

Career and Leadership Course - April 2017
Making Powerful Choices and a Positive Impact

CJD, Bonn

Wednesday 19th April at noon for lunch to Friday 21st April 13.30

Dear Researcher,

We are looking forward to working with you on the forthcoming Career and Leadership Course. The purpose of this note is to provide some important joining information about the venue, the nature of your course and an outline agenda.

Please read through these notes and then do the following things:

- If you have any special dietary requirements or other needs please e-mail the coordinator of your research school by Monday 10th April.
- If you would like a Myers-Briggs Type Indicator (MBTI) report, please complete the on-line questionnaire by Monday 17th April. Please see instructions at the end of this note.
- Please bring along your CV, as we will use this as the basis of a number of activities.
- Remember to bring along some waterproof outdoor clothing and footwear as we normally run some activities outside.

Please contact the coordinator of your research school if you have questions relating to any aspect of course administration such as your place on the course, accommodation or travel arrangements.

We hope that you will find all the information that you need in the following few pages. The success of the course is very much dependent on your contribution. We look forward to meeting you and working with you on what we hope will be a very rewarding and enjoyable few days.

If you have any questions regarding any other aspects of the course please contact Mike Rawlins at mike@rawlins.org.uk, or Emma Ford at emmalford@aol.com

With best regards,

Mike Rawlins and the tutor team

Joining Information

The course is residential and will be held at CJD Bonn, Graurheindorfer Str. 149, 53117 Bonn; phone: 0228 / 98 96-0; email: cjd.bonn@cjd.de (www.cjd-bonn.de)

Accommodation will be on the basis of shared rooms that will be assigned before your arrival. If you have wishes with whom to share a room or if you wish a single room, we will try to arrange this with the venue. For single rooms you will have to pay the difference to the costs for a double room (about 15-20 Euro/night) directly at the reception desk. Please communicate your wishes to the coordinator of your research school before 10th April.

Regular meals and drinks are provided throughout the day and these are included in your accommodation package. Any drinks / snacks you take in the evening have to be paid for by yourself.

Valuables

Please note that it is your responsibility to ensure valuable items are kept secure and in your care.

Relaxation

The course is designed to be quite busy, but in between the formal working sessions, we encourage you to explore the venue and take the opportunity to relax with colleagues and enjoy the surroundings.

Clothing

We would like to run a few of the team activities outside and take the opportunity to enjoy the outdoor environment provided by our venue. These are what we call low level activities and will not test your fitness. However, the weather might test you and we strongly recommend that you bring some outdoor clothing and footwear to protect you from the elements.

Information about the Course

Having a deep knowledge of your subject is a great achievement but having the ability to apply that knowledge in an effective and efficient way and for the benefit of others can be demanding, stimulating and fulfilling...it can also be quite a challenge!

It is widely accepted that demonstrating a wide range of generic and transferable skills is an essential development requirement for research students irrespective of how they see their career developing. Participating on this course and other related events throughout your postgraduate experience will, we believe, help you become more effective and importantly secure the career that you desire, whatever your career path.

Aim and intended outcomes

To summarise, the aim of this course is to provide postgraduate research students with an opportunity to build their understanding, skills and confidence in the key areas of career planning, career development and the development of their leadership style.

By the end of the course participants should:

- understand career planning and how to take ownership of the process
- have an understanding of the skills and competencies organisations require
- feel equipped to participate in selection processes
- have a clear understanding of the key elements of leadership
- feel empowered to be authentic in their leadership style
- have experienced a range of leadership styles through working with colleagues

This will be achieved through:-

- A safe, yet challenging course environment that will encourage you to explore and identify the key elements of career planning, career choice, networking, leadership and personal impact.

The course is centred on small learning groups which will provide an opportunity to share a broad diversity of perspectives. You will be encouraged to get to strengthen

your networks and build mutually supportive relationships. Throughout the course there will be plenty of opportunities to interact with other colleagues.

- A balanced and structured programme of exercises and review sessions that will provide a variety of learning situations allowing you to identify and take away relevant lessons.

This course offers you the chance to tackle a range of challenges and experiences that will help you explore and understand the nature of your personal impact and contribution when working with others. A substantial amount of time will be focused on your career development and exercises will enable you to draw on your existing knowledge and interests.

We recognise that whilst some people are very motivated to work in teams and groups others might prefer to work in a more independent environment and may feel constrained by having to work in a team. That said, we believe that gaining insights into what factors can make a team struggle or help a team really excel, will help everybody understand the important factors underpinning excellent leadership.

We also recognise that people learn in different ways and therefore we will provide a mix of activities and reflective sessions, supported by short theoretical inputs to prompt thinking. We will also identify opportunities to apply ideas and techniques in an immediate and practical way.

