

**International
Management
Courses 2017**

Bridge the Gap

We have got a lot of experience in doing our business nationally and know what to do and how to operate all the different issues that come up in our daily business.

Nowadays, many companies, private or public organisations and universities have got contacts with people outside their own country or cooperate with partners abroad. Such partnerships and cooperations usually improve productivity and profitability.

The global workplace requires specific knowledge, skills, and abilities to successfully act on an international level. Very often, there is a gap between what we know and have been taught and what the 'global workplace' demands.

Thus, there should be a stronger focus on international training. Make sure that your staff has got the appropriate skills that are essential to be competitive – as a company/organisation as well as an individual.

We focus in our international training courses and workshops on these skills. Internationally experienced trainers run interactive sessions in order to enhance social competence, communication skills, project management skills, leadership skills and/or cross-cultural awareness of the participants.

The courses and workshops are held in English and the number of participants is limited in order to ensure high quality standard.

Take this opportunity to

Bridge the Gap!

Responsible course manager:

Elisabeth Gillich

elisabeth.gillich@kit.edu

	Page
Academic Writing (MK305)	4
Academic Discussion (MK302)	5
Prepare for your next conference (MK303).....	6
Scientific and Technical Presentations in English (MK345).....	8
International meetings – Communication tools and techniques (MK370).....	10
Working Across Cultures (MK360)	12
Improve Your International English (MK346).....	14
Successful International Project Management I (Basic) (MP205)	16
Successful International Project Management II (Advanced) (MP208).....	18

Academic Writing (MK305)

Nowadays success in science involves publishing articles in international journals in English. The English you learned at school is not sufficient for this – you need to master formal English and the writing conventions for academic texts. A key challenge is writing a clear, precise and readable text that sounds like it has been written by a native speaker.

The objective of this workshop is to improve your ability to produce clear, concise and readable scientific manuscripts. You will leave the workshop with useful tips on how to improve the style of your writing and a greater awareness of your own strengths and weaknesses.

The Programme

- Conventions and features of academic writing
- Improving coherence and flow
- Summarising and paraphrasing
- Writing with style
- Avoiding common errors
- Editing and proofreading your manuscripts
- Punctuation, remedial grammar (if necessary)
- Useful phrases

Date: 15/03 – 16/03/2017

Course fee: 895 EUR

Venue:
Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany

Trainer

Amanda Habbershaw
Tinta Training, Landau

Academic Discussion Skills (MK302)

When attending international conferences, you have to be able to defend your research in the Q&A session after your presentation and network effectively at conference get-togethers. Situations of this kind require interactive communication skills and the ability to respond to unexpected questions and comments off the cuff.

The objective of this workshop is to enhance your English-speaking skills and give you confidence to participate actively and confidently in academic discussions with other researchers.

The Programme

- Networking and smalltalk in academia
- Communicating clearly and precisely
- Summarising and paraphrasing
- Leading a discussion effectively
- Defending your research in a Q&A session
- Useful phrases

Date: 21/11 – 22/11/2017

Course fee: 895 EUR

Venue:

Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany

Trainer

Amanda Habbershaw
Tinta Training, Landau

Prepare for your next conference (MK303)

Finally, after all your hard work, your research results are ready to be presented. This is your opportunity to build a reputation in international research circles. A convincing and professional presentation in English is critical to your success. In addition, you have to defend your research at the Q&A session and network effectively with other scientists at conference get-togethers.

The objective of this workshop is to provide you with the English language skills you need for international conferences.

Trainer

Amanda Habbershaw
Tinta Training, Landau

The Programme

- Presentations: gaining and maintaining audience attention, opening and closing presentations, structuring with discourse markers, improving delivery, useful phrases for each stage of the presentation
- Discussions: networking with other scientists, paraphrasing, structuring, summarising, dealing with difficult communication situations, intercultural communication, useful phrases
- "The Conference Day" Simulation

Date: 15/02-16/02/2017

Course fee: 895 EUR

Venue:

Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany

Scientific and Technical Presentations in English (MK345)

Presentations are a natural part of any professional job. Today, nearly everybody has to make a presentation sometimes. Your audience only has the chance to hear what you say once. They can't „re-read“ it when they get confused. So it is very important that your audience understands and remembers your message.

