

## Schedule - MPI Leadership and Management Skills Course for Scientist, Dresden 2015

Day I	10:00 – 18:00	Day II	9:00 – 17:00
9:30	Get together, Coffee	9:00	Repetition / Flashlight / Program
	<b>SESSION 1: Setting the Frame</b>		<b>SESSION 5: Organizing Your Work - Goal Setting</b>
10:00	Introduction, welcome and short presentation of trainers	9:30	Process management, management wheel
	Sociometry: visualizing different subgroups		How to set goals: SMARTIES
	Course objectives, time schedule, rules and roles	10:30	☕ Coffee break
	Expectations / Contracting	10:50	Exercise Goal Setting
11:00	☕ Coffee break		Debrief Goal Setting
	<b>SESSION 2: Role Awareness and Working Styles</b>		<b>SESSION 6: Organizing Your Work - Time management</b>
11:50	Appropriate professional roles	11:30	Setting priorities
	Reflection on own working style (sociometry)		Proactive management
	<b>SESSION 3: Basics of Communication</b>		Exercise Setting Priorities
12:00	Transactional Analysis (TA)	12:45	Debrief Time Management
13:00	☕ Lunch	13:00	☕ Lunch
14:15	Transactional Analysis		<b>SESSION 7: Personality and Leadership styles</b>
15:00	<b>SESSION 4: Key Communication Skills</b>	14:15	Leadership styles
	Iceberg Model	15:45	☕ Coffee break
	Active Listening demo and evaluation		<b>SESSION 8: Team Development</b>
15:45	☕ Coffee break	16:05	Typical phases of team development - and what a leader can do
16:05	Emotional intelligence and sociometry	18:30	☕ Dinner
	Exercise Active Listening	20:00	Wrap-up session
18:30	☕ Dinner	21:00	End day II
20:00	Wrap-up session		
21:00	End day I		

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Day III	09:00 – 17:00
9:00	Repetition/ Leftovers / Program
	<b>SESSION 9: Conflict Management and Negotiation</b>
9:30	Appreciative Confrontation I language
	Giving constructive feedback
10:30	☕ Coffee break
10:50	Exercise I language & giving feedback
	Win-Win Strategy: Harvard concept
	Exercise on negotiation
	Debrief Conflict Management and Negotiation
13:00	🍴 Lunch
	<b>SESSION 10: Motivation</b>
14:15	Intrinsic motivation
	<b>SESSION 11: Delegation</b>
	Delegation wheel
15:30	☕ Coffee break
	<b>SESSION 12: Coaching</b>
15:50	Individual coaching
16:15	Closing of workshop
17:00	End day III - End of workshop