

BESTPRAC Training School

“Leaders for the future: knowledgeable and successful leaders in Research Administration”

18 – 20 February 2019, Ljubljana - Slovenia

Objectives

This training school is a three-day practical course designed for administrative staff who want to grow into a leadership role/position, and who:

- are familiar with the international funding, particularly EU proposals, but also
- have limited experience as leaders in research administration

What can you get out of this?

First and foremost, this training school is primarily about sharing knowledge, best practices, practical solutions, tips and hints, with:

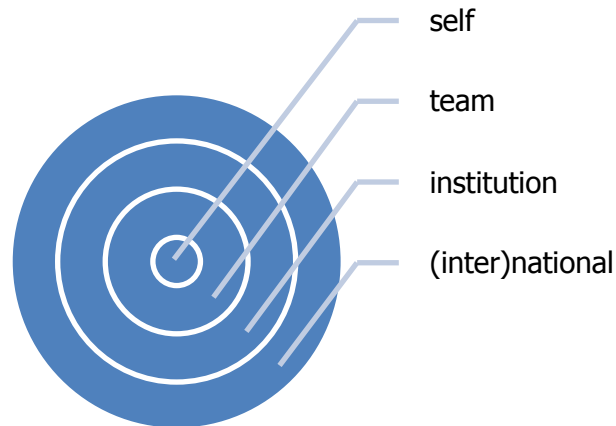
- Focus on the role of Research Administrators (RA) on the topic;
- Providing training for RA by RA;
- Integrating presentations by experts with practical examples and exercises;
- Ample time will be set aside for Q&A sessions and discussions.

The number of participants will be limited to 20 with reimbursement (group A) + 15 from the Slovenia and/or neighbouring countries which can reach this training school without reimbursement (group B) - for this second group, priority will be given to candidates from Slovenia and from inclusiveness countries bordering Slovenia: Croatia and Hungary.

All participants are requested to bring their own laptops.

The TS organization

The training will be divided in four sessions dealing with four levels of control; in each level, topics and behaviour will be presented and discussed. Each circle deals with your role in that particular ecosystem, combining the four to an integrated training to boost your professional career.



The four sessions

Session 1 - Self

This session deals with you as a leader:

- What kind of leader do you want to be?
- What is leadership and self-leadership?
- How are these (leader and leadership) connected?
- Why do some people have "something" that just makes them stand out of the crowd?

Session 2 - Team

This session deals with you being a leader in your team's context:

- What makes a leader of a team?
- What does the team need?
- Becoming someone that not always says yes, and how to get the best out of people (mentoring and coaching your team).
- Dealing with external factors and protecting your team.

Session 3 - Institution

This session deals with you being a leader in your institutional context:

- Good leadership is an asset to the organisation, but what does it mean?
- What does leadership bring an Institution/organization?

It deals with issues as vision and morale. It brings organisations forwards. So:

- What does the Institution expect from you?
- How do you to deal with different stakeholders?

Session 4 - National and International

This session deals with your role at a national/international level, being noticed and being a guidance for others. During this session you will learn:

- The importance of networking and lobbying.
- Starting a national association/consortium to help each other and being one of the driving forces behind that: case studies

PROGRAMME

Day 1 – 18th Feb 2019

13:30 – 14:00 – Registration and coffee

14:00 – 14:15 – Welcome speech from host institution and practical information by TS organizers

(introduction from the trainers: who we are and what we do?)

