



2023

COURSE PORTFOLIO

**Professional development
training for researchers**



Online Learning Academy

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1. New Work and Leadership

1.1 Working with People: Leadership in Academia



Leadership is a complex field. Learn about the basics and common topics in scientific settings in this class. We'll look at lateral leadership, at feedback and feed forward, at classic theories and specific steps you can take to develop your own leadership profile.

Course details:

- Learn about leadership at universities
- What can be your own role – self assessment
- Get to know the seven leadership types: indifferent style, accommodating style, dictatorial style, status quo style, sound style, opportunistic style, paternalistic style
- Six principles of persuasion: reciprocity, scarcity, authority, commitment and consistency, liking, consensus or social proof

Lessons: 9 | **Length:** 1h 30min | **Course type:** Deep Dive

1.2 Agile Skills - Agile Work in Scientific Settings



Agile is one of the most important aspects of New Work. Like science, it is based in humanism, fast learning and discovery. In this class, learn how to apply agile in academia.

Course details:

- Scientific background to Agile
- Approaches for Agile in scientific settings in the context of research and science - Agile mindset and challenges
- Overview of common agile frameworks (Scrum, eduScrum, Design Thinking, Kanban, OKR, agile meeting design)
- Agile in everyday life: leadership, organization, values and concrete ways of working
- Literature and workbook with concrete exercises

Lessons: 20 | **Length:** 2h 10min | **Course type:** Deep Dive

1.3 Design Thinking: Experience the Process and its Vital Methods



Design Thinking is a major innovation technique. In part one of our series, run through the whole process in a sprint. The course can be used independently of parts 2 and 3.

Course details:

- Using the basic principles of iteration, visualization, self-organization and rapid prototyping to develop own solutions for complex problems
- Concept, methodology and mindset of Design Thinking
- Going step by step through the five phases of this topic using Design Thinking methods
- Language: German with English subtitles
- Ideally done with a team, can be done individually, too.

Lessons: 9 | **Length:** 1h | **Course type:** Deep Dive

1.4 Learn about Design Thinking in a Collaborative Design Sprint



In part two of our Design Thinking series, we look into the first phase of the process. Learn how to understand your users and how to design products that really fit, be it class design or research project design. The course can be applied independently of parts 1 and 3. Ideally done with a team, can be done individually, too.

Course details:

- Tools to identify and better understand the needs of your target groups
- Examination of the central concept of Human-Centered Design
- Getting to know the three main pathways in Design Thinking in order to understand user-specific needs
- Becoming familiar with the Persona Technique and applying it in a practical exercise
- Feedback techniques and definition of next process steps

Lessons: 7 | **Length:** 1h | **Course type:** Deep Dive

1.5 Design Thinking: Testing Ideas through Prototyping



In Design Thinking part 3, we look at the prototyping phase in the design process. Ideally, this is done over the course of a week with a team or a partner. The course can be applied independently of parts 1 and 2.

Course details:

- Deepening of the process phase "Prototyping & Testing" in a five-day practical project
- Get to know the process phase and its methodology on the basis of a fictitious design challenge from everyday life
- Idea development, selection and their transfer into sensory tangible prototypes
- Test prototypes with real users and learn how to design feedback loops

Lessons: 8 | **Length:** 1h | **Course type:** Deep Dive

1.6 Achieving your Desired Outcomes with the Harvard Concept of Negotiation



For over 40 years, the Harvard concept has served as the basis for successful negotiations. Whether it's making private decisions, negotiating terms with a business partner, or being involved in sales talks: Every day, people negotiate with the goal of maximizing their own benefit. However, the Harvard model proves that fairness, rather than haggling, is the most effective method for reaching a mutual agreement. In this eLearning nugget, you will learn how to avoid stressful conflicts and to conduct goal-oriented negotiations.

Course details:

- What is „The Harvard Concept“?
- Learn about the goal of this model
- How to apply the Harvard Concept in a right way
- Get to know the scientific background

Lessons: 7 | **Length:** 25min | **Course type:** Nugget

2. Time Management

2.1 Be more efficient with the Pareto Principle



Learn about the background of the Pareto Principle. Its Goal is increased efficiency and a clear decision making basis in order to use one's time wisely. We use a four step program for your own implementation of Pareto on scientific reading.