This course is to help you to present more effectively in English to an international audience. You will practice how to influence and make an impact on them. You will learn how to deal with any difficult situation which could arise during the presentation. You will feel more confident and relaxed when presenting in English. Personal feedback from the trainer will make you aware of your strengths and enable you to make the most of your personal talents and qualities.

By the end of the course you will

- be able to structure your presentation to support your message
- know how to open and close your presentation convincingly
- develop an interactive approach to your audience
- impact the audience through proven persuasion techniques
- be able to use visual aids for maximum effect
- feel more confident in speaking internationally
- have learnt how to control your “stage fright”.

Participants are asked to prepare two short presentations in advance and bring them along to the course:

1. A one minute self presentation
2. A three minute professional presentation of some aspect of your work

The training is not only beneficial to scientists and engineers but also to all professionals who have to deliver presentations to various audiences. The focus will be on technical / scientific presentations but many of the ideas are applicable to any business presentation.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

- Self introductions with video feedback
- What makes a good technical / scientific presentation?
- 7 success factors
- Preparation and structure
- Openings and closings
- 3 minute practice presentation with video feedback
- Managing the audience
- Dealing with questions
- Visualisation techniques
- Preparation for practice presentations
- Practice presentations with video feedback
- "Stage fright"
- Persuasion techniques
- Teamwork presentations with feedback
- Personal action plans

Methods

Mini-lectures and demonstrations from the trainer covering the most important aspects of making presentations; exercises and practice in presenting to different audiences; detailed video feedback and coaching on personal performance; feedback on the impact of your verbal and non-verbal skills.

Date: 03/04 – 04/04/2017

Course fee: 995 EUR

Venue:

Akademie Hotel

Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

International meetings – Communication tools and techniques (MK370)

We spend a great many hours of our working life participating in meetings. When a meeting is run well it is a very effective decision-making and information-spreading tool. But too often we leave a meeting thinking it to have been a waste of time. This is especially true of international meetings where linguistic and cultural barriers can get in the way of efficient meeting processes.

In the perfect international meeting the participants are active and prepared. The facilitator or chair is focused yet flexible, firm yet democratic and organized yet empathetic,

Our two day programme will provide you with tools, tips and techniques to help you make your international meetings more effective than they are at present.

The following topics will be covered:

- Preparing a meeting
- Chairing a meeting
- Active participation
- After the meeting, assuring results

The training course is designed for people from research centers, universities, organizations, and private industry companies who need to work, communicate and cooperate with foreign colleagues and partners, clients and customers.

The course is held in English. It is limited to 14 participants in order to ensure a high quality standard.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

- It starts before it starts: Good meetings practice, the agenda, the power of place
- Chairing a meeting: Summarizing, controlling techniques, dealing with difficult situations
- Active participation: Making your voice heard, agreeing and disagreeing, metaplanning
- It's not over when it's over: The minutes, networking, putting it all together
- Three meetings practice sessions, personal feedback

Date: 06/11 – 07/11/2017

Course fee: 995 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Working Across Cultures (MK360)

As the world shrinks, our international contacts increase. It has become more and more important to see yourself as people from other cultures see you and to have some tools and techniques for bridging any cultural gaps.

Speaking the same language does not guarantee understanding and good communication when people come from different cultures. A basic understanding of cultural diversity is the key to effective cross-cultural communication. There are three steps to good cross-cultural communication: understanding and accepting yourself, accepting others, and adapting your behaviour appropriately to the situation. Different perceptions, conventions, and communication styles can block effective team performance and productivity.

Our two day programme provides tools for you to define and overcome potential difficulties in your international business dealings.

The following topics will be covered:

- What is culture?
- How do we communicate?
- What are the 10 key cultural variables?
- How can we manage cultural differences in the work situation?

The training course is designed for people from research centres, universities, organisations, and private industry companies who need to work, communicate and cooperate with foreign colleagues and partners, clients and customers.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

What is culture?

