

# Skills for Project Leaders (online)

## Date and Times

Tuesday, November 21, 2023 from 9 to 12 and from 2 to 5  
 Wednesday, November 22, 2023 from 9 to 12 and from 2 to 5  
 Thursday, November 23, 2023 from 9 to 1

## Topics of the Workshop

<b>Module 4P</b> <b>Skills for Project Leaders</b>	
<p><b>Project Planning</b>            ...following the critical path</p> <ul style="list-style-type: none"> <li>• <i>Work Breakdown Structure</i></li> <li>• <i>Estimations and GANTT Chart</i></li> <li>• <i>Use of modern planning tools</i></li> </ul> <p><b>Monitoring and Control</b>            ...how to manage time and quality</p> <ul style="list-style-type: none"> <li>• <i>Milestones and reporting</i></li> <li>• <i>Managing stakeholders</i></li> </ul> <p><b>Delegation by Pleasure</b>            ...how to open space</p> <ul style="list-style-type: none"> <li>• <i>Management by objectives</i></li> <li>• <i>Stewardship delegation</i></li> <li>• <i>Empowerment and Coaching</i></li> </ul>	<p><b>Successful in Groups and Teams</b>            ...the spirit of cooperation</p> <ul style="list-style-type: none"> <li>• <i>Team building and development</i></li> <li>• <i>Managing diversity</i></li> <li>• <i>Decision making</i></li> </ul> <p><b>Communication for Leaders</b>            ...typical situations</p> <ul style="list-style-type: none"> <li>• <i>Face-to-face conversation</i></li> <li>• <i>Moderation of Meetings</i></li> </ul> <p><b>Conflict Resolution</b>            ...a leader's responsibility</p> <ul style="list-style-type: none"> <li>• <i>Vicious circles and the "difficult other"</i></li> <li>• <i>Win-Win negotiation</i></li> <li>• <i>Mediation basics</i></li> </ul>

## Benefits for participants – they will

- understand what competences and qualities are important to effectively lead others
- familiarize themselves with project planning approaches and software
- learn methods and tools that are useful to supervise individuals or teams successfully
- reflect on their own individual strength and biases concerning leadership
- apply communication skills (i.e. active listening and I-messages) in the context of leading.

## Concept of the Workshop

- A mixture of the following methods: Trainer input, exercises, group discussions, hands-on project planning, feedback, realistic case studies
- All participants are warmly invited to contribute to the workshop by bringing their own questions and examples. A questionnaire will be provided beforehand to describe case studies and define personal goals for the workshop.

## **Trainer Profile**

Sabine Lerch has 17 years of experience working in technical-scientific companies in various positions. As Human Resources Manager she was responsible for the professional development of technical experts and leaders.

In 2003 Sabine Lerch founded “Soft Skills for Science” and since then she is self-employed as Trainer, Systemic Coach and Business Mediator. For many years she has given workshops and provided individual guidance for international PhD students and PostDocs as well as for Coordinators and Supervisors at Max Planck and Helmholtz-Institutes, Universities and Graduate Schools/Centres all over Germany. She is thus very familiar with different perspectives of Leadership.