Course details:

- What is "The Pareto Principle"?
- Get to know the goal of the technique
- How to apply the pareto principle to your reading duties
- Learn about the scientific background

Lessons: 7 | **Length:** 15min | **Course type:** Nugget

2.2 Quicker Decisions with the Eisenhower Matrix



This class focuses on the Eisenhower Matrix and its application in deciding how incoming to-do's are processed - or rejected. Based on current research, apply two steps with four different courses of action for all your to-do's.

Course details:

- What is "The Eisenhower Matrix"?
- How to apply the matrix: a step-by-step guide
- Learn about the scientific background

Lessons: 6 | **Length:** 15min | **Course type:** Nugget

2.3 More Focus with the Distraction List



Find out why the Distraction List works and enables us to work in a more concentrated and less distracted manner. Apply three concrete steps that can be implemented with little effort for each work phase.

Course details:

- What is "The Distraction list"?
- Get to know how to handle distracting thoughts: a step-by-step guide
- Learn about the scientific background

Lessons: 6 | **Length:** 15min | **Course type:** Nugget

2.4 Achieve More with SMART Goals



In this time management nugget, we'll have look at the SMART approach for goal setting that you can not only apply in your academic but also in your personal life. The SMART formula is an easily applicable yet powerful tool to help you specify the goals that you want to achieve. The nugget includes an overview of the technique, a step-by-step guide to applying it to your own goals and a look at the science behind the method.

Course details:

- What is a SMART goal?
- Get to know the SMART formular and its five components
- How does the SMART method work: a step-by-step guide
- Learn about the scientific background

Lessons: 7 | **Length:** 20min | **Course type:** Nugget

2.5 Stop Procrastinating with the Eat-the-Frog Technique



Despite its name, this time management technique is not about eating frogs. It's a metaphor for tackling the most challenging item on your to-do list right away at the start of the day. In this time management nugget, we'll look at the science behind this approach and how you can utilize it in your academic life using a step-by-step approach.

Course details:

- What is "Eat-the-Frog"?
- Learn about the goal of this technique
- How to stop procrastinating: a step-by-step guide
- Learn about the scientific background

Lessons: 7 | **Length:** 20min | **Course type:** Nugget

2.6 Build new habits for more Efficiency



This specific technique for creating and maintaining scientific habits is called "Don't break the chain". Learn how to establish a routine for doing repetitive tasks such as reading papers or writing a grant application. You'll get insights into the method and its scientific background and a step-by-step guide for applying it in your academic life.

Course details:

- What are habits and how to build them
- How to start: a step-by-step guide for building a good habit
- How to deal with challenges to the method
- Learn about the scientific background

Lessons: 6 | **Length:** 15min | **Course type:** Nugget

2.7 Use your time right with the Pomodoro Method



The Pomodoro Technique is a time management method that uses intervals spent on focussed work with short breaks inbetween. Learn about applying Pomodoros to your own work, especially when doing longer tasks such as writing a scientific paper.

Course details:

- Get to know the „Pomodoro-Technique“
- What is the goal of this technique
- Writing a paper with pomodoros and other scientific applications
- Learn about the scientific background

Lessons: 7 | **Length:** 20min | **Course type:** Nugget

2.8 Time Management: Seven techniques for more efficiency



In this class, you find an overview of time management techniques and their scientific background. All seven nuggets are included plus helpful advice on mindset and self-care. Watch this deep dive to learn seven different approaches to time management, each one dealing with a different aspect of time management.

Course details:

- How to be efficient: basics for your workflow
- Get to know these following techniques in detail: pareto principle, Eisenhower Matrix, distraction list, SMART goal, Eat-the-Frog, building habits, Pomodoro-Technique
- What are the goals of those specific techniques
- Learn about the scientific background

Lessons: 36 | **Length:** 2h 10min | **Course type:** Deep Dive

3.Scientific Practice

3.1 Good Scientific Practice: Introduction and General Principles



This e-learning is not only about avoiding pitfalls in referencing, building up a hypothesis and plagiarism, but specifically to educate you about good scientific practice and the awareness of securing and protecting others' and your own intellectual property. The focus of this e-learning series is on the German scientific system.

Course details:

- Basic principles of good scientific practice
- Ethics, data management, and accessibility
- Authorship and usage rights
- Specific examples and exercises

Lessons: 16 | **Length:** 1h 30min | **Course type:** Deep Dive

3.2 Forms of Plagiarism and How to Avoid Them



This e-learning is not only about avoiding pitfalls in referencing, building up a hypothesis and plagiarism, but specifically to educate you about good scientific practice and the awareness of securing and protecting others' and your own intellectual property.

