

International Management Courses 2011



Organisational Development Needs International Training

Studies say that universities and research organisation very often pay little attention to international training and management development. To ignore international training could have an adverse impact on the development of these organisations.

Therefore, further education and training on an international level is a must. You make sure that the development of your organisation goes into the right direction. It also means to invest into the capability of your staff who works in a diverse, globalized workplace and marketplace.

Social competence, communication skills, project management skill, leadership skills, cross-cultural awareness and other skills are becoming increasingly important. These skills are essential for a performance and innovation-driven corporate culture.

The main purpose of our courses is to provide opportunities for participants to develop the necessary skills and processes through targeted, interactive training in order to improve business and personal performance. All our tutors are internationally experienced.

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

We have got decades of experience in designing and delivering training courses, workshops and conferences to an international audience.

Join our courses and benefit!

Responsible course manager:
Rudolf Wöste
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Leadership: Managing and Motivating Teams (MM105)

Leaders are made not born. As a leader, you need the support of your team, peers and seniors and you have to interact with them. To gain their support, you must be able to understand and motivate them. There are certain things you must know and do in order to inspire your team. Good leaders are continually working and studying to improve their leadership skills. The course provides the skills modern team leaders need to interact with their teams and a toolbox to help them apply those skills effectively.

The course focuses on the skills a modern team leader needs and enables you to benchmark your own abilities. You will be given a toolbox for team leaders and taught how and when to apply the various tools. You will learn motivational and empowering skills and, where appropriate, how crosscultural considerations can affect the work of international teams.

The following topics will be covered:

- Benchmarking your leadership qualities
- The Team Performance Toolbox
- Bottlenecks and challenges for team leaders
- Applying some of the tools to meet these challenges
- The international context
- Dealing with different people
- Motivating and empowering people.

The course is designed for all people who are leaders or those who want to prepare themselves for future leadership roles.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

Leadership

- „Robots“ – a group communication activity
- What is leadership?
- Leadership style self-assessment

The Team Performance Toolbox

- Understanding the 5 stages of how teams work

Bottlenecks and challenges for leaders

Applying the tool box

- Practice with feedback

The international context

- Working with different value systems
- Bridging culture gaps

Dealing with different people

- The social style of concept
- Self and group assessment
- Style-shifting and versatility
- Practice with role plays and feedback

Motivating and empowering people

- How are people motivated?
- Setting targets
- Listening skills
- Feedback
- Coaching

Dates: ¹⁾ 17/05 – 18/05/2011 Start of course: 09:00
 ²⁾ 18/10 – 19/10/2011 End of course: 16:15

Course fee: 895 EUR
 The course fee includes the meeting package of
 the venues.

Venues:

- ¹⁾ Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany
- ²⁾ Helmholtz Office,
Rue du Trône 98, 1050 Brussels, Belgium

Giving High Performance Presentations (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 situations 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.

Dates: 28/03 – 29/03/2011 Start of course: 09:00
End of course: 16:15

Course fee: 895 EUR
The course fee includes the meeting package of the hotel.

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

Effective Negotiations (MK355)

Negotiations are one of the most important parts of the day-to-day business of professionals. This effective negotiation skills course is based on the Harvard strategy and delivers the theoretical background for successful negotiations with colleagues as well as with partners from different organisations and bodies.

The aims of the course are to gain more confidence when negotiating in English, widen your range of negotiation techniques, practise interest based negotiations and learn how to handle difficult situations more effectively. It also gives you substantial support in achieving your goals by practising. There will be a strong focus on personal feedback.

The following topics will be covered:

- Various approaches to negotiations
- What makes a good negotiator?
- Planning and preparation tools
- Understanding the negotiation process
- Different stages of negotiations
- Understanding your counterpart
- Dealing with difficult situations and people
- Persuasion skills
- Raising intercultural awareness

The course is highly participative. It is designed for all individuals involved in negotiations: research managers and administrators, scientists, engineers, technical and administrative staff.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

What makes a good negotiator?

Three approaches to a negotiation

- The tactical approach
- The Harvard/Interest-based approach
- The 4-stage process

The "BEST" way to a negotiation – a 4-stage process:

- B for Building Relationship
- E for Exchanging Information
- S for Structured Negotiation
- T for Total Commitment

Intercultural awareness

- Cultures and clashes
- How to avoid misunderstandings
- Interpreting body language
- International English

Dealing with difficult situations

Personal action planning

Dates: 30/03 – 31/03/2011 Start of course: 09:00
End of course: 16:15

Course fee: 895 EUR
The course fee includes the meeting package of the hotel.

