



## Overview Deep Dive E-Learnings

January 2023



Time Management

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.



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.



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.



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.



Cognitive Bias: How to Make Better Decisions by Understanding Bias

The truth is: Our judgment is often clouded and influenced by more aspects than you could ever imagine. This can make us poor decision makers in some circumstances. In this eLearning unit, we will present to you the background of cognitive biases and introduce you to the most well-known forms.



## Overview Deep Dive E-Learnings



### 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.



### A Sprint into the Method for Individuals and Teams

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.



### Testing Ideas with "Prototyping"

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.



### An Overview

Working in academia can be as stressful and demanding. This makes it even more important to keep an eye on your personal mental health. In this E-Learning unit you'll find out how to intervene when you yourself or a person in your personal or professional environment have a feeling of getting off track.



### 7 + 1 Ways to be more Resilient

Life often seems difficult and stressful! But how is it possible that some people not only survive crises and problems unscathed, but also emerge strengthened from these experiences? The secret to that is called resilience. This e-learning 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.



### 6 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.



## Overview Deep Dive E-Learnings

### Science Communication



The Basics

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



Social Media for Scientists

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



Creating a Social Media Presence

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.

### Career Design



Career Paths for Academics

You will learn about the chances and challenges when deciding for a career in, with or outside science. 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.



Career in Science

The main objective of this class is learning about possible paths to professorship. You gain an overview of application and hiring process. You will get an overview of alternative career options beyond professorship.



Career with Science: Science Management

You will be learning about career options in research management/administration with concrete examples. We'll focus on understanding and applying formal and content related standards regarding application documents.



Career Outside Science

A career outside science: what are my career options in commerce and industrial research? 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?



## Overview E-Learnings Nuggets:

### Time Management:



#### Being more efficient with Pareto

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.



#### 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.



#### 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.



#### Achieving 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.



#### Stop procrastinating with Eat the Frog

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.



#### Build habits by not breaking the chain

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.



#### Use your time with the Pomodoro Method

The Pomodoro Technique is a time management method that uses intervals spent on focussed work with short breaks inbetween



## Overview E-Learnings Nuggets:

### New Work and Leadership



#### The Harvard Concept of Negotiation:

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. You will learn how to avoid stressful conflicts and to conduct goal-oriented negotiations.



#### Vision Boards:

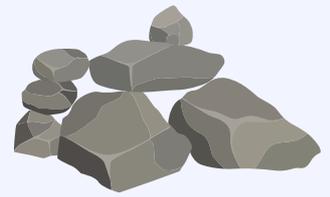
The idea behind vision boards is to organize your goals in a creative/visual way to help you gain clarity on the things you want to achieve. Vision boarding is somewhat controversial in the scientific community. We'll shed light on the different viewpoints and show you how to use the Vision Board tool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

### Mental Health and Cognition



#### Stress Intervention

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 how to apply them.



## Overview E-Learnings Nuggets:

### Communication and Presentation



Iceberg Model of Communication

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.



Active Listening in Interpersonal Communication

Active listening is a communication technique that consists of giving the speaker free and undivided attention. Although this may seem like a simple skill on the surface, it rarely occurs in everyday conversations because people tend to focus more on their opportunity to speak.



Four Ears Model of Communication

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.



Peer Counselling or Intervention

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 "Intervention".



## Selection of our Live classes



### TYPES OF SESSIONS



POWER SESSION



NETWORKING



OPEN Q&A



MEET THE EXPERT

Duration of the live sessions is 55 minutes each

There are 6 to 10 live sessions per month.