Course details:

- An introduction to plagiarism
- Forms of plagiarism
- Copyright, fair use and public domain
- Consequences of plagiarism

Lessons: 22 | **Length:** 1h 45min | **Course type:** Deep Dive

3.3 Hypotheses and how to formulate them



This e-learning is about the formulation of hypotheses. With the help of examples and exercises, you will learn what makes a good hypothesis and which methodology you can use to arrive at a hypothesis.

Course details:

- What is a hypothesis?
- How to formulate a hypothesis
- Deductive and Inductive Research Design
- Specific examples and exercises.

Lessons: 10 | **Length:** 50 min. | **Course type:** Deep Dive

3.4 Project Management 101



As a scientist, you will be engaged in a number of projects. Some bigger, some smaller - but they all require proper and professional project management. In this class, we look at fundamentals, including how to schedule project activities, how to communicate schedules and deadlines effectively, and how to report on the status of projects.

Course details:

- Project management basics and frameworks as well as project requirements and planning
- Scheduling projects and getting things done
- Communication in projects: methods, planning and efficient meetings
- Reporting and tracking projects correctly

Lessons: 18 | **Length:** 1h 30 min | **Course type:** Deep Dive

3.5 AI and Academia: Exploring the Opportunities and Obstacles



AI is here to stay. Its impact on academia cannot be overstated. We look at opportunities and risks for important fields such as exams, papers and academic writing and grant proposals. Learn how to use AI without fear by understanding how it works and what the pitfalls for academia are.

Course details:

- Understanding the benefits and limitations of using AI in science.
- Learning how to use AI for teaching, academic writing, and grant proposals.
- Exploring best practices for using AI in a university or research setting.
- Developing strategies for overcoming challenges when using AI.

Lessons: 14 | **Length:** 1.30h | **Course type:** Deep Dive

3.6 A Guide to Starting Your PhD



This course aims to cover topics that you don't normally come across in your university guides, but are nevertheless very useful to know!

Course details:

- Information on maintaining a good relationship with your supervisor
- On finding a good mentor and the importance of a good thesis committee
- How to write a good thesis proposal
- Tips on staying organized right from the start
- Tips on writing your thesis proposal, and skills you need to develop during the process
- How to keep a good work-life balance during your PhD

Lessons: 12 | **Length:** 1.30h | **Course type:** Deep Dive

4. Mental Health and Cognition

4.1 Cognitive Bias: How to Make Better Decisions



In your life, you must make many important decisions: you have to assess people, evaluate situations correctly, make a choice more than once. Our judgment is often influenced by more aspects than you could imagine. In this eLearning unit, we will present to you the background of cognitive biases and introduce you to the most well-known forms. You will learn how these affect your ability to make good, rational decisions and you will get practical tips on how to overcome these biases.

Course details:

- Get to know biases types: confirmation bias, anchoring bias, affinity bias, hindsight bias
- Why you should tackle cognitive biases
- Cognitive biases to keep in mind as a scientist
- Biases with an impact on students' evaluation: gender bias, racial bias, status bias, weight bias, time based bias
- 10 types of cognitive bias that effect faculty hiring decisions
- How to eliminate the influence of biases during negotiations

Lessons: 21 | **Length:** 1h 20min | **Course type:** Deep Dive

4.2 A Short Stress Intervention for your Mental Health



Identifying stressful situations and understanding the psychological and physiological background is an important part of mental health. In this class, we reflect on how you deal with stressful situations and can implement intervention measures for your own performance and psychological well-being. Learn how to apply three successive steps for reducing stress effectively and to become more mindful in everyday life.

Course details:

- Get to know what stressful situations are for you
- 3 steps to reduce stress levels in those situations
- How to deal with stressful situations: a step-by-step guide

Lessons: 4 | **Length:** 15min | **Course type:** Nugget

4.3 Mental Health in Academia - Strengthen your Mental Health



Course details:

- Learn about what could harm your personal mental health
- Which topics influence the mental health of people working in academia
- What are the consequences of the impairment of mental health?
- Strengthen your own mental health

Working in academia can be as stressful and demanding as all other sectors of the modern working world - if not even more so. This makes it even more important to keep an eye on your personal mental health. Most of us who are working at a university know colleagues, students or supervisors who are dealing with mental health problems, which leads us to the intriguing question of how can we protect our personal mental health? And what can we do, if we are concerned about the state of our personal mental health? In this E-Learning unit you will start to learn about the topic of mental health in academia, gradually building up awareness of this important, yet little discussed topic.