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

Cross-cultural Communication (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 we can 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

Dates: ¹⁾ 19/05 – 20/05/2011 Start of course: 09:00
 ²⁾ 20/10 – 21/10/2011 End of course: 16:15

Course fee: 895 EUR
 The course fee includes the meeting package of the venues.

Venues:

- ¹⁾ Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany
- ²⁾ Helmholtz Office,
Rue du Trône 98, 1050 Brussels, Belgium

Writing in English – A Workshop for Scientists and Engineers (MK301)

When writing an article for a magazine or journal, or drafting a report to submit to a government department or writing a proposal to an evaluation committee, it is essential to use correct English grammar and vocabulary. It is also necessary to write in a style that is clear and accessible to the intended reader, so that the article, report or proposal “does its job” properly.

In this workshop, we focus on how you can prepare yourself for writing in an effective and professional way. Participants will learn how to analyse, review and optimize their writing, to ensure that it is presented in the best way possible.

The following topics will be covered:

- The publication profile: write in the appropriate style
- The reader profile: adapt the writing for the target readership
- Consider your real aim: inform, inspire, encourage curiosity, “sell” an idea
- Planning and preparation
- Writing effective abstracts
- Good writing style: content, visual presentation, structure, readability, grammar and terminology
- Common mistakes in English
- 3-stage review model
- “Readability” analysis

The course is designed for scientists, engineers, research managers and all other staff who have to write articles, reports or proposals in English.

Trainer

A Robin Widdowson, BA Hons. (Social Studies)

Trainer in Communication Skills, Management Skills & Business English, Bath, UK

The Programme

Examining good writing style

- Analyse your own writing style
- Appropriate writing style
- Appropriate structure
- Good writing
- Writing task

Reviewing your writing

Writing an abstract

- Writing task feedback
- Writing skills focus
- Review your writing effectively
- Writing an abstract
- Using graphics
- Extend your language data bank

Dates: 11/04 – 12/04/2011 Start of course: 09:00
 24/11 – 25/11/2011 End of course: 16:15

Course fee: 895 EUR
 The course fee includes the meeting package
 of the hotel.

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

How to Write Successful FP7 Proposals (MB420)

FP7 proposals contain a number of well-known rules and parts of FP6 proposals as well as new topics and measures. Successful proposals have to meet all given criteria in order to pass the different stages of evaluation and approval.

The course provides all the necessary details, guidelines, evaluation criteria and measures in order to support proposal writers successfully.

The following topics will be covered:

- Behind the scenes: What is the intention of FP7? What are the constraints? What should proposal writers know and keep in mind? What is the impact to individual proposal writers?
- The strategy of writing a proposal
- How to collect information from existing proposals or approved projects for the same topic
- Different projects and the influence on the proposal: Networks of Excellence, large and small collaborative projects
- How to plan a proposal and what are the right steps forward?
- Key elements of FP7 proposals
- The importance of abstracts
- Checklists: What – when – who – with whom – how
- Evaluation criteria
- GANTT-charts, compulsory for the management plan
- How to find and select project partners
- Use of model contract for consortia
- How to minimize the administrative burden
- Adapted examples will be presented and discussed – course participants may present their own projects

The course is specifically designed for project managers, scientists, engineers, research managers, administrators and all other people who are going to write a proposal or involved in contributing towards a proposal.

Trainer

Dr Vladimir Maly
Helmholtz Office, Brussels, Belgium

The Programme

The intention of PF7 and the impact on proposal writers

The strategy of writing a proposal

Basic principles

- Bring your topic to Brussels
- Participation or coordination?
- Frame of intended project (funding schemes and others)

Topic based specialities and examples

- Scientific and technological excellence
- Implementation and management
- Potential impact

How to find project partners

Model contract for consortia

The administrative burden and how to cope with it

Adapted examples – What can we learn from them?

Dates: 05/07/2011 Start of course: 09:00
 16/11/2011 End of course: 16:15

Course fee: 455 EUR
 The course fee includes the meeting package
 of Helmholtz Office.

Venue:
Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

Financial Management of FP7 Projects (MB451)

The workshop covers the financial management aspects of an FP7 project in all phases of the project – from the preparation of the proposal to the final audit after the end of the project.