- Understand how important cross-cultural awareness is to international success

Perception – attitudes, values and beliefs

- To illustrate how and why people see the world in different ways

Going beyond stereotypes

- To show how stereotypes interfere in our understanding of different cultures

Mindsets

- To create an awareness of our own mindset and the mindsets of others

Dealing with linguistic and non-verbal misunderstandings

- To check our ability to communicate clearly

10 Cultural variables

- To become familiar with a tool for comparing cultural differences and similarities

Style-shifting

- To understand and practice the concept of style-shifting

Managing the work situation

- To practise cross-cultural awareness in key work situations

Preparing for cross-cultural encounters

- To show the various resources available

Date: 05/04 – 06/04/2017

Course fee: 995 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Improve Your International English (MK346)

Learning English takes time but there are some short cuts. This seminar gives you an overview of some important techniques to quickly improve your English skills for working internationally.

If you sometimes feel insecure when speaking or writing English in a professional setting then this seminar will help you feel more confident.

If your mind goes blank as English words disappear from your memory during a meeting or phone call, this seminar will give you the tools to overcome your lack of vocabulary.

If you want to continue to improve your professional English after the seminar you will be given tips and techniques on how to do this.

The programme will be highly interactive. This gives you the opportunity to practise your English through exercises, discussions and worksheets and to get individual feedback and advice from the trainer

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

The following topics will be covered:

- International English – what kind of language do I need to learn?
- Basic grammar
- Increasing your vocabulary
- Networking and building relationships
- The language of meetings and negotiations
- Questioning and listening skills
- Telephoning
- Writing e-mails
- Presenting professionally
- Individual action plans

Date: 08/11 – 09/11/2017

Course fee: 995 EUR
The course fee includes the meeting package of the hotel.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Successful International Project Management I (Basic) (MP205)

Project management is a core skill in today's fast moving research and business environment. This two-day course is demanding and intense and combines all tools and techniques into realistic and participants' oriented simulations. The emphasis is on project management in a changing world and on appropriate project structures as well as on how to run a project on a day-to-day basis.

"Successful International Project Management I" is an invitation to participants to listen, network, experience, and apply all the offered methods and tools in order to benefit individually and improve their project work.

The following topics will be covered:

- Life cycle and conflicts in projects
- Planning techniques
- Charts, diagrams and other tools
- Project organisation
- Team building, motivation and control
- Communication
- Time management principles
- Risk management
- Running a project on a day-to-day basis
- Estimating techniques, monitoring and control
- Horizon 2020 and other international projects
- Importance of intercultural issues in projects
- Lessons learned and project close

The course is beneficial to all professionals who are going to get involved in projects or have already been in projects for a couple of years and want to complete their project management tool box.

Trainer

Dr Susanne Rahner
Director, YGGDRASIL, Berlin, Germany

The Programme

Topics include for example:

- Life cycle of projects
- Importance of early project phases
- Conflicts in projects

- SMART and SWOT analysis
- Gantt and PERT charts
- Work packages and milestones

- Organisational structures
- Team building and characteristics of successful teams
- Motivation and control
- Common language in international projects

- Pareto principle
- Prioritisation & procrastination
- Three steps to respond to risks
- Monitoring and control

- Project rules
- Roles and responsibilities
- Steering committees

- Estimating: Top-down or bottom-up?
- Avoid typical estimating mistakes
- Quality control, meetings and documentation

- Horizon 2020 projects: Characterisation
- Higher complexity or just different?
- Specific tools for Horizon 2020 projects

- Intercultural meetings, organisation and leadership
- Post project review
- Project close

Date: 05/12 – 06/12/2017

Course fee: 995 EUR

Venue:

Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann- von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany

Successful International Project Management II (Advanced) (MP208)

International project management skills are fundamental to research managers, administrators, scientists and engineers in charge of international projects. This two-day course delivers advanced tools and techniques that support you to run complex projects smoother in an international environment. All course topics are illustrated with examples, templates, and graphs.

Participants are welcome to discuss their own projects. An additional focus will be on funded research projects such as Horizon 2020, CENTRAL EUROPE, SOUTH EAST EUROPE, CIP, IEAA, Mobility, and other international programmes.

“Successful International Project Management II” is an invitation to participants to listen, network, experience, and apply all the offered techniques in many exercises and case studies in order to improve their own project work.