Lessons: 9 | **Length:** 1h | **Course type:** Deep Dive

4.4 Eight Ways to be more Resilient in Academia



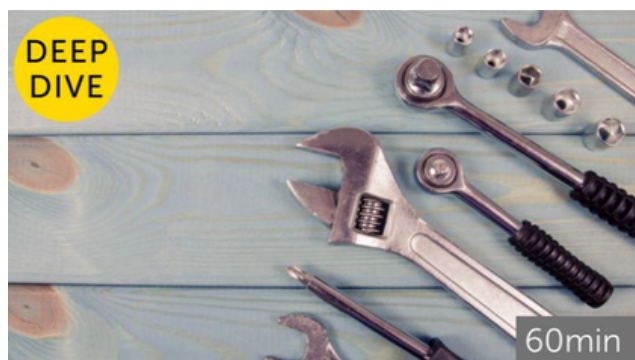
Each and every one of us goes through difficult situations from time to time: In our careers, we must deal with minor or major setbacks; in our private lives, there might be pressure in our relationships and stress in our families. The question is: How to deal with that in a positive way? The secret is called resilience. This eLearning unit will show you 7 effective ways to strengthen them. In addition, at the end of the course, you will be shown an 8th way that you may not have thought of.

Course details:

- What is resilience?
- How to be more resilient
- Attitudes and behaviours – the keys to resilience
- Exercise with step-by-step guide

Lessons: 8 | **Length:** 1h | **Course type:** Deep Dive

4.5 Six Tools to Support Your Personal Mental Health



You might know this feeling: After a very long day in the lab or at the office, you're still thinking about the work you haven't accomplished today. Or you have to give a short presentation in your working group, but you're feeling hot and cold at the same time? Or you earned a degree or published a paper, but you are still not satisfied with your success? People who work in academia know about these situations, and in the long run, all of these can affect your mental health. This E-Learning will be showing you some simple but effective techniques for taking care of yourself.

Course details:

- Learn about mental health in academia
- What to do to maintain a good health or to find help in stressful situations?
- Get to know the following tools: journaling, self-care bingo, download your brain, relaxation techniques, saying "no"
- How to strengthen your inner resources

Lessons: 13 | **Length:** 1h | **Course type:** Deep Dive

4.6 A Guide to Empathy at Work



Empathy—the ability to understand and share other people’s emotions—is critical in any workplace. In this course, you’ll first learn about empathy and why it’s an essential skill to have in an academic environment. Then you’ll find out how to communicate with empathy and overcome empathy roadblocks. Finally, you’ll learn about the different strategies that will help you to develop empathy.

Course details:

- What is Empathy?
- Learn about the Importance of Empathy at Work
- How to communicate with Empathy
- Strategies for Building Empathy

Lessons: 10 | **Length:** 1h 20min | **Course type:** Deep Dive

4.7 How to Overcome Your Fear of Failure



The fear of failure is a universal human experience. In academia, it can be especially challenging. In this course, you’ll learn how to overcome your fear of failure and take positive risks, pursuing your greatest ambitions in academia.

Course details:

- The underlying factors contribute to the fear of failure
- How to change your relationship with failure
- 5 Tips to overcome your fear of failure

Lessons: 9 | **Length:** 20min | **Course type:** Nugget

5.Communication and Presentation

5.1 Decode Hidden Messages in Communication with the Iceberg Model



Conflicts often arise because people say something other than what they think and feel. The iceberg model can help us to decode hidden messages - and solve problems. Learn what an iceberg has to do with human communication in this short eLearning nugget.

