicion. You are supported by the internal addiction counselling in these situations. Among other things, this year there will be a three-hour seminar in cooperation with the special service for internal addiction counselling of the regional authority Westfalen-Lippe, which will sensitise you to these situations and shows you the possibilities and limits of your role as a leading executive within the framework of addiction prophylaxis.

You will get information on how to communicate with your employees appropriately. The course will also convey knowledge about addictive substances and internal support. This way, you will have an overview of the topic, which can give you confidence and the ability to act in the worst case.

**JUST IN CASE: INDIVIDUAL ADVICE BY THE INTERNAL ADDICTION COUNSELLING**
If you have concrete counselling requests, contact the addiction agent of the RUB:
Renate Heckmann | SH 2/218 | Phone: 2 38 63 (Uni - Intern)
Mobile: 0160 / 696 39 55 | E-Mail: renate.heckmann@rub.de

**DATE/S AND TIME:**
Tue, 17 Feb 2015, 10 am to 2 pm

**CLOSING DATE FOR REGISTRATIONS:**
27 Jan 2015

**TRAINER:**
Employees of the special service for internal addiction counselling of the local authority Westfalen-Lippe

**GROUP SIZE:**
Max. 14 people
“OPEN EARS FAR FROM THE HECTIC PACE OF EVERYDAY LIFE”
AS EXECUTIVE IN THE PERSONNEL TALK

TARGET GROUP: Executives at the RUB who have not yet attended a training course on personnel talks

LEARNING OBJECTIVE:
- Dealing with the personnel talk guideline
- Practising the central tasks in personnel talks: Listening, giving one’s view and structuring
- Answering of individual questions

CONTENT:
Since October 2005, personnel talks have been introduced everywhere in the Central Administration of the RUB. Many executives and employees have therefore already participated in a training course on personnel talks because these courses are compulsory for all employees in administration. However, also academic executives increasingly show interest in personnel talks and want to make use of their positive effect.

As an executive, you play a special role in the personnel talk. You take on the interview management; you have to be a good listener and to ensure together with your employees that arrangements are put into practice in the everyday working life after the talk. With the executive training on personnel talks you have the opportunity to deal with this topic in a concentrated and focused way. In a small group we offer you to answer individual questions on personnel talks, the guideline or also on interview management in order to work closely to your requirements.

DATE/S AND TIME:
Tue, 3 Feb 2015, 2 to 6 pm

CLOSING DATE FOR REGISTRATIONS:
13 January 2015

TRAINER:
Petra Weigand

GROUP SIZE:
Max 10 people
EXCLUSIVE, PERSONAL, DIRECT: METIS – COACHING AND TEAM BUILDING FOR RUB PROFESSORS

MORE TIME FOR RESEARCH THROUGH COACHING AND TEAM BUILDING
As professor, you are addressed in many different roles: as university lecturer in courses, as tutor of young academics, as executive in your research team, as applicant in the area of research funding and as science manager when it comes to self-administration. Much too often time for research falls by the wayside.
Your successful work as a professor is thus not only based on your scientific performance, but also on your social and communicative competences and your management skills.
Take advantage of the programme METIS to successfully combine all these tasks through coaching and team building – in order to eventually have more time to invest for your research!

INDIVIDUAL COACHING FOR PROFESSORS
Coaching is a counselling setting in which you work with a personal coach in a 1:1 constellation. Here, you can systematically analyse topics from your everyday working life and develop strategies for optimising organisational processes. Appointments can be made according to your requirements.

INDIVIDUAL OFFERS FOR RESEARCH TEAMS
In addition, there is the possibility that, in team building processes, you and your entire science team are accompanied by an external advisor. Topic-related moderations in combination with a relation to a specific academic discipline, e.g. on coordination of the study courses on offer or on the topic examination management, are possible as well.

HOW DOES IT WORK?
Professors and science teams can get in touch with the IFB. Then contact is established to competent coaches and advisors from its pool; in addition, there is a contribution to financing.

More information on METIS and a film about the project at: http://www.uv.rub.de/ifb/metis/index.html

CONTACT

Dr Martina Schmohr
Phone: 0234/32-28850
martina.schmohr@uv.rub.de

Anja Tillmann
Phone: 0234/32-28830
anja.tillmann@uv.rub.de
COACHINGPLUS: FROM CONFERRAL OF A DOCTORATE TO PROFESSORSHIP

A SEMINAR PROGRAMME FOR ADVANCED YOUNG ACADEMICS/POSTDOCS/ASSISTANT PROFESSORS/JUNIOR GROUP INSTRUCTORS AND JUNIOR PROFESSORS FROM ALL DEPARTMENTS

The seminar series CoachingPLUS concentrates on all questions around the development of the academic career and provides you with important suggestions and instruments in order to achieve your career goals in science faster and more efficiently.

Each course includes a one-day seminar followed by an individual talk with an experienced coach of 60 to 90 minutes. This gives you the chance of discussing and reflecting your personal questions and current professional challenges in a one-on-one meeting. The number of participants is limited to 6 people.

This exclusive seminar is directed at graduated young academics of the Ruhr-University Bochum, Technical University Dortmund and University Duisburg-Essen.

The seminars take place at the universities of Bochum, Dortmund or Duisburg-Essen.

QUESTIONS AND SUGGESTIONS:

Julia Leising
Phone: 0234/32-22695
julia.leising@uv.rub.de
C+1
HOW DOES IT GO ON? DETERMINING POSITIONS FOR JUNIOR SCIENTISTS

TARGET GROUP: Scientists from the departments of applied and life science

LEARNING OBJECTIVE:
The seminar aims to provide postdoctoral researchers, who have been active in research for at least two years after their graduation, with opportunities to determine their workplace and plan their future.

CONTENT:
Firstly you take stock of your achievements and compare your successes with those of your peer group. You envision the received feedback and identify fields you have not received and feedback on so far. Subsequently the point is to discover professional alternatives based on your individual strengths and interests. For that purpose there will be information on job profiles and their requirements. Finally, you will get the opportunity to actually plan the further professional steps, i.e. to identify related questions, realise personal determining factors and deduce actions from them. The second day is intended for personal and more detailed questions, which will be dealt with in individual coaching. You determine the questions yourself. As a preparation to the seminar you will receive a questionnaire and are asked to place your CV at your teacher’s disposal. Confidentiality is guaranteed.

DATE/S AND TIME:
Seminar: Tue, 21 Oct 2014, 10 am – 6 pm
Individual coaching: Wed, 22 Oct 2014 (on appointment)

TRAINER/COACH:
Barbara Hoffbauer

CLOSING DATE FOR REGISTRATIONS:
21 Sept 2014

GROUP SIZE:
Max 6 people

REGISTRATION AND INFORMATION:
www.scn-ruhr.de/coachingplus/
EMPOYING SYNERGY EFFECTS: SCIENTIFIC CAREER BETWEEN RESEARCH, TEACHING AND ADMINISTRATION

TARGET GROUP: Scientists holding a doctor’s degree from all departments

LEARNING OBJECTIVE/CONTENT: In the university system we are often faced with contrary tasks and requirements. Often this is at the expense of the resources of working time and life-work balance. In this seminar we concentrate on the balancing act between individual academic career, requirements of the university and targets set by the project partners. How many loyalties are involved in your case? How does this affect your daily university routine, where are synergies and where are things competing against one another? Who decides on the priorities and to whose expense? Where is scope of action?

In this seminar you can analyse your own position in the system more closely, clarify priorities and recognise interdependencies. In doing so, regarding your position, a view to the top and to the bottom in the organigram is revealing. We will also have a look at your role as advisor and boss. How are the hierarchical structures? How does sustainable delegating work?

The coaching serves the purpose of trying out your experiences from the seminar regarding your concrete challenges and taking with you impulses for your personal way of development as an executive.

In particular, we will cover topics like

- Reflection of priorities competing with one another
- Unbundling of work processes and clarifying roles
- Sustainable and efficient delegating and guidance
- Dealing with short-term and long-term objectives
- Dealing with multiple hierarchical structures

DATE/S AND TIME:
Seminar: Tue, 4 Nov 2014, 10 am – 6 pm
Individual coaching: Wed, 5 Nov 2014 (on appointment)

CLOSING DATE FOR REGISTRATIONS: 4 Oct 2014

GROUP SIZE: Max 6 people

REGISTRATION AND INFORMATION: www.scn-ruhr.de/coachingplus/
UPWARD LEADERSHIP: HOW DO I LEAD MY EXECUTIVES?

TARGET GROUP: Scientists holding a doctor’s degree from all departments

LEARNING OBJECTIVE:
As participant of this seminar you will obtain psychological background knowledge on the topic of Upward Leadership, i.e. leadership “from the bottom to the top”. You will acquire practical action strategies in order to use your own latitude in dealing with executives ideally.

CONTENT:
Often the term leadership is solely understood as the influence of executives on their employees, according to a hierarchy from “top to bottom”. However, current social and organizational psychology research has shown that the active influence of employees is a vital part of a successful and satisfactory collaboration for all parties involved.
The seminar consists of a balanced mixture of theoretical impulses and practical exercises, amongst others dealing with the following questions:

- How do I learn to better assess my executives?
- How do I agree upon aims together with my executives?
- How do I self-confidentially advocate my own interests?
- How do I lead my executives without affronting them?

Subsequently to short theoretical input you will be guided towards deepening your knowledge about dealing with your executives and to train its practical implementation. In the individual coaching your problems will be analysed in greater detail. You will develop specific questions, with which can be used to actively and positively influence the collaboration with your executives by means of “Upward Leadership”.

DATE/S AND TIME:
Seminar: Wed, 12 Nov 2014, 10 am to 6 pm
Individual coaching: Thurs, 13 Nov 2014 (on appointment)

CLOSING DATE FOR REGISTRATIONS:
12 Oct 2014

GROUP SIZE:
Max 6 people

TRAINER/COACH:
Dr. Simone Kaminski

REGISTRATION AND INFORMATION:
www.scn-ruhr.de/coachingplus/
C+4
STRENGTHENING ONE’S OWN POSITION – ACTING STRATEGICALLY IN COMPLEX STRUCTURES

TARGET GROUP: Scientists holding a doctor’s degree from all departments with first leadership experiences

LEARNING OBJECTIVE: Scientists of the so-called academic central block have a lot to do. The variety of tasks can result in loosing track, devoting the lions’ share of working time and concentration to routine tasks, a rise of the individually experienced pressure to succeed, a decreasing quality of results in research and teaching, and it can have the effect that the individual scientific or professional success gets in danger and the discontent of scientists with the efficiency and effectiveness of their work increases. Strategically thinking scientists

▪ set long-term, concrete aims for their work
▪ prioritise and concentrate on essentials
▪ organise themselves and their work constantly with regard to their strategic aims
▪ actively influence their chair and institute and work on advantageous framework conditions for a successful accomplishment of their tasks in research and teaching
▪ focus on the big picture and contribute to long-term success in the orientation of their chair/institute.

CONTENT:
▪ Getting to know and using spheres of control and influence in organisations
▪ Strategic development of aims (Profiling in the scientific community and in research as well as establishment at the university)
▪ Dealing with competition
▪ Upward Leadership & lateral leadership

DATE/S AND TIME:
Seminar: Mon, 17 Nov 2014, 10 am to 6 pm
Individual coaching: Tue, 18 Nov 2014 (on appointment)

CLOSING DATE FOR REGISTRATIONS: 17 Oct 2014

GROUP SIZE: Max. 6 people

REGISTRATION AND INFORMATION: www.scn-ruhr.de/coachingplus/
IN GOOD HANDS – THE ARTS OF DELEGATION

TARGET GROUP: Scientists holding a doctor’s degree from all departments with first leadership experiences

LEARNING OBJECTIVE:
Delegating tasks is one of the major jobs of an executive. But how can it be ensured that delegated tasks are tackled and mastered in a motivated, competent and effective way? In addition to the reflection about a successful structure of delegation you will learn something about what happens in the background of a delegation process on an interpersonal level and how this background communication influences the operational procedures. The coaching will give you the opportunity to highlight your personal challenges around delegation and to develop concrete action impulses for your daily routine.