Participants get a complete overview of the financial rules and regulations of EU-projects and learn how to implement them in a correct and efficient way.

The following topics will be covered:

- Basics of EC research funding
- Eligible and ineligible costs
- Financial management: in the proposal stage
- Financial management: after successful evaluation of a proposal
- Financial management: during and after the lifetime of a project
- Reporting
- EU audits

The workshop is essential for project managers, administrators and other “financial” staff involved in EU research projects whether as coordinators or partners. No prior knowledge or experience in FP7 projects is required.

Trainer

Gerrit Bornemann
Helmholtz Office, Brussels, Belgium

The Programme

Basics of EC research funding

Principal funding schemes

Participation, subcontracting, third parties

Funding regimes, lump sums, flat rates

Funding rates, activities

Eligible and ineligible costs

Calculation of project budget

Negotiating financial issues in Grant Agreements and Consortium Agreements

Reporting requirements and electronic reporting tools

Certificates on the financial statement

Certificate on the methodology

EC audits

Dates: 17/02 – 18/02/2011 Start of course: 09:00
 06/07 – 07/07/2011 End of course: 16:15
 17/11 – 18/11/2011

Course fee: 895 EUR
 The course fee includes the meeting package
 of Helmholtz Office.

Venue:
Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

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
- FP7 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

- FP7 projects: Characterisation
- Higher complexity or just different?
- Specific tools for FP7 Projects

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

Dates: 03/02 – 04/02/2011 Start of course: 09:00
 27/10 – 28/10/2011 End of course: 16:15

Course fee: 895 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 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 FP7, 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
- FP7 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

- FP7 projects: Why specific approach? Specific leadership? Specific quality control?
- Project Management Software
- Knowledge management

Dates: 05/05 – 06/05/2011 Start of course: 09:00
 01/12 – 02/12/2011 End of course: 16:15

Course fee: 895 EUR
 The course fee includes the meeting package
 of Helmholtz Office.

Venue:
Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

Coordination of Complex Projects (MP206)

Many scientific projects are very complex and require a special know-how. Scientists, engineers and research managers involved in complex projects must have a good understanding and knowledge of the state-of-the-art project management and coordination methodologies.

Professor Dr. Madauss has much experience in the management of complex projects and will deliver the knowledge and skills project managers and project staff need to know in order to run their projects efficiently. All course topics are illustrated with successful international projects. Participants will have the opportunity to focus on their own projects.

You will learn state-of-the-art methodologies in order to coordinate and control complex projects.

The following topics will be covered

- Special requirements of complex projects: examples from R&D projects
- Definition of project goals
- Importance of feasibility studies
- Project life cycle of R&D projects
- Importance of project reviews
- Project management & coordination tools
- Project Management Office (PMO)

The course is beneficial to all individuals involved in complex (international) projects: research managers and administrators, scientists, engineers, technical and administrative staff.

Trainer

Professor Dr Bernd Madauss

Angermann Consulting GmbH, Rosenheim, Germany

The Programme

Typical Problems of Project Complexity

Control of Project Complexity

- Goal setting and feasibility analysis
- Importance of concept definition
- Performance of project trade-offs
- Criteria and level of project complexity
- Approach to effective reduction of complexity
- Implementation of project metrics
- Getting complexity under tight control

Managing Project Complexity

- Project baseline definition including description of complexity
- Effective configuration control
- Project change control related to complexity
- Reduction of complexity through incentive plans
- Constant monitoring and control of project complexity

Dates: 14/07/2011

Start of course: 09:00

End of course: 16:15

Course fee: 455 EUR

The course fee includes the meeting package of the hotel.

Venue:

Akademie Hotel

Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Management of Project Risks (MP207)

Usually projects contain a lot of risk elements due to many uncertainties. Project risks may be low, medium or high depending on the amount of innovation involved. For R&D projects the level usually is high or even very high. Risk areas are on the contractual, scheduled and financial side. In R&D projects additional risks could be in the field of the particular science and technology involved. It is a fundamental responsibility of research managers, administrators, scientists and engineers to apply risk management tools and to identify, analyse, mitigate and control potential or actual risks of any national or international project.

Professor Dr. Madauss delivers the theoretical background as well as risk management tools and he will show you how to cope with potential and actual project risks. All course topics are illustrated on the basis of successfully completed projects.