Course details:

- Get to know what “The Iceberg Model of Communication” is
- What is the goal of the model
- How to apply “The Iceberg Model” in a right way

Lessons: 7 | **Length:** 20min | **Course type:** Nugget

5.2 Active Listening in Interpersonal Communication



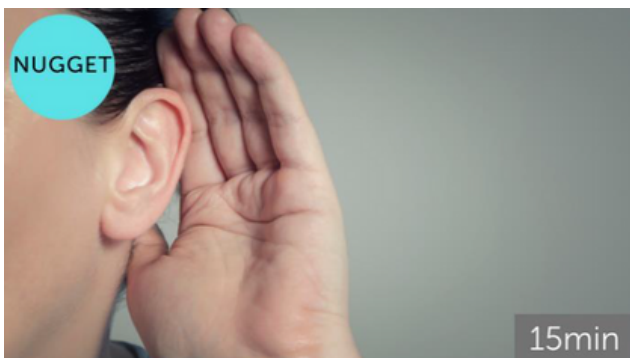
Course details:

- Learn about non-directive conversation and Empathy
- How to apply Active Listening: a step-by-step guide
- The Science behind "Active Listening"

Lessons: 7 | **Length:** 30min | **Course type:** Nugget

Have you ever been distracted while someone was talking to you? Taking an attentive approach to a speaker's communication can make interactions more effective. Active listening is giving the speaker undivided attention. It requires intense focus on what the speaker is conveying. In this eLearning Nugget, we'll show you how to use the technique.

5.3 How to communicate successfully with the Four Ears Model



Course details:

- Understanding "The Four Ears Model" from Schulz von Thun
- What is the goal of the technique
- How to apply "The Four Ears Model"

Lessons: 7 | **Length:** 15min | **Course type:** Nugget

In this eLearning Nugget, we introduce you to "The Four Ears Model" by Friedemann Schulz von Thun – the model is also known as the "Communication Square", "Message Square", "Four Sides Model", "Four Ears Principle" or as "The Four Levels Model". According to this communication model, each message contains not one, but four messages that we perceive on four different levels. The 4 ears model illustrates why people misunderstand each other or talk over each other. How does the 4-ear model work? We will give practical examples and tips on how to avoid misunderstandings in the future.

5.4 Presentation Skills - How to Give Great Scientific Presentations



Science needs to be presented - be it at an international conference, a group meeting or a TED talk. In this class, we address the most important aspects of public speaking and the art of science presentation.

Course details:

- Be prepared for a scientific presentation
- Know all essential aspects of presentation and independently improve them through specific exercises
- How do I address an expert audience, inspire them, get my content across clearly and achieve a long term effect?
- Clear language, appropriate body language, confident appearance
- Dealing with questions and being prepared for stage fright and stress

Lessons: 15 | **Length:** 1h 50min | **Course type:** Deep Dive

5.5 Teampower: Support Each Other with Peer Counselling



Peer concepts are becoming increasingly important in our everyday lives and in our society. Despite different focuses and objectives, all approaches are based on the fundamental idea of participation and exchange at eye level. One method is "Peer Counselling" or "Intervision". Learn more about the background and application of this method in your everyday work life in our eLearning nugget.

Course details:

- What is "Peer Counselling" and "Intervision"?
- Get to know the goal of Peer Counselling
- How to apply Peer Counselling and Intervision in a right way

Lessons: 7 | **Length:** 1h 10min | **Course type:** Deep Dive

6. Career Design

6.1 My Academic Journey: Tools for Career Planning



In this class, you will learn about the chances and challenges when deciding for a career in, with or outside science. One important aspect is the necessity of a Plan B, another is getting an overview of the job market and its requirements for academics. We'll be applying self-assessment tools for career planning such as the Odyssey plan and Ikigai and share templates for career planning such as CV.

Course details:

- Career paths for academics - overview
- Chances and challenges – a career in science
- Job market in science
- Career options for graduates
- Self-assessment tools
- Basic elements of career planning

Lessons: 9 | **Length:** 1h 20min | **Course type:** Deep Dive

6.2 All about a Career in Science: Paths, Requirements, and Application Processes



The main objective of this class is learning about possible paths to professorship. You gain an overview of application and hiring process. After this class, you will understand and apply formal and content-related standards regarding application documents and understand the appointment procedure. You will get an overview of alternative career options beyond professorship.

Course details:

- Paths to professorship
- Application and hiring process
- Application Documents
- The appointment procedure
- The appointment lecture
- Beyond professorships: other jobs in academia

Lessons: 10 | **Length:** 1h 20min | **Course type:** Deep Dive

6.3 Career Options in Research Management



In this class, you will be learning about career options in research management/administration with concrete examples. What are the necessary qualifications and possible positions? We'll focus on understanding and applying formal and content related standards regarding application documents. After the class, you will know about the application process and special requirements for jobs in science beyond professorship.