CONTENT:
In detail we will touch upon topics like:

▪ What happens when we delegate?
▪ The delicate question of legitimation
▪ How do you delegate responsibility?
▪ Personal latitude, or: The agony of choice
▪ Feedback loops and their pitfalls
▪ Complex hierarchies – who depends on whom and how?
▪ Effective supervision and autonomy
▪ Successful conclusion

DATE/S AND TIME:
Seminar: Wed, 03 Dec 2014, 10 am to 6 pm
Individual coaching: Thurs, 04 Dec 2014
(on appointment)

CLOSING DATE FOR REGISTRATIONS:
3 Nov 2014

GROUP SIZE:
Max. 6 people

REGISTRATION AND INFORMATION:
www.scn-ruhr.de/coachingplus/
STRATEGIC NETWORK ANALYSIS FOR SCIENTIFIC CAREER PATHS

TARGET GROUP: Scientists holding a doctor’s degree from all departments

LEARNING OBJECTIVE: In many cases, scientists rely on their professional strengths when it comes to developing their academic career. That is good, but often not enough. Because the informal rules and invisible filters of appeals procedures and appointment proceedings become effective way in advance of the decision to announce a professorship. Thus, apart from aim-oriented research activities, it is the competence to build effective, strategic, and reliable networks in research and science management communities, which counts as a key competence for successful careers in science. In this training and coaching you will get the opportunity to systematically analyse your networking activities, optimize them specifically to your career path and gain practice in integrating your own strengths authentically and make them visible appropriately. In an individual coaching afterwards you can check and individually adjust your experiences from the exercises in the network training.

CONTENT:
- Analysis of strengths/weaknesses of the current network
- Introduction to the diagnosis tool “Strategic network analysis”
- Instrument Network card for quality analysis of current networking activities
- Training individual visibility in career-relevant communities

DATE/S AND TIME:
Seminar: Thurs, 15 Jan 2015, 10 am to 6 pm
Individual coaching: Fri, 16 Jan 2015 (on appointment)

CLOSING DATE FOR REGISTRATIONS:
15 Dec 2014

GROUP SIZE:
Max. 6 people

REGISTRATION AND INFORMATION:
www.scn-ruhr.de/coachingplus/
SUMMER EVENING FOR POSTDOCS OF THE UAMR

AT BECKMANNS HOF IN THE BOTANICAL GARDEN OF THE RUHR-UNIVERSITY BOCHUM

Once a year ScienceCareerNet Ruhr invites all scientists of the three UAMR universities to a summer evening. The focal point of the event is an exciting talk about a current and career-relevant topic given by an expert from science or economy. After the talk and subsequent discussion there is the opportunity for intercommunication over a snack and for networking.

The number of participants is not limited, however registration is required.

Please follow the updates on our homepage. The date will be announced in due time.

PROGRAMME:
5:45 pm: Get together
6 pm: Talk and discussion
7 pm: Snack and networking
9 pm: estimated end

REGISTRATION AND INFORMATION:

Julia Leising
Phone: 0234-3222695
Julia.Leising@uv.rub.de
www.scn-ruhr.de/coachingplus
CAREER FORUM

The career forum is a module of ScienceCareerNet Ruhr and takes place twice a year. It is addressed to postdocs and assistant professors of all subject groups who want to discuss their professional career and develop new career paths. The course gives you the opportunity to inform and exchange with top-class experts about different topics in science and the world of business at first hand. The experts take time for intensive discussions, tell the inside stories and report about success factors in career planning.

The programme consists of small discussion rounds, presentations and face-to-face contact talks. In discussion rounds of 5 to 15 participants and one expert, the focus is on the intensive exchange of information. The contact talks are designed as 20-minute long individual discussions and allow getting into contact with representatives from companies, research institutions, research funding institutions and foundations outside a classic job interview.

Beyond the programme, during the entire event, companies, research institutions, research funding institutions as well as foundations are represented at information stands.

Appointments and closing dates for registration are announced on the website: www.scn-ruhr.de/karriereforum. The number of participants in the discussion rounds and contact talks is limited and the places will be assigned after receiving the registrations.

A registration fee is charged.

CONTACT:

Nadine Finke
Phone: 0231/755 7124
Nadine.finke@tu-dortmund.de
Website: www.scn-ruhr.de/karriereforum
Venue: Technical University Dortmund
SUCCESSFULLY EARNING ONE’S DOCTORAL DEGREE AT THE RUB

THE FURTHER EDUCATION PROGRAMME FOR DOCTORAL CANDIDATES

You
- are doing your doctoral degree at the RUB
- are employed at the RUB
- want to extend your key competences
- are planning of your career

Then take advantage of the diverse offer “Earning One’s Doctoral Degree at the RUB”. The seminars convey interdisciplinary competences for doing one’s doctorate, the process itself and career planning.

You extend your repertoire of methods and acquire e.g. key competences like presenting with confidence and communication skills. Workshops on communication and leadership competences complete the offer. For each phase of earning the doctoral degree – from the basic idea to the presentation of research results – you will find a matching offer. Apart from that, you will get impulses for the entrance into the postdoc phase, an academic career or external fields of profession.

Another offer for doctoral candidates of engineering is offered by the project “ELLI – Excellent teaching and learning in engineering” with the career path Dr.-Ing. Browse chapter VI for more information on offers for engineers and visit our homepage: http://www.elli-online.net

By the way: For all seminars you attend you receive a certificate of attendance with details on content and time. Some of our seminars are accepted within the frame of the structured doctoral studies. This acceptance can be coordinated individually with the contact people in the respective institutions.

QUESTIONS AND SUGGESTIONS:

Helga Rudack
Phone: 0234/32-23726
helga.rudack@rub.de
EP 1
“BETWEEN CHAOS AND PERFECTION” –
PROJECT AND TIME MANAGEMENT FOR DOCTORAL CANDIDATES

TARGET GROUP: Doctoral candidates at the RUB

LEARNING OBJECTIVE:
You learn and use helpful techniques from project and time management for the optimised and successful planning and performance of the project PhD thesis. In addition, you have the possibility to check and reflect your strategies.

CONTENT:
A PhD thesis is a big professional and personal challenge. Even if your contents are mostly exciting and inspiring, their complexity and especially the time volume usually exceed all previous personal projects. But what would it mean to regard one’s own doctoral thesis really as a “project” and to “manage” it accordingly? This workshop is on learning about helpful techniques from project and time management and using them specifically for the own situation as doctoral candidate. As a group, it is developed how the shown methods can contribute to being able to say in a foreseeable future: Project PhD thesis – successfully completed!

A crucial aspect for the implementation is realising that it is the wish to change one’s own approach and that the diversity of one’s weaker self may be very large. The seminar consists of two blocks, so that there is the possibility of a concrete reflection and a strategy review after a first stage of implementation.

METHODS:
Input and exercises based on individual examples Constant alternation between content conveyance, individual and group exercises as well as round tables for reflection and exchange

DATE/S AND TIME:
Wed/Thu, 25/26 Feb 2015 and
Mon, 16 Mar 2015, 9 am to 4 pm respectively

CLOSING DATE FOR REGISTRATIONS:
2 Feb 2014

TRAINER:
Ulya Waldraff

GROUP SIZE:
Max 12 people
EP 2
DESIGNING THE DISSERTATION WRITING PROCESS CONSCIOUSLY

TARGET GROUP: Doctoral candidates

LEARNING OBJECTIVE: Reflection and development of strategies for writing academic texts

CONTENT: Irrespective of whether you dissertation is cumulative or a monograph – writing a dissertation is a task for which various requirements and tasks have to be taken into consideration. This workshop is about getting an overview as well as – most importantly – reflecting individually useful approaches to master the task of writing.

The following topics can be dealt with:

- reflecting one’s own approaches to writing
- specifying the problem
- structuring the text
- overcoming difficulties in the writing process
- formulating precisely and target group-oriented
- specifying one’s own idea of well-written academic texts (structure, language, style)
- giving and receiving feedback

During the course you will have the opportunity to work on small extracts from your project. The workshop provides the framework to make oneself aware of one’s own writing habits in the group, to check them and give alternative approaches a try.

DATE/S AND TIME:
Wed/Thurs/Fri, 28./29./30 Jan 2015
10 am to 4 pm respectively

CLOSING DATE FOR REGISTRATIONS:
06 Jan 2015

TRAINER:
Dr. Ulrike Lange

GROUP SIZE:
Max. 12 people
**EP 3**

**ALL AROUND THE LECTURE – PRESENTING CONFIDENTLY AND PROFESSIONALLY**

**TARGET GROUP:** Doctoral candidates

**LEARNING OBJECTIVE:**
After this seminar you have

- **Insight into the arrangement of the content of a lecture**
- **Gained self-confidence for presentations**

**CONTENT:** Scientific lectures give the chance to arouse interest in the audience for your research and to become more visible within the scientific community. Within the scope of this workshop you get information for the preparation of a lecture and on the appropriate presentation of your results of research. In several training units which are built on one another we will specifically prepare the interesting arrangement of the beginning of a lecture as well as the discussion with the audience. In doing so, the work on your presence, body language and mediation skills are the focus of the exercises.

**Thematic focus:**
- The preparation of a lecture: Own targets, choice of topic, the audience
- The start: Establishing contact, arousing interest, giving an overview
- Adequate self-presentation: Presentation style, presence and contact to the auditorium
- Discussion: Strategies for tricky and provocative questions

**METHODS:** Groups and individual work, elements from improvisational training, presentation exercises and collegial advice

**DATE/S AND TIME:**
Wed/Thurs, 24/25 Jun 2015, 9 am – 5 pm respectively

**CLOSED DATE FOR REGISTRATIONS:**
2 Jun 2015

**GROUP SIZE:**
Max 10 people

**TRAINER:**
Franziska Jantzen
PRESENTATION SKILLS - PRESENTING WITH CONFIDENCE IN ENGLISH

TARGET GROUP: PhD candidates

LEARNING OBJECTIVE: Grounding and practice in the methods of presenting research, projects and ideas in fluent and professional English. Building up confidence for an effective presentation technique key communication and language skills involved in giving presentations

CONTENT:
- How to create and sustain interest – strong start and strong finish
- Appropriate structure – sequencing ideas
- Choice of vocabulary – using cogent language
- Language aspects – intonation and pronunciation
- Confidence with your media
- Strategies for dealing with stage fright
- Body language
- Developing your personal style
- Practical exercises and feedback

METHODS: Group work; pair work; participants’ own presentations; giving and receiving feedback; practical exercises, video recording (if practical)
Your participation in this seminar will be awarded with 16 AE in the extension module of the Didactics in Higher Qualification Programme

DATE/S AND TIME:  
Wed/Thurs, 10/11 Jun 2015, 9 am – 5 pm respectively

CLOSING DATE FOR REGISTRATIONS:  
18 May 2015

TRAINER:  
Betty Boden

GROUP SIZE:  
Max 10 people
EP 5  
COMMUNICATING ACTIVELY AND SUCCESSFULLY IN THE PHD PROCESS

TARGET GROUP: Doctoral candidates

LEARNING OBJECTIVE:
You will learn about talks, discussions and negotiations with different conversational partners (students, colleagues, advisors, and superiors) and get suggestions how to conduct a conversation appropriately in different situations and target groups.

CONTENT:
The seminar will convey basic techniques of conversation and argumentation, with which you can improve your conversation behaviour and successfully shape and control typical communicative situations in academic daily routine.

One main focus of this seminar will be on practical exercises. In short role plays you can practise new behaviours for different communication constellations and this way extend your scope of action. Before the seminar your personal demands and expectations will be assesses by means of a short questionnaire.

You will receive an extensive seminar script with more detailed information, suggestions for further reading, work sheets and checklists for the preparation of future communication and negotiation situations.

DATE/S AND TIME:
Thurs 04 Dec 2014, 09:30 am to 4:30 pm

CLOSING DATE FOR REGISTRATIONS:
10 Nov 2014

TRAINER:
Dr. Margarete Hubrath

GROUP SIZE:
Max. 12 people
EP 6
FIRST LEADERSHIP TASKS IN RESEARCH

TARGET GROUP: Doctoral candidates

LEARNING OBJECTIVE:
In this seminar you will learn the basics of leadership in research and develop a reflected understanding of your new role as leading executive.

CONTENT:
Doctoral candidates often have to take on first leadership tasks and instruct student assistants and graduants or delegate work. The seminar offers the opportunity to deal with the role as a leading executive from different perspectives. Apart from a reflection of one’s own attitude, the seminar will provide tools for the perception of leadership tasks and train them practically.

METHODS:
- Basics of leadership in science
- Instructing students and employees
- Bundling working processes and delegating tasks
- Giving feedback
- Coping with difficult situations

In order to account for the respective professional situations of the participants in advance, we will assess the experiences and expectations 2 weeks beforehand.

DATE/S AND TIME:
Thurs/Fri, 16/17 Apr 2015
09:30 am to 4:30 respectively

CLOSING DATE FOR REGISTRATIONS:
23 Mar 2015

TRAINER:
Dr. Margarete Hubrath

GROUP SIZE:
Max. 12 people
EP 7
POSTDOC CAREER STRATEGIES

TARGET GROUP: Advanced doctoral candidates of all subjects

LEARNING OBJECTIVE:
After this seminar you will have an overview of chances and risks of the academic job market, know the general career options and have the competence to develop a definite strategy for DFG proposals and applications.