The aim of this course is to provide the necessary knowledge and skills of risk management as required by project managers and project staff in order to achieve the project goal as efficiently as possible. Participants will have the opportunity to focus on their own projects.

The following topics will be covered:

- Definition of risk management
- Project risks: technology, schedule, cost, contract etc.
- Risk identification: potential, actual
- Risk analysis: impact, quantification of damage
- Risk classification: low, medium, high
- Risk mitigation procedures
- Risk protection: margins, insurances etc.
- Risk monitoring and control

The course is designed for all individuals involved in projects: research managers and administrators, scientists, engineers, technical and administrative staff.

Trainer

Professor Dr Bernd Madauss

Angermann Consulting GmbH, Rosenheim, Germany

The Programme

Definition of Project Risks

Typical Project Risk Elements

- Contractual risks: legal, law, jurisdiction, arbitration, special conditions, etc.
- Performance risks: goal, requirements, interfaces, etc.
- Schedule risks: delivery requirements, duration, estimation, etc.
- Financial risks: cost estimation, currency, exchange rates, etc.
- Management risks: organisational, team composition, resources, lack of key personnel, etc.

Risk Identification and Mitigation Plans

- Risk categories: low, medium, high
- Risk assessment and quantification of impact to project success
- Risk retirement plans and procedures
- Implementation of risk retirement proposals

Risk Monitoring and Control

- Identification of risk owners
- Risk monitoring process
- Definition and implementation of risk mitigation actions
- Risk control system

Risk Management and Control

- Risk management as integral part of project management
- Active involvement of all project team members
- Permanent risk reduction process
- Risk assessment at project reviews
- Risk status analysis and reporting

Dates: 15/07/2011

Start of course: 09:00

End of course: 16:15

Course fee: 455 EUR

The course fee includes the meeting package of the hotel.

Venue:

Akademie Hotel

Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Microsoft EXCEL – A Tremendous Tool for Project Management (IO225)

The course provides practical tools for project management. The emphasis is to develop basic EXCEL techniques into management tools, easy to learn and quick to adapt for the daily work. Short introductory inputs will be followed by practical exercises that can easily be used without any computer language background. It is a demanding and intense two-day workshop combining simple, known-to-all EXCEL techniques and surprisingly clever and useful participant's oriented tricks.

Participants will learn how to use EXCEL in a new environment and will be encouraged to transfer these techniques to support the efficient management of projects. The objective is to optimise project work by use of EXCEL and make projects more transparent to all project partners.

The following topics will be covered:

- Project planning
- Evaluating conflicting targets
- Capacities planning
- Automated work breakdown structure
- Project organiser
- Manpower and cost tables
- Project team, communication
- Stakeholder analysis, schedule planning
- Monitoring and control tools (milestone trend analysis)
- Risk management and risk maps
- Automated SWOT-analysis
- Project review techniques
- Checklists and templates.

The course is specifically designed for project managers, program managers, team leaders, project professionals and staff involved in (international) projects. Participants should have basic knowledge in EXCEL.

Trainer

Dr Susanne Rahner

Director, YGGDRASIL, Berlin, Germany

The Programme

Project Introduction

- Project order and definition of success, characteristics of a project, documentation

Project Goals

- Introduction to SMART, weighted goals, conflict relationships

Project Team

- Who is who? Communication

Stakeholder Management

- Monitoring, stakeholder analysis, SWOT profile, Portfolio: Influence and conflict potential

Structuring Projects

- Planning structures, deadlines, processes, costs, resources, top-down or bottom-up, work packages, work breakdown structure, milestones, checklists and templates

Milestones and Deadlines

- Gantt charts, resources, budget, critical path

Staff Management

- Availabilities, capacity control, demand

Cost Management

- Target – performance comparison, costs in WBS, multiple options

Project Controlling

- Milestone-Trend-Analysis (MTA), line diagram as MTA chart, performance control, Earned Value Management (EVA), key data indicators

Risk Management

- Tables, diagrams, questionnaire for risk evaluation, risk maps

Post Project Review

- Review questionnaire templates, questionnaire evaluation

Dates: ¹⁾ 01/02 – 02/02/2011 Start of course: 09:00
 ²⁾ 29/11 – 30/11/2011 End of course: 16:15

Course fee: 895 EUR
 The course fee includes the meeting package of the venues.