Course details:

- Paths into research management
- Qualification and positions
- Application documents and process

Lessons: 7 | **Length:** 1h 20min | **Course type:** Deep Dive

6.4 All about a Career outside Science: Pathways into Non-Scientific Work



A career outside science: what are my career options in commerce and industrial research? In this class, we'll look at possible position and research fields outside universities. What are the qualifications and possible positions for me? How can I apply and what documents do I need? A special focus will be on preparing for job interviews and assessments centres: you'll get an overview of assessment centre exercises and how to get prepared for them.

Course details:

- Career outside science
- Paths into commerce and industry
- Industrial research
- Application documents
- Job Interview
- Assessment Centre

Lessons: 9 | **Length:** 1h 20min | **Course type:** Deep Dive

6.5 Achieve your goals with Vision Boards



The idea behind vision boards is to organize your goals in a creative/visual way to help you gain clarity on the things you want to achieve. But does this really work? Vision boarding is somewhat controversial in the scientific community. In this eLearning Nugget, we'll shed light on the different viewpoints and show you how to use the Vision Board tool to better understand what you would like to manifest.

Course details:

- What is a vision board?
- Learn about the goals of this model
- Get to know how to create a vision board
- Learn about the scientific background and controversies

Lessons: 7 | **Length:** 20min | **Course type:** Nugget

7.Science Communication

7.1 Communicating my Research: Basics of Science Communication



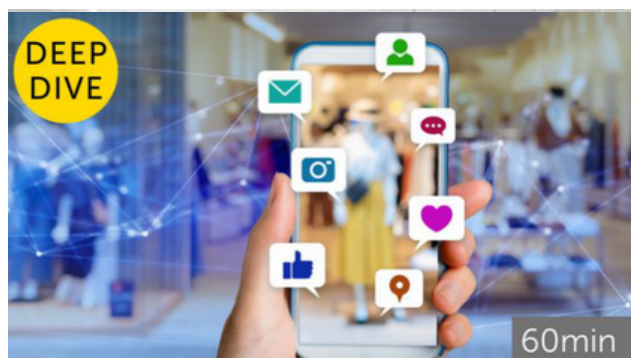
Science is not finished until it is communicated. Learn about the basics of science communication in part 1 of this series of three e-learning.

Course details:

- Science Communication - Basics and Principle
- Overview of different media and formats
- Good preparation for media contacts and interviews
- Risks and dangers and how to deal with them confidently
- Authorization, rights regarding one's own image, quotations and other legal issues
- Statements and formulations: understandable and easily remembered

Lessons: 13 | **Length:** 1h 10min | **Course type:** Deep Dive

7.2 Engaging, Explaining and Reaching Out: Social Media Science Communication



In part two of our science communication series, we focus on active use of social media.

Course details:

- Social media for science communication - basics and principles
- Overview of different platforms and their advantages and disadvantages for scientists, (YouTube, Researchgate, Instagram, Facebook, Twitter, TikTok, Blog, Academia, LinkedIn, Messenger)
- How much work is social media?
- From passive to active: the different modes of scientific communication on social media and how I can build a presence and network
- Practical tips for social media scientific communication
- Attention: copyright and shitstorms / negative comments / trolls / hate on the Net

Lessons: 12 | **Length:** 1h | **Course type:** Deep Dive

7.3 Creating a Social Media Presence: Strategies for Digital Science Communication



Social media is work. Creating a presence on a platform requires a clear strategy and a good roll-out. Learn how to take your first steps and be effective in your social media work.

Course details:

- Planning my own social media strategy and defining my own positioning for it
- Identifying and understanding target groups through the use of personas
- Choosing the right platform for my goals and target groups
- Plan content and define it with additional benefits for the target groups
- Growth, workflow, resources and KPIs: the principles of how to relate them to my own account

Lessons: 14 | **Length:** 1h | **Course type:** Deep Dive

7.4 Start your Social Media Presence today



When starting your social media communication, the first post on a platform can feel overwhelming: how do I start? In this class, you'll learn how to go from passive to active mode in seven steps.

Course details:

- Building a network
- Following, liking, commenting and sharing
- Starting to post without stress and pressure

Lessons: 8 | **Length:** 15min | **Course type:** Nugget



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