CONTENT:
Firstly, the current situation on the academic job market will be depicted in detail. The focus will be on the structures of terminability, the kinds of employment relationships and statistics on limitations and actual employment options. The special legal framework conditions for scholarship holders, academic middle positions and junior professorships will be explained with their advantages and disadvantages. Moreover, the international job market will be touched upon.

Secondly, the variety of programmes and employers will be introduced. This includes, on the one hand, third-party-funds (DFG, ERC, AvH, etc.) and, on the other hand, the employment planning at universities and nonuniversity research institutes will be discussed.

Thirdly, some concrete application strategies for both fields of work will be introduced. The focus here is on DFG proposals on the one hand, and strategies for applications for advertised positions on the other hand.

DATE/S AND TIME:  
Fri, 28 Nov 2014, 09:30 am to 5:30 pm

CLOSING DATE FOR REGISTRATIONS:  
05 Nov 2014

TRAINER:  
Prof. Dr. Remigius Bunia

GROUP SIZE:  
Max. 12 people
EP 8
SMALL TALK AT INTERNATIONAL CONFERENCES

TARGET GROUP: Doctoral candidates

LEARNING OBJECTIVE:
- Secure small talk on the international academic stage
- Linguistically acting with self-assurance regarding non-scientific topics in the breaks, before, during and after conferences and other academic activities
- Mastery of the manners, courtesies, typical faux pas in an international environment
- Dealing with titles, salutatory addresses, linguistic gender differences
- Development of the personal handling of comments with a “double bottom”

CONTENT:
1. Developing a clear-cut and confident small talk style at academic occasions, which includes, but is not limited to, a profound understanding of small talk topics, possible communication style and issues to be avoided
2. Overcoming the fear of talking, especially about the issues you are not secure in
3. Delivering and active training of a wide range of possible topics as well as forms of politeness, addressing and treating people of various backgrounds, including elements of intercultural competence

METHODS:
Active, media-supported coaching with discussions, role-play, exercises, hand-outs, etc. A patented method for language acquisition will be applied, which enables participants to learn quickly, immediately and sustainably, and which is a combination of language, memory and concentration training.

DATE/S AND TIME:
Fri, 7 Nov 2014, 9 am – 4 pm

CLOSING DATE FOR REGISTRATIONS:
15 Oct 2014

TRAINER:
(RUS) Dr Michael Finkelstein

GROUP SIZE:
Max 10 people
THE SAME LEVEL DOES NOT MEAN OFFSIDE: OFFERS FOR EQUAL OPPORTUNITY IN SCIENCE

Equal opportunity is a central criterion of university development for the Ruhr-University Bochum and is integrated as a cross-section task in all areas. The IFB has developed different offers and target-group-specific measures for equal opportunities. Topics include academic career planning, career development and the extension of key and leadership competences. There is a matching offer for each career step and status group.

In the mentoring programmes for female PhD candidates and Postdocs, a special focus is on the topic of scientific career and the required interdisciplinary qualifications. The course series “Equal opportunities and academic career” of programmes funded by the DFG also takes on interdisciplinary topics in different formats.

Individual advice on integration of equal opportunities in project proposals: If you are planning measures for equal opportunities in project proposals, talk to us. We are happy to advise you on proposal, organisation and implementation and develop offers on career development of female academics according to your requirements.

You can find extensive information on the following pages.

QUESTIONS AND SUGGESTIONS:

Helga Rudack
Phone: 0234/32-2 37 26
helga.rudack@uv.rub.de
CH 1
SELF-PRESENTATION/SELF-MARKETING: WHAT DO MARK TWAIN AND THE ELEVATOR PITCH HAVE IN COMMON?

TARGET GROUP: Scientists

CONTENT:
The systematic communication of competences and the presentation of oneself are the key to success. This can be the job interview, the procurement of third-party funding or the presentation of your research results. Optimise your personal communication strategy, in order to be recognised the way you want to and to reach your goals. In the seminar you will have the opportunity to work on your fields of development by means of exercises and constructive feedback.

- Determination of position through reflexion and intercommunication
- Strengthening your presence – authentic behaviour
- Elevator Pitch as a form of presentation for yourself and your request

POSSIBLE METHODS:
Process-oriented work, inputs, individual, partner and group work, discussions, exercises, reflection, feedback

DATE/S AND TIME:
Wed/Thurs, 29./30 Oct 2014
9 am to 4:30 pm respectively

CLOSING DATE FOR REGISTRATIONS:
06 Oct 2014

TRAINER:
Betty Boden

GROUP SIZE:
Max. 10 people
“Meet the Female Faculty” – for the seventh time – has become an integral part of the offer for female academics at the RUB. On Wednesday, 14 January 2015, it is “Meet the Female Faculty – Female Academics at the RUB” again from 6 pm!

We have taken up the positive feedback on discussions rounds, workshops, the informal discussions and exchange just like the constructive suggestions for supplementation and improvement of our offer. The central topics will be scientific career at all different qualification levels, research promotion, compatibility of science and family, promotion of young academics and executive culture in science.

The focus is on:
- Information and contents-related input via short workshops, presentations and discussion rounds
- “Learning from Role Models – Different Careers in Science”, informal discussions with female RUB academics
- Informal exchange and networking of female RUB academics

“Meet the Female Faculty” is conducted by the IFB in cooperation with the equal opportunities commissioner of the RUB. Female academics at the RUB will receive an invitation as well as the programme in November 2014.

DATE/S AND TIME:
14 Jan 2015, 6 to 9:30 pm
Veranstaltungszentrum RUB

INFORMATION:
Helga Rudack
Phone: 0234/32-23726
helga.rudack@rub.de

CLOSING DATE FOR REGISTRATIONS:
7 Jan 2015

GROUP SIZE:
No limitation
EQUAL OPPORTUNITIES AND CAREER DEVELOPMENT IN PROGRAMMES FUNDED BY THE DFG

For the implementation of research-related equal opportunity standards, the involved special research fields, graduate schools and colleges have developed a concept for career development and for gender sensibilisation for young academics in cooperation with the IFB. Here you can find an overview of the workshops 2014/15:

**SEMINAR LIST**

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Trainer/Coach</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-marketing/Self-presentation (One-day workshop)</td>
<td>Dr. Julia Lindenmair</td>
<td>29/30 Sept 2014</td>
</tr>
<tr>
<td>Power games – how to communicate successfully Part 2 (One-day workshop)</td>
<td>Marion Knaths</td>
<td>29 Oct 2014</td>
</tr>
<tr>
<td>Multi-Tasking business men and women (One-day workshop)</td>
<td>Susanne Westphal</td>
<td>25 Nov 2014</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>Kathrin Keune</td>
<td>27 Jan 2015</td>
</tr>
<tr>
<td>Culture and Gender considerations (One-day workshop)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Careers that get everyone around the table:</td>
<td>Prof. Heather Hofmeister</td>
<td>10 Feb 2015</td>
</tr>
<tr>
<td>What we all gain from cooperative living, learning and leading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How people with very different abilities, preferences and characters</td>
<td>Dr. Sylvia Löhken</td>
<td>02 Mar 2015</td>
</tr>
<tr>
<td>cooperate and profit from each other (Evening lecture)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career strategies and planning (One-day workshop)</td>
<td>Dr. Julia Lindenmair</td>
<td>20/21 Apr 2015</td>
</tr>
<tr>
<td>How people with very different abilities, preferences and characters</td>
<td>Dr. Sylvia Löhken</td>
<td>08 Jun 2015</td>
</tr>
<tr>
<td>cooperate and profit from each other (One-day workshop)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can find details on target-groups, contents and registration on this website: http://www.uv.ruhr-uni-bochum.de/ifb/gender-sfbs/index.html

**INFORMATIONS:**
Helga Rudack
Phone: 0234/32-23726
helga.rudack@uv.rub.de
PEER MENTORING FOR FEMALE POSTDOCS AND FEMALE DOCTORAL CANDIDATES AT THE FINAL STAGE OF DOING THEIR DOCTORATE

As a method for promoting young academics, peer mentoring is specifically based on the mutual support of young female academics. The main focus is on self-organisation and professional networking. Peer mentoring stimulates the establishment of an own scientific network by the peers themselves and specifically promotes integration into academic life as well as into the scientific community. Goals of peer mentoring are the mutual exchange of experiences, the reflection of the own scientific career and interdisciplinary exchange.

With the participation in peer mentoring you can:

- establish an interdisciplinary network,
- extend your interdisciplinary competences and
- be advised and accompanied in your career.

At regular intervals, the female postdocs and doctoral candidates meet for subject-oriented evenings and informal exchange. A demand-oriented seminar is on offer once a year.

You can enter peer mentoring any time!

INFORMATIONS:
Helga Rudack
Phone: 0234/32-23726
helga.rudack@uv.rub.de
MENTORING³ FOR YOUNG FEMALE ACADEMICS

mentoring³ is a module of ScienceCareerNet Ruhr, a cooperation of the universities Bochum, Dortmund and Duisburg-Essen. The target groups of mentoring³ are female postdocs and female doctoral candidates who strive for a career at university or a career in extramural research.

The mentoring³ programme consists of three modules:
- “one to one” mentoring with a mentor or female mentor from the university or extramural research (mentoring tandem)
- seminar programme on key competences and
- process-accompanying network meetings and informal discussions for disciplinary and interdisciplinary exchange.

As mentee in the mentoring³ programme you can
- benefit from the transmission of practical knowledge about structures, processes and rules in academic life
- gain science-related key competences
- learn about leadership strategies
- obtain individual support for your further career planning and
- actively establish and extend a network of young female academics.

As mentor in the mentoring³ programme you can
- pass on your individual knowledge and experience to young female academics
- reflect the own career in the exchange with others and
- expand your own consultation and leadership competences.

In an annual cycle, the mentoring groups for female postdocs and doctoral candidates start in the subjects natural sciences, engineering sciences as well as the humanities, economics and social sciences. Every mentoring series lasts two years and is organised specifically for the target groups. In mentoring³ career paths in science and research as a perspective in university and extra-mural environments are systematically picked out as a central theme and reflected on.

The next series for female doctoral candidates of all subject groups will start in October 2012.
The next programme for female postdocs/assistant professors of all subjects begins in October 2013.
The next series for doctoral candidates begins in October 2014.
The closing date for registrations is 15 August 2014.

Information on programme and registration can be found at www.scn-ruhr.de/mentoring-hoch-drei

CONTACT:
Helga Rudack
Phone: 0234/32-23726
helga.rudack@uv.rub.de
DIDACTICS IN HIGHER EDUCATION QUALIFICATION PROGRAMME: “PROFESSIONAL TEACHING COMPETENCE FOR UNIVERSITY”

Besides research, teaching is the most significant core task of university and is continuously developed and improved. Therefore, the Ruhr-University Bochum attributes a great importance to a systematic qualification of its teachers regarding didactics in higher education and with the administrative department of the rectorate “Interne Fortbildung und Beratung” (IFB, Centre of Professional Development) it offers scientists the qualification programme “Professional Teaching Competence for University”.

YOUR OPPORTUNITIES: You have the opportunity to obtain a didactically aligned certificate, which is valid across universities and recognised in all of NRW. In 200 work units (AE) à 45 minutes you will deal with different topics of didactics in higher education differentiated and extensively. This happens both in interdisciplinary and discipline-specific intercommunication. You are interested in one particular teaching topic and want to take part in only one seminar? We are looking forward to your registration!