Venues:

¹⁾ FTU, Hermann-von-Helmholtz-Platz 1,
76344 Eggenstein-Leopoldshafen

²⁾ Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

Management of Intellectual Property Rights (MB453)

Successful management of intellectual property rights, such as copyright, database right, trade marks and patents, is fundamental for project managers and administrators. Research managers and executives concerned with successfully managing projects and contracts in research institutions, universities, the public sector, not-for-profit and business organisations, can all benefit from understanding the broad principles. It is also important for engineers, scientists, authors and other creators working on projects to appreciate what is involved in establishing ownership, rights and interests in valuable original material.

This workshop focuses on best practice: what is essential, what is advisable, and what are the pitfalls to be avoided. Participants will learn how most effectively to deal with the material they work with: to identify, verify and protect the intellectual property rights in it, to commercially exploit and disseminate it to add value, whether printed or electronic, and also how to handle third party material legitimately.

The focus is practical, by means of lecturing and participation through discussions, examples and case studies. Commercial strategies are emphasised. An EU perspective will be taken.

The course is specifically designed for experienced project managers, programme managers, team leaders, project professionals and staff involved in international projects. Engineers, scientists, technologists, inventors, authors and other creators will also benefit.

It is limited to 15 participants in order to ensure a high quality standard.

The course can be combined with "Good Contract Management" (MB452).

Trainer

Dr Rachel Burnett

Solicitor, Burnett IT Legal Services, London, UK

The Programme

IPR in today's business environment

Confidential information

Copyright

Licensing Software and other electronic / digital works

EU Database right

Patents

Trade Marks

IPR and the Internet

Varieties and different uses of IPR

Practical approaches

Culture of awareness and compliance

Dates: 10/03/2011 Start of course: 09:00
 06/10/2011 End of course: 16:15

Course fee: 455 EUR
 The course fee includes the meeting package
 of Helmholtz Office.

Venue:
Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

Good Contract Management (MB452)

Good management of contracts is fundamental for managing projects successfully. It is a crucial ability for research managers and administrators concerned with contracts and project management in research institutions, universities, the public sector and corporate organisations.

This workshop focuses on best strategic and administrative practice which complies with legal requirements: what is essential, what is advisable, and what are the pitfalls to be avoided. Participants will learn how most effectively to construct, negotiate and manage contracts which will deliver appropriate results within today's dynamic international business environment.

The focus is highly practical, by means of lecturing and participation through discussions, examples and case studies. Commercial strategies are emphasised. An EU perspective will be taken.

The following topics will be covered:

- Contract rationale, structure and presentation
- Contract parameters
- Creating the contract in practice
- Negotiating strategies
- Contract management processes
- Contract problems
- Legal risk management

The course is specifically designed for experienced project managers, programme managers, team leaders, project professionals and staff involved in international projects.

The course can be combined with "Management of Intellectual Property Rights" (MB453).

Trainer

Dr Rachel Burnett

Solicitor, Burnett IT Legal Services, London, UK

The Programme

- What is a contract?
- Why have contracts?
- Contract construction

- Who makes the contract?
- Forming the contract
- Creating a formal contract in writing

- Prioritise expectations and requirements
- Avoid unreasonable promises
- Deal with complexity in the contract

- Objectives and approaches of negotiations
- Strengths, weaknesses and balance of power
- Preparation and planning negotiations
- Conducting the negotiation

- Management relationships
- Service levels
- Managing change
- Contract duration and termination

- Managing disputes
- Avoiding termination of the contract
- Formal methods for dispute resolution

- Legal risk management
- Contracts and procedures
- Risk assessment and control

Dates: 11/03/2011 Start of course: 09:00
 07/10/2011 End of course: 16:15

Course fee: 455 EUR
 The fee includes the meeting package
 of Helmholtz Office.

Venue:
 Helmholtz Office, Rue du Trône 98, 1050 Brussels, Belgium

<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

Department

P.O. Box/Street/No.

Postal Code/Coty/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: 10 days before the course starts

Course Fee: see course description

Teams 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 25% 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 admission to the Karlsruhe Institute of Technology, if site visits form part of the course program.

Accommodation:

A list with hotels 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 7247 82-4044
Fax: +49 7247 82-4857
Email: eltje.witt@kit.edu

Venues:

See course description

Internet:

www.fortbildung.kit.edu