



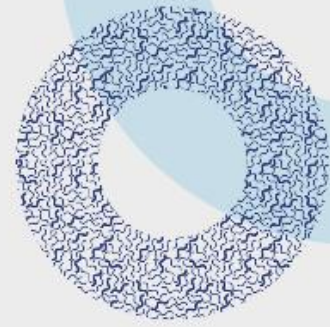
**Danish Diabetes and  
Endocrine Academy**

## **Leadership & Management Skills Course for Postdocs**

**12-14 November 2024**

**MBK Course Centre  
Pilestræde 61  
1112 Copenhagen**

# Session overview



## **Day 1**

Session I  
Session II  
Session III  
Session IV

## **Tuesday, 12 November**

Setting the Frame  
Basics of Process Management  
Basics of Communication  
Organizing Your Work I

## **Day 2**

Session V  
Session VI  
Session VII  
Session VIII

## **Wednesday, 13 November**

Key Communication Skills  
Organizing your Work II – Time Management  
Motivation  
Delegation

## **Day 3**

Session IX  
Session X  
Session XI  
Session XII

## **Thursday, 14 November**

Conflict Management  
Application & Good Recruitment  
Team Development  
Closing

# Programme

## Tuesday, 12 November

08:30-09:00 Registration and coffee/tea

*Topics and the order of the topics can change depending on the group of participants and on what the trainers feel suits the group best*

### **Session I      Setting the Frame**

09:00-10:30 Welcome and presentation of trainers

Sociometry: visualizing different subgroups

Course objectives, time schedule, rules and roles

Expectations / Contracting

### **Session II      Basics of Process Management**

Process management

Team – Task – Individual Orientation

10:30-11:00 Coffee/tea break

### **Session III      Basics of Communication**

11:00-13:00 Transactional Analysis Part I

13:00-14:00 Lunch

14:00-15:30 Transactional Analysis Part II

Exercises

15:30–16:00 Coffee/tea break

**Session IV    Organizing Your Work I**

16:00-17:00    How to set goals  
Exercise Goal Setting

17:00    End of Day I

18:00-19:30    Dinner  
Restaurant to be announced

# Programme

## Wednesday, 13 November

08:45-09:00 Welcome back, coffee/tea

09:00-10:00 Repetition / Flashlight / Programme

### **Session V Key Communication Skills**

10:00-10:30 Active Listening  
Emotional Intelligence

10:30-11:00 Coffee/tea break

11:00-12:00 Exercises & debriefing

12:00-13:00 Lunch

### **Session VI Organizing Your Work II – Time Management**

13:00- Planning: setting priorities  
Proactive Management

Exercise Setting Priorities

### **Session VII Motivation**

Understanding the Key Elements of Motivation

15:30-16:00 Coffee/tea break

16:00- Exercises and Debriefing

**Session VIII    Delegation**

Delegating tasks: leader's favourite  
Exercise delegating a task

17:00            End of Day II

18:00-19:30    Dinner  
                    Restaurant to be announced

# Programme

## Thursday, 14 November

08:45-09:00 Welcome back, coffee/tea

09:00-09:30 Repetition/Leftovers/Programme

### **Session IX Conflict Management**

09:30-10:30 Appreciative confrontation  
Giving constructive feedback

10:30-11:00 Coffee/tea break

11:00-12:00 Exercise on conflict management

### **Session X Application & Recruitment**

12:00-13:00 What is needed for good recruitment  
Designing a job profile  
How to prepare an application interview

13:00-14:00 Lunch

14:00- Exercises & debriefing

### **Session XI Team Development**

Team Dynamics

15:30-00:00 Coffee/tea break

## Session XII Closing

Implementation

17:00 Workshop closes

17:00- Farewell

## hfp consulting

*Supporting leadership in science*

### **Tobias Maier, PhD**

Tobias Maier is a senior trainer at hfp consulting. He has a PhD in biochemistry and a ten-year track record in academic research. He has extensive experience as a trainer at workshops for scientists on diverse topics, including career development, leadership, scientific writing, science communication, and other transferable skills. Tobias is the head of teaching and training at the National Institute for Science Communication in Karlsruhe, Germany. He joined hfp consulting in 2013.

### **Yael Nevo-Caspi, PhD**

Yael Nevo-Caspi joined hfp consulting in 2022 as a trainer. She has a PhD in Molecular Genetics from Tel-Aviv University, Israel. Yael established and directed the research lab within the Pediatric Intensive Care Unit at Sheba Medical Center for ten years. Two years ago, Yael was appointed as the director of the BSL3 (Biosafety Level 3) facility core at the hospital. Yael has extensive expertise in supervising scientific personnel and students as well as in grant writing and publishing scientific papers.

### **hfp consulting**

*hfp consulting* was founded in 2005 with the aim of improving the work and working environment of scientists. We believe in shaping the culture of science by training scientists to be effective, inclusive, and authentic leaders. *hfp consulting* has been delivering leadership courses globally and has developed successful and ongoing collaborations with scientific organizations all over the world. Our workshops are delivered by an international team of trainers, the majority of whom are scientists themselves. As we believe in a highly interactive learning environment, our trainers act as navigators through the learning process, whereby participants are expected to apply learned information for themselves and to develop their personal strategies, solutions and action plan.