SIGNIFICANCE: On the one hand, this programme is oriented to the guideline of the Deutsche Gesellschaft für Hochschuldidaktik (DGHD - German society for higher education didactics) or the Netzwerk Hochschuldidaktik NRW (network for higher education didactics in North Rhine-Westphalia), respectively, and it takes up the requirements of university legislation, which demands the didactic suitability of teachers, amongst others, also as entry prerequisite for obtaining a professorship. The 3 modules of the Didactics in Higher Education Qualification Programme at a glance:

<table>
<thead>
<tr>
<th>BASIC MODULE</th>
<th>EXTENSION MODULE</th>
<th>ADVANCED MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>76 AE</strong></td>
<td><strong>64 AE</strong></td>
<td><strong>60 AE</strong></td>
</tr>
<tr>
<td>Certificate:</td>
<td>Certificate:</td>
<td>Certificate:</td>
</tr>
<tr>
<td>After completing all offers of the basic module you will get a basic module certificate</td>
<td>Your choice! The individual offers are listed with the number of awarded in the programme. You will get an extension module certificate.</td>
<td>You will get a 1:1 monitoring of your teaching project or will be supported in compiling your teaching portfolio. After a written documentation you obtain an advanced module certificate.</td>
</tr>
<tr>
<td>Components</td>
<td>Components</td>
<td>Components</td>
</tr>
<tr>
<td>5 Workshops</td>
<td>Choose from 15 offers in the programme 2014/15:</td>
<td>In the advanced module you will not attend courses. You will transfer methods and concepts to your own seminar.</td>
</tr>
<tr>
<td>-1x2 days</td>
<td>-Shortcuts (=short workshops in the afternoon), 1 day workshops, 2 day workshops</td>
<td>Optionally there will be monitoring of</td>
</tr>
<tr>
<td>-4x1 day</td>
<td>Contents</td>
<td>- Planning, realisation, evaluation &amp; written documentation of your innovative seminar</td>
</tr>
<tr>
<td>2 sitting-ins</td>
<td>-Teaching and Learning</td>
<td>- Development and documentation of your personal teaching concept</td>
</tr>
<tr>
<td>5x collegial advice group</td>
<td>-Examining</td>
<td></td>
</tr>
<tr>
<td>Written reflexion on content components of the basic module</td>
<td>-Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Giving advice</td>
<td></td>
</tr>
</tbody>
</table>
SEQUENCE AND TIME FRAME
If possible, extension and advanced module should be passed after the completion of the basic module. We recommend completing the whole programme within up to 5 years in order to guarantee a continuous and coherent learning process. After the completion of all three modules, an overall certificate (NRW certificate) is issued for the successful completion of the qualification programme.

By the way: For all seminars you participate in you may by request obtain a certificate of attendance with details on content and time. Some of our seminars are accepted within the framework of the structured doctoral programme; here you can individually coordinate with the representatives in the respective institutions.

Note to colleagues of the medical faculty:
IFB and MeDiBo - Medizin Didaktik Bochum – accredit seminars cooperatively. The 120 hours of the Certificate Medical Didactics are accredited to the Didactics in Higher Education Certificate NRW. In order to obtain the certificate for Didactics in Higher Education (min. 200 AE), interested participants from the medical sciences attend 32 AE from the offer of the extension module and complete the advanced module in the IFB. The Didactics in Higher Education Programme for postdocs and assistant professors of the mQuadrat Programme can be handed in for the optional subjects of MeDiBo and the extension module of the Higher Education Certificate NRW.

We are happy to extend the range of offers for lecturers with this network.

INFORMATIONS:
Kristina Müller
Phone: 0234/32-2 21 41
kristina.mueller@uv.rub.de
HD 1
BASIC MODULE
REALISATION AND ORGANISATION OF UNIVERSITY COURSES

TARGET GROUP: Lecturers, doctoral candidates

LEARNING OBJECTIVE:
Lecturers with competences in higher education didactics are a crucial factor of success for successful teaching. This means that you as a lecturer need conveying and motivation abilities, methodical knowledge and behaviours that support learning in order to realize seminars efficiently. In this course, this knowledge and these abilities are introduced and trained.

CONTENT:
- How can I interest students in the topic?
- How do I support active participation?
- How can I visualise contents in a supportive way
- What can I do to keep up the concentration of students?
- How can I get assess the learning success of students?
- How can I act in order to support learning?

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

For the completion of HD 1 you will receive 16 AE.

DATE/S AND TIME:
HD 1_1: Thurs/Fr9, 27/28 Nov 2014, 9:30 am to 4:30 pm respectively
HD 1_2: Mon/Tue, 22/23 Jun 2015, 9:30 am to 4:30 pm respectively

CLOSING DATE FOR REGISTRATIONS:
HD 1_1: 06 Nov 2014
HD 1_2: 01 Jun 2015

TRAINER:
Klaus Hellermann, Kristina Müller

GROUP SIZE:
Max. 12 people
HD 2
BASIC MODULE: MAKE THE ROLE OF THE TEACHER LIVELY – WHO AM I AND, IF YES, HOW MANY?

TARGET GROUP: Teachers, doctoral candidates

LEARNING OBJECTIVE:
After the first seminar day you...

▪ have discovered various constituent parts of the role of a teacher and have reflected difficult parts of this role via the exchange with colleagues.

▪ have found strategies for the improvement of your dealings with the role as a teacher.

CONTENT:
Each of us has an implicit idea of what makes a good teacher – on the first day of this seminar you have the opportunity of dealing with the demands on and expectations for this role and of realising one's own position. In doing so, we also develop options for action in order to remove stumbling blocks. Using examples from your everyday teaching life (or case studies), you can use options for action and give them a try in role-plays.

METHODS:
Working in small groups, short presentations, discussions, working on individual cases (or case studies, role-play, self-reflexion, input

For the completion of HD 2 you will receive 8 AE.

DATE/S AND TIME:  
HD 2_1: Tue, 27 Jan 2015, 9 am to 4.30 pm  
HD 2_2: Tue, 23 Jun 2015, 9 am to 4.30 pm

CLOSING DATE FOR REGISTRATIONS:  
HD 2_1: 6 Jan 2015  
HD 2_2: 2 Jun 2015

TRAINER:  
Siracuza Gomez

GROUP SIZE:  
Max 14 people
HD 3
BASIC MODULE:
INTERACTING AND INSTRUCTING SKILLFULLY IN CLASS

TARGET GROUP: Lecturers interested in the intricacies of teaching and instructing of study groups, who want to further improve their teaching success

LEARNING OBJECTIVE: Good teaching is dependent on different factors. Apart from professional competence and use of methods there is one crucial factor to structure your teaching decisively: communication. Systematic interaction contributes to successful seminars and to the satisfaction of students and lecturers. In this workshop you will learn about numerous communicative tricks how to formulate tasks result-oriented and instruct the study group. One thing applies to all suggestions: small impact, big effect. Look forward to practical tips in the fields of:

- instructing students
- giving clear working instructions
- conveying the topic in an interesting way
- making the study group able to work
- motivating and activating participants

In this workshop you will have the opportunity to transfer the suggestions to your own teaching situation and apply them in exercises.

NOTE: In the programme year 2014/15, HD 2 takes place as a one-day workshop and not as a two-day seminar, as it used to be. Lecturers who have attended HD 2 as a two-day seminar in the past can refrain from attending HD 3.

For the completion of HD3 you will receive 8 AE.

DATE/S AND TIME:  
HD 3_1: Fri, 20 Feb 2015, 9 am to 5 pm  
HD 3_2: Fri, 19 Jun 2015, 9 am to 5 pm

CLOSING DATE FOR REGISTRATIONS:  
HD 3_1: 30 Jan 2015  
HD 3_2: 29 May 2015

TRAINER:  
Harald Groß

GROUP SIZE:  
Max. 12 people
HD 4
BASIC MODULE: BLENDED LEARNING IN ACADEMIC TEACHING

TARGET GROUP: Teachers, doctoral candidates

LEARNING OBJECTIVE: The use of digital media gains more and more significance for learning and teaching at universities. The seminar gives you (media-) didactic and technical competences for the planning and use of eLearning elements in teaching. The centre of attention is getting to know, testing and reflecting different eLearning scenarios and their potential for the support of traditional teaching, individual, independent learning and for the organisation of teaching and learning processes.

CONTENT:
- Possibilities of implementing eLearning into classic university courses
- Reasonable use of the learning platform Blackboard or Moodle, (multimedia) contents and internet-based communication tools
- Methods for stimulating and moderating online communication with students
- Discussions about existing online courses and concepts

In terms of method, short presentations, group work, discussions as well as practical exercises in dealing with Blackboard are used.

For the completion of HD 4 you will receive 8 AE.

DATE/S AND TIME:
HD 4_1: Wed, 28 Jan 2015, 9 am to 4:30 pm
HD 4_2: Wed, 19 Aug 2015, 9 am to 4:30 pm

CLOSING DATE FOR REGISTRATIONS:
HD 4_1: 7 Jan 2015
HD 4_2: 29 Jul 2015

TRAINERS:
Holger Hansen, Simone Henze

GROUP SIZE:
Max 16 people
TARGET GROUP: Teachers

LEARNING OBJECTIVE/CONTENT:
Of course, not all courses run smoothly and without any problems. There are definitely situations which impede and complicate the actual learning/teaching process. This can have different reasons. On the one hand, reserved groups or groups reluctant to participate can make learning processes regarding the contents more difficult, on the other hand, there are concrete disturbances or conflicts in courses resulting in complicated situations for the teachers and the participating students.

If you are searching for possibilities how you behave in such situations in a solution-oriented way, then this is the right course for you.

FOCAL POINTS ARE:
- What kind of difficult situations do we encounter in our daily teaching routine?
- What you should do and what you better avoid in case of disturbances and conflicts
- Different disturbance stages and interventions
- Development of concrete possibilities for the solution of difficult situations

Besides inputs and discussions, especially practical exercises are to be the focus of attention

For the completion of HD 5 you will receive 8 AE.

DATE/S AND TIME:
HD 5_1: Wed, 14 Jan 2015, 9:30 am to 5 pm
HD 5_2: Wed, 16 Jun 2015, 9:30 am to 5 pm

CLOSING DATE FOR REGISTRATIONS:
HD 5_1: 12 Dec 2014
HD 5_2: 27 June 2015

TRAINER:
Holger Hansen, Klaus Kellermann

GROUP SIZE:
Max 12 people
HD 6
BASIC MODULE: COLLEGIAL ADVISORY GROUP

TARGET GROUP: Participants in the basic module, teachers

LEARNING OBJECTIVE/CONTENT:
The collegial advisory group provides a platform for discussing questions of teaching and learning or advising each other interdisciplinary and collegially, respectively.

In every semester, 5 dates are on offer. Each of the respective appointments comprises 3 work units à 45 minutes. The appointments deal with questions concerning particular content.

Since you have to attend at least five meetings for the crediting of the basic module, the requirement “Collegial Advisory Group” can be completed in one semester. However, you can also distribute attendance of the required courses to several semesters.

Besides the participants of the basic module, the collegial advisory group is also open to other interested teachers from all faculties who want to discuss general teaching aspects or concrete questions from the own teaching practice, but do not take part in the qualification programme “Professional Teaching Competence for University”.

In order to complete the module you have to participate in the collegial advisory group on 5 dates, which will be credited with 15 AE in total.

DATE/S FOR THE WINTER SEMESTER 2014/15:
Wednesdays from 10 am – 12 noon

DATE/S FOR THE SUMMER SEMESTER 2015:
15 April, 29 April, 13 May, 3 June, 24 June 2015
Wednesdays from 10 am to 12 noon

INFORMATION:
Kristina Müller
Phone: 0234/32-22141
Kristina.mueller@uv.rub.de

REGISTRATION:
Brigitte Kühnemundt
Phone: 0234/32-26488
Brigitte.kuehnemundt@uv.rub.de

SUPERVISION:
Dr. Hartwig Junge
HD 7
BASIC MODULE: SITTING IN ON CLASSES

TARGET GROUP: Participants in the basic module, teachers

LEARNING OBJECTIVE:
Concerning its function, sitting in on classes for the purpose of personal consultation of teachers through an advisor of the IFB is further education “on the spot”, i.e. in the courses of the participants. Sitting in on classes serves the improvement of the individual teaching behaviour and the didactic competences (e.g. motivation of the students, use of methods and media, etc.).

Within the framework of the basic module, 2 teacher observations have to be completed. After both of the two teacher observations have to be completed. After both of the two teacher observations, intensive evaluation talks are held. The second sitting in on classes serves predominantly the purpose of assessing whether the suggested action alternatives are manageable for the teachers. Therefore, there should be a minimum interruption of 4 weeks between sitting in, in order to reflect the application of suggestions. For seminars held in English (by non-native speakers) there is the possibility to make use of the sitting-in with regard to language aspects. Apart from an improvement of didactic competences, teachers receive suggestions on pronunciation, grammar and the use of prevalent English formulations.

You teach your courses in a different language not mentioned here and are interested in a sitting in? Please contact us!

The results of the teacher observations are, of course, treated confidentially.

The two sitting in appointments will be credited with 10 AE in the basic module.

DATES:
Individual

INFORMATIONS:
Kristina Müller
Phone: 0234/32-22141
Kristina.mueller@uv.rub.de

SUPERVISION:
Dipl. Päd. Klaus Hellermann, Dr. Hartwig Junge,
Bettina Drewa-Viol, Natascha Strenger, M.A.
(for seminars held in English)

REGISTRATION:
Brigitte Kühnemundt
Phone: 0234/32-26488
Brigitte.kuehnemundt@uv.rub.de
HD 8
WRITTEN REFLECTION OF THE BASIC MODULE

TARGET GROUP: Participants in the qualification programme

LEARNING OBJECTIVE/CONTENT:
The basic module closes with a written reflection. Here the participants of the qualification programme have the
change to reconsider and assess the first module.