The following topics will be covered:

- Complex projects
- Complex charts, float vs lag, critical path
- Leadership and leading projects
- Communication in complex projects
- Stakeholder management
- Monitoring and control
- Solving problems and rescue actions
- Horizon 2020 and other international projects
- Project management software
- End of project

The course is specifically designed for research managers, administrators, scientists, engineers, and all other individuals in charge of projects in research institutions, universities, public organisations, and private industry companies. Participants should have basic knowledge in project management (involved in projects for more than 2 years), or should have attended our IPM I course (MP205).

Trainer

Dr Susanne Rahner

Director, YGGDRASIL, Berlin, Germany

The Programme

Topics include for example:

- Definition and life cycle of complex projects
- Conflicts in complex projects
- Complex Gantt charts

- Float vs lag
- Forward pass / backward pass
- Critical path analysis

- Leadership: models, personalities and styles
- The seven leadership principles
- How to make decisions when you are not in charge

- Role of project coordinator
- Influence factors for project-oriented leadership
- Visions, structures and project-oriented culture

- Project management office
- Intercultural aspects
- Management of resistance and opposition

- Milestone trend analysis
- Earned value analysis
- Deliverables and approval processes

- Responsibility beyond your authority
- When the customer delays the project
- Managing volunteers

- Horizon projects: Why specific approach? Specific leadership?
Specific quality control?
- Project Management Software
- Knowledge management

Date: 07/12/ – 08/12/2017

Course fee: 995 EUR

Venue:

Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen

<input type="checkbox"/>	_____	_____	_____	EUR
	Course No.	Date	Course fee	
<input type="checkbox"/>	_____	_____	_____	EUR
	Course No.	Date	Course fee	
<input type="checkbox"/>	_____	_____	_____	EUR
	Course No.	Date	Course fee	

Title/Last Name/First Name

Position held

Company/Organisation / EARMA-Membership-Number

Department

P.O. Box/Street/No.

Postal Code/City/Country

Fon Fax

Email

The course fee will be transferred on receipt of the invoice.

Date

Signature

Please copy this page for further registrations.

Please return to:

Karlsruhe Institute of Technology (KIT)
Fortbildungszentrum für Technik und Umwelt (FTU)
Frau Eltje Witt
Postfach 36 40
76021 Karlsruhe
GERMANY

Deadline for Registrations: 15 days before the course starts

Course Fee: see course description

Terms and Conditions:

On receipt of the registration in writing, a confirmation and an invoice in the amount of the course fee will be sent out by FTU. The course fee is VAT exempted. If no other terms and conditions are specified, the fee shall be due for payment without any deductions within 14 days upon receipt of the invoice; otherwise, participation cannot be guaranteed. The course fee includes the training material and refreshments during the breaks. Registrations are considered and confirmed in the order of their receipt by FTU. A course certificate is issued after completion of the course and receipt of the course fee. Any cancellations of registrations shall be made in writing. In case of cancellation later than three weeks before the start of the course, a handling fee of 50% of the total amount of the invoice shall become due. Upon failure to attend the course without having sent a written notice of cancellation before, the total amount of the invoice shall be due for payment. In exceptional cases, e.g. unforeseen non-availability of a key-lecturer or insufficient number of registrations received, FTU reserves the right to cancel the course up to one week prior to its scheduled start. In these cases, the course fee already paid shall be reimbursed. Any claims against the Karlsruhe Institute of Technology exceeding such reimbursement of the course fee shall be excluded. The place of jurisdiction shall be Karlsruhe.

Data protection: Course participants' personal data are processed for correspondence purposes and preparation of the participants' individual training documents. Private addresses and dates of birth are required for issuing certificates of attendance acknowledged by the regulatory authorities, and for obtaining clearance to enter KIT-Campus North (access to the canteen, site visits).

Accommodation:

A list of hotel suggestions will be provided after registration. Participants are responsible for their own hotel accommodation.

Information and registration:

Karlsruhe Institute of Technology (KIT)
Fortbildungszentrum für Technik und Umwelt (FTU)
Postfach 36 40, 76021 Karlsruhe, Germany
Frau Eltje Witt
Fon: +49 721 608-24044
Fax: +49 721 608-24857
E-mail: eltje.witt@kit.edu

Venues:

See course description

Internet:

www.fortbildung.kit.edu