- A range of group situations where you will be encouraged to share feedback with your peers on the overall effectiveness of each other.

We believe that receiving well balanced feedback from others is an essential tool for an individual to raise self awareness and make conscious adjustments to their personal style and approach when working with others. You will be encouraged to seek and give constructive feedback throughout the programme.

- A career workbook will be offered to aid the learning process.

If not already established, we want to help you instil in yourself a discipline of reflective learning to aid personal development. This starts by keeping a record of the thoughts and feelings generated during the programme and where appropriate converting these into changes of behaviour and style.

In addition, during the course we will make reference to the Myers-Briggs Type Indicator® personality inventory to provide you with insights into how you interact with others. Information about the MBTI on-line questionnaire form is attached. If you would like to receive a report, please take some time to complete this before the deadline provided.

- Encouragement to create an ongoing level of support from your network that will enable ongoing networking, coaching and further group interactions.

Plenty of opportunities will be provided for you to network, around your science and interests. It will be very much up to you, how you wish to continue after your course but past experience says that numerous networks and friendships will continue to flourish.

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	Wednesday 19 th April		Thursday 20 th April		Friday 21 st April
Time	Activity	Time	Activity	Time	Activity
		09.00	Welcome and overview for day Leadership activity & review – small groups, outdoors activity	08.30	Welcome and overview for day Leadership activity & review – outdoors activity
		10.45	Break		Networking – tapping the potential of networks – working your connections
		11.00	Personality, job fit and leadership styles – understanding type dynamics and its influence on leadership style – managing self – authentic leadership	09.45	Break
12.00	Participants arrive for lunch	12.15	Lunch	10.00	Assessment Centre - activity 2 – briefing for activity – activity & feedback
13.30	Introductions & overview of programme – aims and objectives – working in small groups – participants' objectives	13.15	Understanding Competencies – self-analysis – understanding strengths and areas for development	12.30	Development Commitments - pairs Review and close
14.45	Leadership exercise & review – small groups, outdoors	14.15	Leadership activity & review – small groups, outdoors	12.45	Participants have lunch and depart
16.00	Break	15.15	Break		
16.15	Career Path and Leadership Connection – career paths – leading self – leadership style – using feedback	15.30	Career planning – process and timelines – goals and development – individual activity		
17.15	What do employers want? – making sense of information – providing evidence – skills, experience, personality	16.45	Interviews – recruitment process – purpose, types, practice		
		18.00	Briefing for evening activity		
18.30	Dinner	18.15	Dinner		
19.30	Making an impact – sharing your CV – understanding its impact – providing and receiving feedback	19.15	Assessment Centre – activity 1 – briefing for activity – activity & feedback		Please note that timings are for guidance and may change to meet the needs of the course participants.
21.00	Close	21.30	Close		

Online Assessment Instructions

To Take an Assessment

Myers-Briggs Type Indicator®

If you have completed a MBTI questionnaire and know your type then there is no need to complete the questionnaire again.

If you have never completed a questionnaire then please follow the instructions below which will take you to the MR Associates page on the CPP website. Please complete this by Monday 17th April to give me time to print off your report. I will bring your MBTI report with me to our event.

Many thanks,

Mike Rawlins

1. Using a web browser (i.e., Microsoft® Internet Explorer), access the CPP Online Assessment site.	https://online.cpp.com
2. Enter the following Login.	rawlins
3. Enter the following Password.	4training
4. Leave the "User ID" blank unless you are returning to complete an assessment.	Click: LOGIN
5. From the menu, select the MBTI® Step I, Form M).	Click: BEGIN
6. You will be prompted to fill out a demographics page then Choose the batch name	Helmholtz April 2017
7. Provide the requested demographic information (this is optional).	Click CONTINUE

Follow all directions to complete your assessment.

Respond to every item, answering the questions as spontaneously as possible. Don't think about how you "should" answer the question. The right answer is how you most accurately feel about the answer.

After completing the assessment click **CONTINUE** at the bottom of the page.

Write down your USER ID.

If you have completed everything you have been instructed to take, click **LOGOUT**.

If for any reason you cannot complete an assessment in its entirety, be sure to click **SAVE & COMPLETE LATER**, so your responses will be saved and can be recovered when you resume. Write down the User ID number so you can resume and/or take additional assessments using the same User ID. Click **LOGOUT** and close your browser session.

To continue the assessment, return to item 1 above and start again, entering your **USER ID** in Step 4 and clicking **RESUME** in Step 5.

If you have any questions during the self-administration process, please contact mike@rawlins.org.uk. Thank you for your participation.