The following points could be aspects of consideration:

- Which learning results could be noticed in the individual courses, sitting in classes and collegial advisoryapp-
  pointments?
- How helpful were the trainers and teachers that have been involved and to what extend have they contributed
to the learning results?
- Which contents or topics could have been dealt with in more detail?

First of all, the reflection serves the purpose to clarify and become aware of the experiences that have been
made, the learning results and possible consequences for the own teaching practice.
At the same time, it gives the IFB suggestions in how far the didactics in higher education qualification process
can be further improved.

The written reflection comprises 3 AE of the basic module.

INFORMATIONS:
Kristina Müller
Phone: 0234/32-2 21 41
kristina.mueller@uv.rub.de
THE EXTENSION MODULE: BASIC AND INTENSIVE

Following, you will find courses lasting one, two or several days as well as three-hour courses (shortcuts). These formats provide you with the opportunity to work on didactics in higher education topics basically or intensively.

The topics offered are, on the one hand, an extension of those topics addressed in the basic module, on the other hand they pick up new aspects of academic learning. You can choose from the following four areas:

- teaching and learning
- examining
- evaluating
- advising

You have the choice - from these options you tailor your extension module of 64 AE to your interests with regards to content.

INFORMATIONS:
Kristina Müller
Phone: 0234/32-2 21 41
kristina.mueller@uv.rub.de
TARGET GROUP: Teachers

LEARNING OBJECTIVE:
In this seminar you can learn more about your “general acoustic impression”, work on your personal voice expression components (from breathing to intentionality), learn to avoid losing your voice quickly (getting hoarse and less loud) as well as to increase the “acoustic” presence of your personality or using it effectively, respectively.
The active as well as passive (listening) connection of using your body and communicative turning is to be experienced and organised in a differentiated way.

CONTENT:
Posture, breathing, alternating tension, speaking technique
Congruent appearance: Conformance of content, voice and body language
Individual voice analysis, optimisation suggestions for the general impression

The completion of HD 9 will be credited with 16 AE.

DATE/S AND TIME:
Mon/Tue, 19/20 Jan 2015, 9 am to 4:30 pm respectively

CLOSING DATE FOR REGISTRATIONS:
12 Dec 2014

TRAINER:
Kriszti Kiss

GROUP SIZE:
Max 12 people
HD 10 EXTENSION MODULE
DEALING WITH QUIET CLASSES

TARGET GROUP: Teachers, who want to reach teaching aims well – even with quieter seminar groups

LEARNING OBJECTIVE:
- You become confident dealing with quiet seminar groups
- You test methods for quieter students and transfer them to your teaching routine

CONTENT:
“And then there they sat. And they remained silent. They seemed to be happy, the students of my Tuesday course, and seemed to be studying. But me, I grew more restless and insecure by the minute.”
If this reminds you of your own practical experience, this shortcut „Dealing with quiet classes“ is the right course for you.
This afternoon will be about more reactive and quiet students. And about the question of how to address them well in your seminars, too. You can look forward to practical teaching methods for quieter study groups, a new view on quiet students and a newly gained confidence in dealing with these groups.

POSSIBLE METHODS:
Short presentation, individual and partner work, practical method experiments.

For the completion of HD 10 you will receive 4 AE.

DATE/S AND TIME:
Thurs, 19 Feb 2015, 4 pm to 7 pm

CLOSING DATE FOR REGISTRATIONS:
29 Jan 2015

TRAINER:
Harald Groß

GROUP SIZE:
Max. 12 people
HD 11 EXTENSION MODULE
ONE AGAINST ALL? TEACHING LARGE GROUPS SUCCESSFULLY

TARGET GROUP: Teachers

LEARNING OBJECTIVE:
After the workshop you will have new options for action at hand, in order to design even large seminars variedly and competently deal with possible problems.

CONTENT:
Large seminars, whether with 40 or 400 students, have their own rules, which can seemingly not be managed by the teacher. However, this is not the case – in this workshop you will learn about possibilities to design large seminars successfully. Get to know, which options have been successful in day-to-day teaching from the teaching practice of the teacher and your colleagues.

Based on personal experience of the participants, practical methods to motivate students even in large seminars, to support active learning and to manage difficult situations will be developed. These methods will be trained and analysed in exercises and simulations, so that you can face your next large seminar with a newly-gained calmness.

POSSIBLE METHODS:
Moderation, simulation, presentation, group puzzle

For the completion of HD 11 you will receive 8 AE.

DATE/S AND TIME:
Thurs, 10 Sept 2015, 9 am to 5 pm

CLOSING DATE FOR REGISTRATIONS:
20 Aug 2015

TRAINER:
Prof. Dr. Karl Friedrich Siburg

GROUP SIZE:
Max. 12 people
HD 12 EXTENSION MODULE
TEACHING IN ENGLISH

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
After this workshop you will have
- gained more confidence teaching in English
- defined your own role
- extended your language competence
- understood language differences better
- extended your method repertoire
- exchanged experiences with colleagues from other fields

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 weighty problems. This one-day workshop will provide some opportunity to practice 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. We will also be looking at how to use modern digital media to your best advantage, and some of the pitfalls for German speakers where speaking English is concerned. The workshop will be held in English, but is designed with primarily German-speaking learners of English in mind rather than native speakers.

POSSIBLE METHODS:
Talk by the trainer, individual and group work, discussions, exercises, feedback, exchange of experiences

For the completion of HD 12 you will receive 8 AE.

DATE/S AND TIME:
Thurs, 05 Feb 2015, 9 am to 5 pm

CLOSING DATE FOR REGISTRATIONS:
15 Jan 2015

TRAINER:
Betty Boden

GROUP SIZE:
Max. 8 people
HD 13 EXTENSION MODULE
A PICTURE SAYS MORE THAN 1000 WORDS – CREATING SKILFUL VISUALISATIONS

TARGET GROUP: Lecturers and employees from administration and the technical department

LEARNING OBJECTIVE:
- You learn to develop prepared or spontaneous visualisations and to employ them effectively. You learn how to edit contents visually appealing and to use creative design elements.
- You check your individual possibilities and find your own drawing style.
- A talent for drawing is expressly not a prerequisite for participation.

CONTENT:
Are you confronted with fraught and confusing presentations in your subject? You would like to loosen up long texts and illustrations or translate complex concepts, procedures or dry contents into understandable “picture language“? Develop your own hand-drawn visualisations and make your presentations lively, attractive and clearly understandable. In this workshop you will acquire easily learnable and effective techniques and tips to design your visualisations effectively and use them skilfully. While the focus is on experimenting and practical application, short professional inputs convey background knowledge. In sequencing exercises you are trained step-by-step how to create your own visualisations. Your examples from daily teaching routine are worked on and visualisations are developed together. On the flipchart you will hand-drawn visualisations. Pans are available in the course. Moreover, you can transfer the developed material and the acquired knowledge to other media (e.g. Powerpoint).

For the completion of HD 13 you will receive 8 AE.

DATE/S AND TIME:
Mon, 23 Feb 2015, 9 am to 4:30 pm

CLOSING DATE FOR REGISTRATIONS:
02 Feb 2015

TRAINER:
Dipl.-Ing. Brigitte Seibold

GROUP SIZE:
Max. 10 people
TARGET GROUP:
All those, who have attended the workshop “A picture says more than 1000 words” already, and who wish for further impulses. Participants, who have obtained basics of visualisation in other workshops are welcome on prior agreement as well.

THE SITUATION:
You have the basic “tools of visualisation“, but do not find enough time for transfer in your daily routine. You are looking for a creative “empty space”, where you can visualize your topics, further impulses and a coach, who supports you in the process

THE AIMS:
You go home with presentable, ready charts, which you can immediately use at work.
You get new impulses for the visualisation of your topics
You gain confidence as “visual facilitator“

THE WAY:
You bring along the topics you want to visualise. I provide a creative workshop with pens and material. You get impulses through further variants of visualization and examples from practical experience. In short exercise units you deepen different techniques. I will support the development of your ideas and concepts and the transfer to paper with words and deeds. You will support each other by exchanging ideas and feedback as well.

For the completion of HD 14 you will receive 8 AE.

DATE/S AND TIME:
Tue, 24 Feb 2015, 9 am to 4:30 pm

CLOSING DATE FOR REGISTRATIONS:
03 Feb 2015

TRAINER:
Dipl.-Ing. Brigitte Seibold

GROUP SIZE:
Max. 10 people
HD 15 EXTENSION MODULE
CREATIVITY TECHNIQUES AND THEIR USE IN TEACHING

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
After completing this workshop...
... you will know what creativity means
... you will know different techniques to develop creativity
... you will have gathered experiences in dealing with creativity techniques
... you will know tips and tricks how to employ creativity techniques in your teaching

CONTENT:
In an environment of constant change, creative abilities come to the fore as factors of success in addition to the classical fields of competence, such as „knowledge“ and „ability“.
While acquiring „knowledge“ and the systematic „development of practical abilities“ has a high significance in modern universities already, the development of creative abilities is not regarded as important.
This workshop introduces brainstorming in its various forms and shows how you can use the potential of this comprehensive instrument in your teaching. This way, you learn how you can integrate versatile creative elements in your didactic routine. Based on that, further, very effective creativity techniques will be presented and applied practically in group work.
You will have the opportunity to transfer the approaches and methods to your own seminars. In that, you will be supported by the trainer, who will bring his long-time experiences to it.

For the completion of HD 15 you will receive 16 AE.

DATE/S AND TIME:
Wed/Thurs, 4/5 Mar 2015,
9 am to 4:30 pm respectively

CLOSING DATE FOR REGISTRATIONS:
11 Feb 2015

TRAINER:
Prof. Dr.-Ing. Alexander Czink

GROUP SIZE:
Max. 14 people
HD 16 EXTENSION MODULE
DIVERSITY? YES, PLEASE! DEALING WITH INTERCULTURAL DIVERSITY IN HIGHER EDUCATION

TARGET GROUP: Lecturers

LEARNING OBJECTIVE: In this workshop you will experience and find out about:
- how we construct meaning and reality and what impacts this has on your teaching
- why different backgrounds and values can lead to diverse actions
- what diversity at university means and how you can deal with it
- how you can apply the new findings in your everyday teaching

CONTENT: Diversity at German universities is increasing – due to internationalisation, globalisation, life-long learning and the inclusion of people with very different needs. The heterogeneity of today’s students with regards to demographic structures, cultural backgrounds, individual concerns and personal experiences raises new challenges for university teachers. In this workshop you will learn how it can work out to create a productive teaching and learning atmosphere, to establish equality of chances and to increase student satisfaction at the same time. You will experience and reflect, why challenging as well as positively irritating situations can occur in heterogeneous groups and how you can evaluate and use them advantageously. Based on examples, simulations and short impulses you can broaden your sense for a reflected competence of action in heterogeneous and diverse communication contexts in teaching.

OPTIONAL: SUBSEQUENT COACHING: After the workshop we offer a 90-minute transfer coaching. The coaching will take place on the 18 April 2015. You can choose from the following times: 09:00 - 10:30 am, 11:00 am - 12:30 pm, 1:00 - 2:30 pm, or 3:00 - 4:30 pm. If you are interested in one of the four coaching spaces, please mention this and your preferred time when you register.
For the completion of HD 16 you will receive 8 AE. For the optional participation in the coaching you will receive 4 AE, including preparation and post-processing.

DATE/S AND TIME:
Workshop: Tue, 17 Mar 2015, 9 am to 4:30 pm
Optional Coaching: Wed, 18 April 2015

CLOSING DATE FOR REGISTRATIONS: 24 Feb 2015

GROUP SIZE: Max. 12 people

TRAINER: Fadja Ehlail
HD 17 EXTENSION MODULE
ASSESSMENT OF PERFORMANCE

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
In this workshop
- you will reflect your examination experience based on Constructive Alignment und Blooms taxonomy.
- you will work on your assessment criteria based on learning aims, differentiate them if need be and substantiate them
- you will get to know appliances, with which you can define criteria of performance and develop own means based on this
- you will develop your own appliances to convey your own criteria of performance to students.

CONTENT: You will analyse your own assessment practice systematically and learn how you can systematise and make transparent your approach to assessment. You will learn to differentiate between different forms of reactions to examination performance, such as assessment, evaluation, correction, feedback or acknowledgement. For this purpose you will reflect your assessment criteria, get an overview of possible assessment criteria for oral and written examinations and get to know standards of grading justifications.

