

## 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:

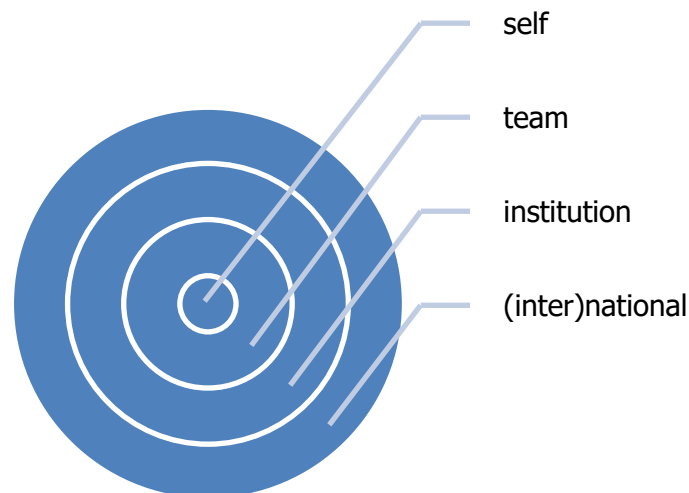
- Focus on the role of Research Administrators (RA) on the topic;
- Providing training for RA by RA;
- Integrating presentations by experts with practical examples and exercises;
- Ample time will be set aside for Q&A sessions and discussions.

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

## **PRELIMINARY PROGRAMME**

### **Day 1 – 18<sup>th</sup> Feb 2019**

**13:30 – 14:00 – Registration and coffee**

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

**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)

-1 coffee break included

### **Day 2 – 19<sup>th</sup> 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)

**13:00 – 17:00 – Session 3 - Institute**

(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)

- 2 coffee breaks + lunch included

## Day 3 – 20<sup>th</sup> Feb 2019

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

(Partnership, Lobbying, Who are the stakeholders, How to address different stakeholders/ different perspectives; Communication, Cultural awareness; Behaviour at European level; Knowing where to find help shaping your profession and stepping up making your own network)

- 1 coffee break included

### 13:00 – 14:00 LIGHT LUNCH

#### Host organisation

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

#### Trainers

(Confirmed)

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

(Other trainers to be confirmed)

#### Contact details

##### Local organizers:

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##### Training School Managers (for questions on the COST Training School program)

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##### Grant Holder

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