14:15 - 17:00 – Session 1 – Self

(Characteristics, Person, Interpersonal communication, Circle of control, Leadership self-knowledge, How to advice, Managing upward, Being noticed, Taken seriously, RSSF yourself and your roles)

14:15-14:45	Leadership styles and Managing upwards	Olivier Sparagano	Lecture (30 min)
14:45-15:15	Self-leadership	Natasa Jakominic Marot	Lecture (30 min)
15:15-15:45	Circle of control, concern and influence, thinking styles, confidence, impostor syndrome	Madalena Martins	Introduction (30 min)
15:45-16:00	Coffee break		
16:00-17:30	Circle of control, concern and influence, thinking styles, confidence, impostor syndrome	Madalena Martins	Practical exercises (1.30h)

Social event:

19:00 – Group dinner at [Restaurant Manna](#)

Day 2 – 19th Feb 2019

9:00- 12:00 – Session 2 - Team

(How to deal with resources/ finance/ policy, How to say no to your employees, Getting along with your colleagues, Self-coaching, Behaviour, Perception, Corrective, Behaviour to employees, Working together, Your role in the team, Management different conversations, Managing hierarchy, Cross-cutting issues)

9:00-9:45	Internal stakeholders; Stakeholder identifications session am I making the right people happy	Olivier Sparagano	Lecture (30 min) Exercise (15 min)
9:45-10:30	Psychometric tests and impact on team dynamic; Equality and Diversity in teams; Objectives vs staff development	Olivier Sparagano	Lecture (30 min) Exercise (15 min)
10:30- 10:45	Coffee break		
10:45-11:30	How to say no to your employees and getting along with your colleagues	Natasa Jakominic Marot	Lecture and exercises (45 min)
11:30-12:00	Policy and politics in your organisation and how to deal with it	Edwin Kanters	Lecture (30 min)

12:00 – 13:00 – LUNCH

13:00 – 17:00 – Session 3 - Institution

(How to get your message across, How to advise, Who are my stakeholders, Coaching others and finding your own coach, Cross-cutting topics: data management, ethics and integrity, communication)

13:00-13:30	Coaching, mentoring, buddying	Olivier Sparagano	Lecture (30 min)
13:30-15:00	Cross cutting issues and getting them embedded at your organisation; Getting organised at your institution on cross cutting issues and how to deal with those in a way that you are not the one doing all the work.	Edwin Kanters and Madalena Martins	Lecture / Working group (1.30h)
15:00-15:15	Coffee break		
15:15-16:00	How to advise, different styles and dealing with different situations.	Edwin Kanters	Lecture and exercise (45 min)
16:00-16:30	Clear communication and being heard.	Edwin Kanters	Lecture and exercise (30 min)

16:30-17:00	Getting feedback from your clients Communication and adaption styles to situations; Body language; Convincing and listening Becoming a networking ninja	Edwin Kanters	Lecture (30 min)
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Social event:

18:00 – Tour and group dinner at [Restaurant Gostilna Na gradu](#)

Day 3 – 20th Feb 2019

9:00- 12:00 – Session 4 – National and International

(Partnership, Lobbying; Communication, Cultural awareness; Behaviour at European level; Knowing where to find help shaping your profession and stepping up making your own network)

9:00-9:30	Starting a national association/network to help each other and being one of the driving forces behind that; the “Platform of Professionals at the Interface of Science” in Portugal	Madalena Martins	Lecture (30 min)
9:30-10:00	University Alliances	Olivier Sparagano	Lecture (30 min)
10:00-10:15	Coffee break		
10:15-11:00	Getting recognition outside of your Institution	Olivier Sparagano	Lecture (45 min)
11:00-11:45	International cultural awareness	Natasa Jakominic Marot	Lecture and exercise (45 min)

13:00 – 14:00 LIGHT LUNCH

Host organisation

Research Centre of the Slovenian Academy of Sciences and Arts, Ljubljana, Slovenia

Trainers

Edwin Kanters, VU Amsterdam and Amsterdam UMC, Netherlands
Olivier Sparagano, Coventry University, Coventry, UK
Madalena Martins, Instituto de Tecnologia Química e Biológica António Xavier, NOVA University Lisbon (ITQB NOVA), Oeiras, Portugal
Natasa Jakominic Marot, University of Rijeka, Croatia

Contact details

Local organizers:

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