FOCAL POINTS:
1) Which function does assessment have and in what role do participants see themselves in during assessment?
2) How can you deal with the "fleetingness" of oral exams and which assessment criteria are useful?
3) Which approach to texts is reasonable, in order to correct written assessments?
4) How can the results of the exam be reported back to examinees in a supportive way?

For the completion of HD 17 you will receive 16 AE.

DATE/S AND TIME: Mon/Tue, 16/17 Mar 2015, 10 am to 4:15 respectively
CLOSING DATE FOR REGISTRATIONS: 23 Feb 2015
TRAINER: Dr. Ulrike Lange und Dr. Anika Limburg
GROUP SIZE: Max. 14 people
HD 18 EXTENSION MODULE
EXPEDITENT ORAL ASSESSMENT – HOW DOES THAT WORK?

TARGET GROUP: Lecturers conducting oral exams on their own responsibility

LEARNING OBJECTIVE:
After the workshop you can conduct oral exams result-oriented and assess them according to clear criteria, as well as meet difficult situations with appropriate solution strategies.

CONTENT:
In contrast to “objective” written exams, oral exams are thought to be subjective and arbitrary – by students and teachers alike. But especially in the transition from teaching to learning, oral exams play an important part. How can examiners do justice to the demand for reliable oral examinations?
In this workshop you will get support concerning questions on your examination routine at university. First, criteria for a successful oral examination will be developed practically, and the different roles of examiner and examinee will be analysed. Apart from tips on transparent assessment, examination situations will be presented (in partner work and simulations with actors) and analysed based on video recordings. Extensive feedback will help to realize and manage problematic situations.

POSSIBLE METHODS:
Moderation, simulation including actors, video feedback, presentation, group work

For the completion of HD 18 you will receive 8 AE.

DATE/S AND TIME:
Mon, 09 Mar 2015, 9 am to 5 pm

CLOSING DATE FOR REGISTRATIONS:
16 Feb 2015

TRAINER:
Prof. Dr. Karl Friedrich Siburg

GROUP SIZE:
Max. 10 people
HD 19 EXTENSION MODULE
USING, ASSESSING AND EVALUATING STUDENT TALKS AND PRESENTATIONS EFFECTIVELY

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
After the seminar you can...
- describe influencing factors on the quality of student talks and presentations and form them consciously
- draft the didactic support for students and plan according to resources
- formulate and explain learning aims, or Learning Outcomes, of students through the use of presentations
- develop basic observation, feedback and assessment criteria for talks and presentations
- employ forms of short evaluation for the learning results of students in the plenum well-founded

CONTENT:
Talks and presentations are often used as a course assessment. Teachers and students often criticise the quality of performances. If talks and presentations are regarded as a form of oral exam and neglected as a learning opportunity for students in the plenum, the potential of this form of assessment is not fully exploited. How can teachers support students in realising talks and presentations as a didactic task? How can a growth of competence in performers and students in the plenum be advised, tested and assessed based on talks and presentations? How can feedback be used to improve performances? And how can all of this be put into action in a resource-oriented manner? In the four hours we will work on approached, which you can develop afterwards.

METHODS:
Headstand-Method, Buzz Groups, Think-Pair-Share, Learning-Walk-Variation, Methods of short evaluation

For the completion of HD 19 you will receive 4 AE.

DATE/S AND TIME:
Wed, 19 Nov 2014, 4 pm to 8 pm

CLOSING DATE FOR REGISTRATIONS:
29 Oct 2014

TRAINER:
Alexandra Bergedick

GROUP SIZE:
Max. 12 people
HD 20 EXTENSION MODULE
EVALUATION AS DIALOGUE: REFLECTING TEACHING AND LEARNING PROCESSES TOGETHER

TARGET GROUP: Teachers

LEARNING OBJECTIVE:
After this seminar you will...
■ have learned about possibilities to obtain significant feedback on your teaching
■ have worked out how to get into conversation with your students afterwards in order to evaluate the results
■ have obtained suggestions on how to use the results productively

CONTENT:
The results of student evaluation are already available in the course of the semester on demand. In the process of dealing with the written feedback questions of what students could have meant by their evaluation at this or the other point and which consequences you as a teacher should draw from this can occur. In such cases it is suitable to check further enquiries under discussion with the students. This way, you use the evaluation results in an optimal way to obtain differentiated feedback and constructive suggestions for the further development of your teaching. In this shortcut organisational questions will be dealt with just as much as possibilities for systematic negotiation. Here, the acquisition of communicative strategies is the focal point.

METHODS:
■ Lecture with the opportunity to ask questions about “Evaluation at the RUB” with Frank Wissing
■ Experiments with feedback situations
■ Testing alternative feedback methods

The completion of HD 20 will be credited with 4 AE.

DATE/S AND TIME:
Mon, 18 May 2015, 3 pm to 7 pm

CLOSING DATE FOR REGISTRATIONS:
27 Apr 2015

TRAINER:
Dr. Peter Röhrig, Frank Wissing

GROUP SIZE:
Max. 12 people
HD 21 EXTENSION MODULE
TEACHING WHAT HAS TO BE LEARNED - WITH CLASSROOM ASSESSMENT-TECHNIQUES (CATS)

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
After the seminar ...
- you will know the differences, possibilities and aims of summative vs. Formative assessments
- you will be able to formulate learning aims and corresponding CATs for your own seminars
- you will be able to use and evaluate CATs systematically
- you will be able to report back on results of CATs and discuss them with the students

CONTENT:
“One could say many German children learn in spite of teaching!“, said Paul Mangel, a teacher an psychologist at the Institute for School Psychology Counselling in Marzahn-Hellersdorf (taz, 12 Oct 2002). But what about teaching and learning in one’s own seminar at university? How exactly do my students learn? And what do they learn? This is where so-called CATs (Classroom Assessment Techniques) come into play. They work like short exercises or tests, but often they are anonymous and always formative. This way, learning success and ways of learning can be demonstrated. Many teachers are using such methods already, but they do not call them CATs. This course gives a detailed insight into the backgrounds and essential characteristics of this approach and demonstrates the variety of implementation opportunities. You as a participant will be enabled to develop and implement effective CATs for your seminar in order to optimize your teaching.

For the completion of HD 21 you will receive 4 AE.

DATE/S AND TIME:
Mon, 06 Oct 2014, 4 pm to 7 pm

CLOSING DATE FOR REGISTRATIONS:
15 Sept 2014

TRAINER:
Dr. Sebastian Walzik

GROUP SIZE:
Max. 14 people
HD 22 EXTENSION MODULE
STRUCTURED AND PRECISE SUPERVISION
OF STUDENT PAPERS

TARGET GROUP: Teachers

LEARNING OBJECTIVE:
In this shortcut, participants get the opportunity to
- identify stages in the supervision of student papers (for their subject) and this way being sensitized for phases in which support needs to be intensified
- reflect their own supervision work with regard to individual guidelines
- learn about action possibilities for the structured supervision of students papers and to transfer them to one’s own situation

CONTENT:
While working with students, the supervision of seminar, project or final papers/theses is very important. As supervisor, you have the complex task to accompany your students academically, giving them feedback with regards to content and methods, offering structure in one phase and retreat in the other.
This shortcut is about getting to know and critically discuss methods, with which you can supervise student papers through the stages of academic working in a systematic way. You learn how you can create supervision occasions by employing cornerstones and which value individual supervision guidelines have in the process.

METHODS:
Short input, individual and group work, discussion and collection of best practice examples

The completion of HD 22 will be credited with 4 AE.

DATE/S AND TIME:
Tue, 12 May 2015, 4 pm – 7 pm

CLOSING DATE FOR REGISTRATIONS:
21 Apr 2014

TRAINER:
Angelika Thielsch

GROUP SIZE:
Max 14 people
HD 23 EXTENSION MODULE
DESIGNING OFFICE HOURS – USING AVAILABLE TIME PURPOSEFULLY

TARGET GROUP: Lecturers

LEARNING OBJECTIVE:
This short workshop offers the opportunity to extend your repertoire of methods to organise and design your office hours.

CONTENT:
Students’ need for advice is increasing, but there mostly is a constant time frame. You are looking for ideas and possibilities to use your available time more systematically and effectively? In this workshop you will get impulses on the organisation of your office hours and on designing you counselling. You obtain proven and tested tips, such as a suggestion on structure and a checklist for office hour conversations. This afternoon, you will reflect your experiences and compare notes with colleagues from other faculties.

POSSIBLE METHODS:
Impulse talk, idea pool, exchange, collegial advice

For the completion of HD 23 you will receive 4 AE.

DATE/S AND TIME:
Wed, 23 Sept 2015, 3:30 pm to 6:45 pm

CLOSING DATE FOR REGISTRATIONS:
02 Sept 2015

TRAINER:
Marita Kemper

GROUP SIZE:
Max. 16 people
ADVANCED MODULE

The advanced module closes the qualification programme “Professional Teaching Competence at University“. To complete it, there are two ways:

PLANNING, PERFORMANCE, EVALUATION AND DOCUMENTATION OF INNOVATIVE COURSES
Here you have the possibility to intensively deal with a didactic aspect of your choice and test it in the own teaching practice. Within the frame of your own courses, innovate aspects are to be introduced within the time frame of one semester. In doing so, it is for example possible to take up forms of action-oriented learning, blended learning elements or moderation-oriented methods instead of or together with traditional forms of mediation and teaching. In addition, assessments of the students are to be evaluated. The experiences with the new or rearranged course, respectively, are to be reflected within the frame of a documentation of 15-20 pages. For the planning and performance you can make use of the support of the IFB.

Depending on the situation or the interest of the participants, the following alternative for the performance of an innovative course is possible:

DEVELOPMENT AND DOCUMENTATION OF A PERSONAL TEACHING CONCEPT
Within the frame of the extension module, an extensive written work (ca. 20 pages) can be prepared which formulates the personal understanding of teaching or the own ideas, for example regarding the role of the lecturer, teaching, learning objectives, didactic principles, the dealing with students, necessary competences, etc., respectively, as well as their possibilities of implementation and shows and reflects experiences.

The teaching concept is to be presented within the frame of a final discussion.

INFORMATIONS:
Kristina Müller
Phone: 0234/32-2 21 41
kristina.mueller@uv.rub.de
CONSULTATION AND EXCHANGE ON TEACHING TOPICS

On the following pages we offer you further exchange and consultation opportunities on teaching topics. A special characteristic of these offers is that they take place both in 1:1 consultation situations and in target-group-specific dialogue.

The 1:1 consultations include:

- Individual video coaching for teachers
- The learning portfolio as an instrument
- Individual teaching coaching for professors
- LeMento – Teaching more consciously by dint of mentoring

Your advantage: A coach takes exclusively time for you. Date and time can be arranged according to your individual needs.

The number of places is limited.

The target group-specific exchange offers include:

- Within the framework of inSTUDIES a target group-specific exchange especially for study subject counselors is offered. You can find the programme on the internet:
  http://www.ruhr-uni-bochum.de/instudies/veranstaltungen/index.html
- the offer of the Schreibzentrum “Supporting academic writing professionally”

Your advantage: you get and give impulses on current teaching topics in intercommunication with colleagues with a comparable professional profile

INFORMATIONS:
Kristina Müller
Phone: 0234/32-2 21 41
kristina.mueller@uv.rub.de
INDIVIDUAL VIDEO COACHING FOR TEACHERS

TARGET GROUP: Lecturers

CONTENT:
Besides for example a clear structure, motivation and activation of students, method change as well as good visualisations, the success of courses depends on the teacher as a person. To get an impression of what effect you have as a person or what you can change individually regarding the own teaching, an individual video coaching is helpful. For this purpose, we record your courses. The video serves as basis for further steps.

RECORDING AND ANALYSIS:
After the video recording of a meeting, we analyse this recording with respect to the following communication-promoting factors:
- Body language and mimic messages
- Use of voice and speaking qualities
- Awareness of sending messages and vivid modulation

EVALUATION AND TRANSFER:
The precise, confidential evaluation of the meeting is followed by the creation of an individually tailored exercise catalogue in order to enable the teachers to concretely transfer what has been learned to the everyday life at university.
The goal is to increase the dynamic and expressiveness of the corresponding appearance in order to more efficiently mediate what is to be conveyed.

