



## General Post-Graduate Program – Course announcements

The following courses are all held in English, so that doctoral candidates of Mainz University who do not have a good command of German also have a chance to gain further qualification. Participants should therefore be able to understand and speak English.

This autumn the following courses will take place

- Management of Research Projects and Research Teams: 2 September 2009
- Scientific Writing: 8 and 9 October 2009
- Intercultural Communication: 12 October 2009

For further information: see below

### Application

In order to participate you have to be registered at the General Post-Graduate-Program:  
<http://zope.verwaltung.uni-mainz.de/eng/promo/allgemeines/anmeldung>

To apply, please write an e-mail to: [promotionsstudien@uni-mainz.de](mailto:promotionsstudien@uni-mainz.de) naming the course(s) you would like to attend, your area of research/subject and your email-address

The registrations will be considered in order of arrival. However, the organizers reserve the right to treat the application of foreign doctoral candidates preferentially.

## Management of Research Projects and Research Teams

When: 2 September 2009, 9-18h

Where: Alter Musiksaal (Mainz University, Forum universitatis 1, Becher-Weg 2, 2<sup>nd</sup> floor)

### Contents

- General introduction to project management: What is a project? What does project management mean? What are the tasks of a project leader, etc.
- Project preparation and initiation: defining goals, developing planning phases, proposal, milestones, kick-off
- Realization: styles of leadership, team development, team work
- Supervision of project work
- Project checkup: compliance with project requirements, strategies of modification
- Project close-out: achievement of objectives, finish

Course instructor: Dr. Silke Oehrlein -Karpi

Target audience: (Foreign) Doctoral students working in research teams or in charge of coordinating projects.

Maximum number of participants: 16

Deadline for registration: 31 July 2009

## Writing good scientific papers

Doing research is just one important part of a doctoral candidate's work. The other important part consists of presenting the results to the scientific community by publishing papers in journals. Often the writing process turns out to be a quite difficult task. Therefore, this workshop will give assistance to doctoral candidates who already are or will soon be facing the challenge of writing a scientific paper. This workshop therefore aims at improving the writing skills of the participants.

When: 8 October 2009 (9.30-16.30h); 9 October 2009 (9-15h)

Where: Room 04-432, SB II (Mainz University, Colonel-Kleinmann-Weg 2, 4<sup>th</sup> floor)

### Contents

The workshop consists of two parts. First PD Dr. W. Schärfl will present and discuss the principles of writing good scientific papers. Then the participants will themselves start writing a paper in small groups. The problems that may arise throughout the writing process as well as the outcome will be presented by each group, and commented by the course instructor.

### Course instructor

PD Dr. Wolfgang Schärfl, Institute of Physical Chemistry, Mainz University (<http://www.uni-mainz.de/FB/Chemie/wschaertl/70.php>)

### Target audience

(Foreign) doctoral candidates of Mainz University doing research in subjects belonging to: chemistry, physics, biology, geology, or medicine (lab workers). The participants should have at least one year research experience. The course is not meant for persons who are nearly finished.

Please note: The participants will need a laptop with a word processing program (i.e. Microsoft Word or open office writer) for the practical part.

Maximum number of participants: 18

Deadline for registration: 31 August 2009

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## Intercultural Communication

The course aims at enhancing the participants' well being and their professional efficiency within an international working environment. Participants will...

- become sensitive to cultural differences in everyday life and their work habits
- know of the possible impact of their respective cultural background
- have developed strategies that enhance their personal well-being and their professional efficiency

When: 12 October 2009, 10-18h

Where: Alter Musiksaal (Mainz University, Forum universitatis 1, Becher-Weg 2, 2nd floor)

### Contents

In order to prioritize and adapt the contents to the specific needs of the participants, they will be contacted via e-mail prior to the course. The following list may thus be modified:

- elements of intercultural competence
- cultural identity, "culture shock" and "self shock"
- prejudice and stereotypes
- working in multicultural teams
- German culture
- working with Germans
- coping-strategies for working in international contexts

Course instructor

Matthieu Kollig, Goba pilots ([http://www.globalpilots.de/about\\_us.php](http://www.globalpilots.de/about_us.php))

Target audience

Doctoral candidates with experience in an international working environment.

Maximum number of participants: 25

Deadline for registration: 31 August 2009