DATE/S AND TIME:
To be agreed upon

REGISTRATION AND INFO:
For registration please contact Kristina Müller.
Fon: 0234/32-2 21 41, E-Mail: Kristina.mueller@uv.rub.de

COACH:
Jan-Aiko zur Eck

GROUP SIZE:
This offer is limited and can be provided to 3 interested teachers during the run of the programme.
THE TEACHING PORTFOLIO AS APPLICATION INSTRUMENT –
DEVELOP AND DOCUMENT YOUR TEACHING PROFILE!

The teaching portfolio is an instrument for describing selected and reflected achievements of your teaching and
leaves to you the responsibility and the evidence of good teaching. The documentation of your teaching practice
which is established with the teaching portfolio functions internally as quality development and externally as
application instrument.

While arranging your teaching portfolio, you receive a coaching with respect to
■ showing and justifying contents, concepts and methods of your teaching,
■ reflecting and presenting your teaching philosophy,
■ developing and documenting dedication and perspectives for your teaching.

Moreover, you develop an individual tool for a flexible target group orientation and you have an effective strategy
for the presentation of your teaching achievements.

The consultation offer comprising a total of 8 hours includes:
■ Individual coaching (2 meetings à 2 hours)
■ Extracts with e-mail feedback on 3 drafts with the aim to compile a teaching portfolio with a purpose agreed
  upon in advance (application, clarity of the own teaching profile etc.)

If you want to tailor your teaching portfolio individually to a specific job advertisement, please bring along the
advertisement to the first meeting!

DATE/S AND TIME:
to be agreed upon

REGISTRATION AND INFO:
For registration please contact Kristina Müller.
Fon: 0234/32-2 21 41, E-Mail:
Kristina.mueller@uv.rub.de

COACH:
Dr Birgit Szczyrba

GROUP SIZE:
This offer is limited and can be provided to 3
interested teachers during the run of the
programme.
FOCUS ON TEACHING –
INDIVIDUAL TEACHING COACHING FOR PROFESSORS FROM ALL DEPARTMENTS

Teaching is a highly individual job. You, as an experienced university teacher, know best what can support you in keeping your teaching lively between external conditions and individual expectations. With this exclusive consultation format you get the chance to reflect these questions together with an external coach and to develop options for action.

You have the opportunity to choose from different individual consultation offers:

- Individual topics – To strengthen decision-making and responsibility, you will work on individual topics and questions from your teaching routine together with a coach.
- Toolbox teaching – Supported by an experienced methodology specialist, you extend your teaching by concrete approaches and methods.
- Voice and body language – You work with a body language trainer or a voice teacher on a strong voice and your appearance regarding body language.
- Video feedback – You analyse a recorded course meeting together with a trainer from the field of didactics in higher education.
- New: if you teach courses in English as a non-native speaker, you can get an individual feedback (e.g. a sitting in) and individual trainings on pronunciation, grammar and the use of prevalent English formulations. On request this offer is also valid for other languages.

YOUR BENEFITS:

- A coach takes time exclusively for you
- You choose the coach you want to work with from a pool
- Your individual concerns are at the centre of attention.

DATES AND TIME:
...can be arranged according to your individual requirements.

Interested? Then contact us! Your individual situation and specific needs are determining. The participation is confidential and free of charge. The number of places is limited.

INFORMATIONS:
Friederike Bergstedt
Phone: 0234/32-22144
friederike.bergstedt@uv.rub.de
www.uv.rub.de/ifb/professorinnen//
LEMENTO – TEACHING MORE CONSCIOUSLY BY DINT OF MENTORING

TARGET GROUP: Lecturers

BACKGROUND:
“From experience into practice” is the motto. LeMento offers you the chance to gain first-hand experience and to get into intercommunication with experienced lecturers. Profit from the practical knowledge of your teaching mentor!

OFFER AND YOUR OPPORTUNITIES:
We invite you to enter into dialogue with an experienced lecturer of the RUB. For this purpose, we are happy to find a suitable mentor for you, so that you:
- get suggestions for your own teaching
- recognise and improve your teaching competence
- discuss questions on your own teaching in personal conversation
- profit from practical experiences of your teaching mentor
- prepare for academic teaching in step with actual practice

PARTICIPATION REQUIREMENTS:
We are happy to welcome you as a participant if you:
- are teaching at the RUB.
- are willing to take part in the mentoring for the duration of 2 semesters.
- want to actively create the dialogue with your teaching mentor, directing its course and including your requests and topics in the exchange.

You can take part in LeMento at any time convenient. Please get in contact with us and we will invite you to an interview to assess your requests, to introduce the programme in greater detail and to find a suitable teaching mentor.

The participation is confidential and free of charge. The number of participants is limited.

MORE INFORMATION AND CONTACT:
Helga Rudack
Phone: 0234/32-23726
http://www.uv.rub.de/ifb/lemento/index.html
lemento@rub.de
OFER OF THE SCHREIBZENTRUM: SUPPORTING ACADEMIC WRITING PROFESSIONALLY

TARGET GROUP: Teachers

LEARNING OBJECTIVE:
After this seminar you
- will have obtained basic knowledge about research results on the course of writing processes.
- will know different formats of how you can instruct students to write efficiently and how you can support them in the improvement of their writing skills.
- will have developed, conducted and evaluated your own concept of how you can support students’ improvement of their writing skills professionally in your subject. This can be the conceptualisation of a seminar session or a writing consultation-hour.

CONTENT:
Writing is very important for the successful final degree and thus for the students. However, on the one hand, student papers often do not correspond with the expectations of the teachers, on the other hand, students are often insecure when it comes to writing and wish for more or a different form of support. Based on research on the topic, established forms of academic writing mentoring are introduced in this seminar. It is the aim of the course that participants develop formats of efficient writing support matching their subject and put them into practise.
The following methods will be used in the seminar: partner and group work, exercises, presentations, discussions, short lecture

DATE/S AND TIME:
Opening session: 23 – 25 Mar 2015, 9 am – 4 pm each day
Practical phase with mentoring in the summer term 2015. Closing session: 26/27 August 2015, 9 am – 4 pm respectively

CLOSING DATE FOR REGISTRATIONS:
2 March 2015
Please register via e-mail to schreibzentrum@rub.de

GROUP SIZE:
Max. 14 people

TRAINER:
Dr Katinka Netzer and Annika Limburg
OFFERS IN THE ENGINEERING SCIENCES

In addition to the programme areas Leadership and Management Competence, Successfully Earning One’s Doctoral Degree as well as the Didactics in Higher Education Qualification Programme, we are happy to offer the teachers in the engineering sciences courses that are tailored to the specifics of their discipline.

THE OFFER COMPRIS:

- Workshops on didactic topics:
  These include two shortcuts focusing on the specialist lab, the conducting of English-speaking seminars and a one-day workshop on the topic of difficult situations. These can be credited in the extension module of the Didactics in Higher Education Qualification Programme. In cooperation with the eTeams we offer technical and methodical consultations on the employment of voting systems for your engineering seminars.

- Your research project:
  At the beginning of their PhD studies, doctoral candidates are given the opportunity to exchange thought on their own role and obtain suggestions for the dealing with individual challenges in their research projects in the form of a short workshop.

The specific offers are realised within the frame of the two engineering science reform projects ELLI and TeachING-LearnIng.EU, which conduct the seminars in cooperation with engineering and natural science lecturers.

For further information on TeachING-LearnING.EU and ELLI we look forward to your visit at www.rub.de/elli and www.teaching-learning.eu.

Please do contact us if you have any queries or suggestions!

QUESTIONS AND SUGGESTIONS:
Mark Zeuch
Fon: 0234/32-2 74 76
mark.zeuch@uv.rub.de
TARGET GROUP: Doctoral candidates in the engineering sciences

LEARNING OBJECTIVE:
After this workshop you have reflected your new role in the research project and found out about possibilities to deal with different protagonists.

CONTENT:
Doctoral candidates in engineering are faced with the special challenge of doing justice to different demands and protagonists: first teaching responsibilities, mentoring of student papers, work at the chair, work on the research project – behind it there are the PhD supervisor, assistants, students, the workshop and the laboratories and possibly company representatives.

A PhD in engineering requires competent management for the research project to be a success. In this shortcut with subsequent reflection appointment, you learn about possibilities to meet the heterogeneous expectations of all persons involved, as well as your own. You obtain topical input and practise the encounter with different demands in cooperation with other doctoral candidates in engineering. Take on the leadership of your research project!

DATE/S AND TIME:
Shortcut: Wed, 11 February 2015, 4 pm – 7 pm
plus Reflection session: date will be announced after registration closed

TRAINER:
Jun. Prof. Dr.-Ing. Sulamith Frerich and Theresa Janssen, M.A.

CLOSING DATE FOR REGISTRATIONS:
21 January 2014

GROUP SIZE:
Max 12 people
TARGET GROUP: Teachers in the engineering sciences

LEARNING OBJECTIVE:
After the shortcut you will have
- dealt with the versatile characteristics of the students you supervise in the expert lab and
- learned about practical exercises and exemplary methods to deal with student diversity in the expert laboratory

CONTENT:
Students bring with them different preconditions for the work in the expert lab: for example, they use different learning strategies, do not have the same previous knowledge, and differ in their communicative behaviour. How do I as a teacher deal with low participation in discussions? How do I respond to verbose types? Treating everyone equally with regard to student diversity is a big challenge in the supervision of students.
In this shortcut you will deal with student diversity based on your experience and by means of exercises based on the example of the expert lab work out strategies to tackle these challenges.

The completion of ING 2 will be credited with 4 AE in the extension module of the Didactics in Higher Education Qualification Programme.

DATE/S AND TIME:
Mon, 1 Dec 2014, 3 pm to 6 pm

CLOSING DATE FOR REGISTRATIONS:
11 Nov 2014

TRAINER:
Dr.-Ing. Mandy Geber and Mark Zeuch, M.A.

GROUP SIZE:
Max 12 people
ING 3  
SITTING IN ON COURSES TAUGHT IN ENGLISH

TARGET GROUP: Lecturers in the engineering sciences, who give lectures or teach courses in English without a native-language background

LEARNING OBJECTIVE:  
Through input of technical terminology and exchange of experiences language competence and self-confidence for teaching in English are supported and strengthened.

CONTENT:  
With rising numbers of international students the ability to teach in English becomes increasingly important. But teaching in English often is more than simply translating one’s own script. In this shortcut you obtain suggestions and practical examples for the conduction of your own seminar in English. Here, the focus will be on oral communication. In addition to subject-related terminology, general and institutional vocabulary will be conveyed as well. Moreover, you will exchange experiences with teaching in English with colleagues from your discipline.

METHODS:  
- advice and suggestions for the realisation of your own seminar in English  
- individual feedback on language aspects (pronunciation, structuring of remarks, interaction with participants, use of media)

The completion of ING 3 will be credited with 10 AE in the extension module of the Didactics in Higher Education Qualification Programme.

DATE/S AND TIME:  
on appointment

TRAINER:  
Bettina Drawe-Viol, Natascha Strenger

INFORMATION:  
Kristina Müller  
Fon: 0234/32-2 21 41  
kristina.mueller@uv.rub.de
The clickers were a bull’s eye! Using them loosened up the seminar, all students wanted to take part in the voting and the lively discussion about possible answers could be used to introduce the next part of the lecture. I want to use them again on the next occasion.”

Jun.-Prof. Dr.-Ing. Sulamith Frerich used clickers in her lecture in the winter semester 2013/14.

Clickers, so-called voting systems, create the possibility to integrate students in seminars with a large number of participants, as they can pass their vote on questions or circumstances. Results of the votings can be presented directly on a screen or integrated into Powerpoint.

The use of clickers is easy: The technical integration on your computer is done in cooperation with the eTeam of the engineering faculties. Moreover, we offer advice on methodical and didactic employment possibilities. A contingent of 100 clickers is available for you and can be used in your seminars on prior agreement.

Do you want to know how you can make your lecture or seminar more activating? Contact us!

MORE INFORMATION
Mark Zeuch
Fon: 0234/32-2 74 76
mark.zeuch@uv.rub.de

MORE INFORMATION:
Mark Zeuch
Fon: 0234/32-2 74 76
mark.zeuch@uv.rub.de
HEALTH COURSES

Courses in the field of health care for all employees from science, administration and the technical department have a long and successful tradition in the further education programme of the RUB. In this programme, too, you will find various offers for relaxation and getting in shape.

Our health offers are intended as suggestions or instructions. We hope that they give everyone who is interested the possibility of finding a way to better prevent or better deal with stress, back problems, etc.

We ask for your understanding that it is – for reasons of costs alone – not possible to offer the individual courses continuously on a weekly basis.

As in the past, costs of max €15 are charged per course.

We are happy if there is an offer for you again this year!

INFORMATION AND SUGGESTIONS:
Silvia Markard
Phone: 0234/32-2 79 48
silvia.markard@uv.rub.de
GK 1
BACK GYMNASTICS

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE:
For many people, lack of exercise and monotonous movements in job and leisure time lead to back complaints. In this course, amongst others, the muscular system supporting the spine is to be strengthened and stretched via specific exercises. This way we actively work against muscle tenseness and recurring back pain.

The course is not intended for participants with acute spinal diseases and does not substitute physiotherapeutic treatment.

NOTE:
Costs of €15 are charged per course.

DATE/S AND TIME:
GK 1_1: 13 October until 15 December 2014, Mon, 4:30 pm – 5:30 pm respectively
GK 1_2: 13 April until 22 June 2015, Mon, 4:30 pm – 5:30 pm respectively

CLOSING DATE FOR REGISTRATIONS:
GK 1_1: 22 September 2014
GK 1_2: 23 March 2015

TRAINER:
Trainer of the Reha-Zentrum Wirbelwind

GROUP SIZE:
Max 20 people
GK 2
ZUMBA®

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Zumba® is a melting of Latin-American and international music – dance as dynamic, exciting and effective fitness system! The programme consists of interval training in combination with quick and slow rhythms. It is a mix of body-shaping movements with easy step sequences. Zumba® is ideally suited for fat-burning and holistic strengthening of the body. Specific areas, like abs, legs, buttocks, arms and, above all, the heart are trained.

NOTES:
Please remember to bring sports clothing.
Costs of €15 are charged per course.

DATE/S AND TIME:
GK 2_1: 13 January until 17 March 2015, Tue, 4 pm – 5 pm
GK 2_2: 13 January until 17 March 2015, Tue, 5 pm – 6 pm

CLOSING DATE FOR REGISTRATIONS:
GK 2_1: 12 December 2014
GK 2_2: 12 December 2014

TRAINER:
Trainer of the Reha-Zentrum Wirbelwind

GROUP SIZE:
Max 20 people
FIT BREAK – BEING ACTIVE AT THE WORKPLACE

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
If you have an average 8-hour work day in the office, you actually sit for incredible 2080 hours – that’s 87 days and that’s almost a quarter of the year!
Due to this sedentary job, different pains can arise: a tight neck, back pain, or headaches due to tightness are frequent consequences. With the Break Express you can use your break once a week together with colleagues, to obviate these discomforts and to improve your overall well-being. Fun is guaranteed!

And this is how it works:
Every office community can book 10 fixed weekly Break Express appointments on Tuesdays, Wednesdays or Friday at the same time within the time span offered. The appointment (1/4 hour) booked by you is between 11:30 am and 1:30 pm and will be kept by 2 to 6 colleagues.

Please state the room in your area and the approximate number of participants in your registration. There you will receive an individual training with flexibar, bodytube, theraband, spikey massage balls etc., so that you can go back to your desk full of new drive.

NOTES:
Please note that in order to keep walking ways short, weekdays are assigned to individual buildings:
Tuesday: I and N row
Wednesday: G and M row, ZKF
Thursday: Administration, branch offices

DATE/S AND TIME:
From 13 October until19 December 2014 on the following weekdays: Tue, Wed, Fri.
On these days you can chose from the following times: 11:30 am, 12:00 noon, 12:30 pm, 1:00 pm

CLOSING DATE FOR REGISTRATIONS:
22 September 2014

GROUP SIZE:
Max 6 people

TRAINER:
Trainer of the Reha-Zentrum Wirbelwind
**GK 4**  
PILATES

**TARGET GROUP:** Employees from science, administration and the technical department

**LEARNING OBJECTIVE/CONTENT:**
Pilates is a gentle, holistic training method which, regardless of age, gives more flexibility and elegance, concentration and coordination. In Pilates, elements from acrobatics, ballet and yoga are combined. In moderate, controlled movements, the muscles are strengthened, but at the same time also stretched and kept flexible. The goal is, supported by breathing and with a possibly minimum effort, to achieve an improved posture where all muscles work together easier and in a coordinated way.

Special training principles like
- flow of movement,
- control,
- precision,
- concentration and
- centring
form the foundation of all exercises and are the basis of success!

**NOTE:**
Please bring comfortable clothes and woollen socks. Costs of €15 are charged.

**DATE/S AND TIME:**
15 January until 19 March 2015,  
Thurs, 4 pm to 5 pm

**CLOSING DATE FOR REGISTRATIONS:**
12 December 2014

**TRAINER:**
Trainer of the Reha-Zentrum Wirbelwind

**GROUP SIZE:**
Max 20 people
GK 5
CROSS FIT

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
CrossFit is a highly-intensive and constantly varying training method for the whole body being built on functional movements and combining elements from weightlifting, gymnastics and athletics. The goal of CrossFit is to build a broad and general fitness and to increase the physical fitness in sports and daily life. There are no machines used with CrossFit, but predominantly small training devices and the own body weight. Because of its universal scalability, the training can be done by anyone regardless of age and standard of performance.

NOTE:
Please wear/bring sports clothes and sports shoes. Costs of €15 are charged.

DATE/S AND TIME:
GK 5_1: 10 October until 12 December 2014, Fri, 5:30 – 6:30
GK 5_2: 23 January until 27 March 2015, Fri, 5:30 – 6:30

TRAINER:
Trainer of the Reha-Zentrum Wirbelwind

CLOSING DATE FOR REGISTRATIONS:
GK 5_1: 19 September 2014
GK 5_2: 5 January 2015

GROUP SIZE:
Max 20 people
HEALTHY AND RELAXED WITH YOGA!
A YOGA WORKSHOP FOR BEGINNERS WITH AND WITHOUT PREVIOUS KNOWLEDGE

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Healthy and relaxed through the day, who would not want that?! However, can I keep my inner balance? What makes me lose this balance, how can I calm down?
With simple physical and breathing exercises you can find back to ease of mind, concentration and strength. You create a balance to one-sided motion sequences and stress in work processes. Yoga promotes a relaxed mindfulness from which you can view yourself and your daily life differently and make changes.

TIME FOR OURSELVES:
On the first Saturday we predominantly deal with relieving exercises for back, shoulders, legs and arms. We carry out exercises which are targeted at the deeper musculature and the vascular system and come into contact with our inner sensitivity. We get in the mood for relaxation and recreation and we broaden our horizon for time.

GAINING STRENGTH FOR WHAT IS IMPORTANT TO US:
On the second Saturday we focus on relieving as well as activating exercises. Active exercises require the activation of the working musculature, the musculature which we can easily access deliberately. These yoga exercises support us in coming into contact with our available strength. We broaden our inner horizon for strength.

NOTE:
Please bring comfortable sportswear and a blanket. Costs of €15 are charged.

DATE/S AND TIME:
Sat, 15 November 2014 and Sat, 29 November 2014
on both days from 11 am to 4 pm

CLOSING DATE FOR REGISTRATIONS:
24 October 2014

TRAINER:
Dr Marion Schoone

GROUP SIZE:
Max 10 people
TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Nowadays, in all areas our life is characterised by acceleration and pressure. This often brings us to our limits, even without us noticing! The modern enemy hides his face in the daily routine, nevertheless, we sense his presence. The injuries are psychological, but cut us to the quick. Thus, for example the wake-sleep cycle is disturbed when we constantly have to live against our body clock. In the long run, that can make people ill.

Marma Yoga® tests whether our ability of regeneration and adaption is still intact. If there are signals from certain marmas, one has to look closely. A marma is defined as a point in the body where muscles, tendons, blood vessels, bones and joints converge. If they are injured or blocked, they report this via loss of flexibility, liveliness, stability and strength.

This method is no substitute for a consultation with the doctor, but helps to see the individual responsibility and act accordingly. That is why Marma Yoga® is suitable for all people who want to set out to accept their body with all its sensitivities and better understand it in order to achieve a change of the quality of life! Costs of €15 are charged.

DATE/S AND TIME:
15 January until 26 February 2014 and 19 until 26 March 2015
Thursdays from 12 noon to 1 pm

CLOSING DATE FOR REGISTRATIONS:
12 December 2014

TRAINER:
Bärbel Steyer

GROUP SIZE:
Max 8 people
**GK 8**
**ACTIVE LUNCH BREAK**

**TARGET GROUP:** Employees from science, administration and the technical department

**LEARNING OBJECTIVE/CONTENT:**
With the participation in this course you prevent back pain and headaches connected to workplace conditions as well as lack of exercise! Playfully train your posture and coordination! Mobilise your spine! Collect many tips for active mini breaks at the desk!

Why not use the lunch break in a different way? With simple exercises in “civilian clothes”, with exercises that can be learned easily and with much fun – and without feeling the heat – you can do a lot for your body and well-being. Just try it!

**NOTE:**
Costs of €10 are charged.

---

**DATE/S AND TIME:**
GK 8_1: 4 November to 16 December 2014 and 6 January to 3 February 2015
Tuesdays from 12 noon to 12.30 pm and 12.35 to 1.05 pm (time can be chosen flexibly)
GK 8_2: 14 April to 30 June 2015
Tuesdays from 12 noon to 12.30 pm and from 12.35 to 1.05 pm (time can be chosen flexibly)

**CLOSING DATE FOR REGISTRATIONS:**
GK 8_1: 14 October 2014
GK 8_2: 24 March 2015

**TRAINER:**
Trainer of the Reha-Zentrum Wirbelwind

**GROUP SIZE:** Max 25 people
GK 9
FOCUSING ON MY HEALTH – TRIAL OF DIFFERENT HEALTH COURSES

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Treat yourself to a day off in pleasant atmosphere with activity and relaxing moments. “Walking with sticks” or “Nordic Walking” – that's how the start will start.

Before you are treated to a healthy breakfast, you relax with progressive muscle relaxation according to Jacobsen.

Be surprised by this endurance training: Drums Alive® – Cardio training in a completely new form. The day ends with yoga exercises.

Every training will take 90 minutes.

NOTE:
Costs of 15 € are charged. You have the opportunity to get a 20-minute massage after this trial day. The fee of 10€/person can be paid directly to the masseuse on the day.

DATE/S AND TIME:
14 March 2015, 9 am – 4 pm

CLOSING DATE FOR REGISTRATIONS:
20 February 2015

TRAINER:
Trainer of the Reha-Zentrum Wirbelwind

GROUP SIZE:
Max 15 people
GK 10
SPINAL CHORD GYMNASICS IN CASE OF CERVICAL PROBLEMS

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Cervical and neck pains are typical symptoms of people with seated jobs. A reason for this is very often a weakened musculature in the area of the thoracic/cervical spine. A training which aims at systematic strengthening of the acromioscapular muscles (in the area of the thoracic spine) stimulates the stability of the neck and thus counters the pains positively. Moreover, mobilisation and relaxation exercises are meant to relax muscle tensions.

DATE/S AND TIME:
GK 10_1: Fri, 07 Nov 2014, 2 pm to 5 pm
GK 10_2: Fri, 06 March 2015, 2 pm to 5 pm

CLOSING DATE FOR REGISTRATIONS:
GK 10_1: 17 Oct 2014
GK 10_2: 13 Feb 2015

TRAINER:
Trainer/in des Reha-Zentrums Wirbelwind

GROUP SIZE:
Max. 20 Personen
GK 11
RESILIENCE, OR: THE PATH TO INNER STRENGTH

TARGET GROUP: Employees from science, administration and the technical department

LEARNING OBJECTIVE/CONTENT:
Resilience denotes the mental and psychical power of resistance, with which one can manage to overcome difficult life situations, crises, situations of radical change in the family or the job, or losses, defeats, drawbacks and to accept changes. This ability to create reserves makes it possible for the human to come out of a crisis invigorated, to stay capable of acting in difficult situations, overcome challenges and stress competently. Here, it is important to know that resilience can be learned and thus managing one’s own life can be taken on and kept up.

This seminar casts a light on how the basics of resilience can be discovered and deepened, how optimism can be developed, acceptance learned and self-responsibility can be taken on. Relationships can be made more satisfactory and own life designs can be developed. Furtherance of resilience starts with an appreciative discovery of what is available. The evaluation of positive experiences shows, which resources one can fall back on. And it illustrates that crises are limited in time and can be overcome.

Costs of 15€ are charged.

DATE/S AND TIME:
GK 11_1: Sat, 08 Nov 2014, 9 am to 3 pm
GK 11_2: Sat, 21 Feb 2015, 9 am to 3 pm

CLOSING DATE FOR REGISTRATIONS:
GK 11_1: 17 Oct 2014
GK 11_2: 30 Jan 2015

TRAINER:
Dr. Gabriele Hoppe

GROUP SIZE:
Max. 10 people