TUM Postdoc Workshops & Postdoc101 Talks
Summer semester 2021
Support Program for Postdocs at TUM

Dear Postdocs,

Since 2019, the TUM Talent Factory has expanded its support activities for postdoctoral researchers at TUM. In addition to our focus on recruiting international postdocs for TUM via the Research Opportunities Week and supporting researchers who are planning to apply for third party funding, we are very excited that we are now able to offer a broad range of transferable skill workshops, as well as online courses that you can take at any time.

We will also continue with the TUM Postdoc101 Talk Series during the summer semester. The program will be announced at the end of April.

We invite all postdocs at TUM to register for these workshops and online courses. If you have further ideas, which content and format would be helpful for postdoctoral researchers, please contact us anytime via postdoc-application@tum.de. You also find information about other points of contact at TUM that provide relevant support for postdocs.

We often hear that particularly new, international postdocs only hear about the TUM Talent Factory by coincidence. We would hence request you to share the program with our postdocs who might not yet be on our TUM Postdoc Newsletter.

As there are various teams and points of contact at TUM that offer workshops and support for postdocs, we have also added information about them in this brochure.

We have recently also started at TUM Postdoc LinkedIn Site in addition to our Twitter channel, so please also follow us there to stay informed!

Best regards,

Dr. Neele Meyer, Dr. Pauline Popp, Dr. Judith Rodriguez, & Christina Rothenhäusler

https://www.forte.tum.de/en/talent-factory/ | postdoc-application@tum.de | Twitter: @tumpostdoc
## Overview of all Workshops

### April 2021
- 21-22: Virtual Presentation for Scientists (Postdocs)
- 26-27: Communicating Science Online

### May – June 2021
- 4-5: Excellence in International Networking, Teaming and Collaboration Skills
- 25/05 & 21/06: Time Management for Scientists

### June 2021
- 8-9: Grant Writing for Postdocs
- 4 & 18: The Happy Scientist
- 24: Smart Work in Academia

### July 2021
- 21-22: The Basics of Project Management for Researchers

### Online Courses you can access anytime
- Nature Masterclass "Scientific Writing and Publishing"
- Webcast "How to Apply for Professorships"
Postdoc Workshops
April 2021 – July 2021

The TUM Talent Factory invites postdoctoral researchers at TUM to participate in a series of workshops which are designed specifically to enhance research and transferable skills of postdoctoral researchers. All our workshops are in English and our summer semester program will be scheduled online.

We particularly recommend you to take part in workshops which go beyond your day-to-day research and e.g. to learn more about topics like science communication, teamwork or conflict negotiation. Most workshops are designed for early to mid-career postdocs, but we have added various workshops specifically for advanced postdocs and research group leaders, particularly the TUM Junior Fellows.

Registration & Deadlines: You can register for the workshops by filing our registration form. The respective deadlines are mentioned in the course description. After this deadline, we will select the participants and announce free spots or the possibility to register for the waiting list via our TUM Postdoc Newsletter.

If you are interested in more than one workshop, you can submit the form multiple times. Please make sure you add a motivational statement for each registration. The statement becomes crucial when the number of applicants exceeds the maximum number of participants that can take part in a course.

Workshop Registration & No Show: We invite professional external trainers for our workshops, who usually work with small groups of 8-12 postdocs. Since these workshops are quite expansive and many postdocs are interested in participating, we need participants to be fair and only accept their workshop spot if they are really able to participate in the full workshops. We often have a substantial amount of last-minute cancellations due to other commitments or participant who do not show up at all. This is not only frustrating for us and unfair for other postdocs, but may also reduce the funding we receive the conduct these workshops in future. We would really ask you to make sure that participate in the respective workshop you have been selected for or cancel at least 10 days before the event.

If you have any questions, feel free to contact us via postdoc-application@tum.de.

https://wiki.tum.de/display/postdoc/TUM+Postdoc+Workshops
Virtual Presentation for Scientists (Postdoc)

Date: 21-22/04/2021, 9.00 – 17.00

**Format:** Online workshop via Zoom

**Description:** Have you wondered what you can do better when presenting your research virtually, to ensure that you reach our audience? Are there aspects you can take from the “real –world” into the “virtual-world”?

This workshop will briefly summarize the do’s and don’ts of a good scientific presentation and to identify what you need to do differently when presenting virtually. The workshop start with a group setting, sharing valuable tips and insights. There will be an opportunity to receive first feedback from your peers on your presentation style. The workshop concludes with one-on-one presentation coaching, providing you with individual feedback.

**Course format:** The workshops consists of one online meeting. The selected participants need to prepared a 3-minute presentation.

**Trainer:** MA *Viola K. Kraus* studied Organizational Psychology (Columbia University-TC), and has worked with Academic staff (PIs, PostDocs & Phds) for the past 8 years to support them with their presentation style.
Communicating Science Online

Date: 26-27/04/2021, 9.00 – 12.30

Format: Online workshop via Zoom

Description: How can scientists benefit from being present on social media and from communicating actively online? The seminar “Communicating Science Online” offers a well-structured and comprehensive introduction to online media with a particular focus on how scientists can make most of Twitter, LinkedIn, ResearchGate and blogs.

Participants of this seminar will have identified and understood the factors underlying effective science communication. They will be able to decide which online tools and networks offer tangible benefits and they will be equipped and encouraged to actively participate in communicating science online. Possible topics of this two-day workshop include:

Topics:
- Who communicates in the new media landscape?
- The digital profile and how to influence it
- Social networks and their benefit for scientists
- Digital tools for scholarly communication
- Science blogging for beginners
- A framework for successful science communication
- Dos and Don'ts when communicating online

Course format: The workshops consists of two online meeting. At the end of the first seminar day all participants will get exercises to be prepared for the second seminar day.

Trainer: The course will be conducted by Dr. Ulrike Brandt-Bohne and Johanna Barnbeck, both are expert trainers at the National Institute for Science Communication (Na-Wik) in Karlsruhe. Ulrike Brandt-Bohne has a doctorate in biology and many years of research experience at leading international institutes. Parallel to her scientific work, she has been in front of the camera as a presenter for the ARD knowledge magazine "Kopfball". As a science journalist, she writes scripts for SWR, hosts events and writes on her own platforms. Johanna Barnbeck studied cultural analysis and artistic research in Amsterdam. She currently works as a freelance creative consultant for academia. Ms Barnbeck is on the jury for the Fast Forward Science award and was nominated for the Young Academy in 2018.
Excellence in International Networking, Team-ing and Collaboration Skills

Date: 4-5/05/2021

Format: Online workshop via Zoom. Timings: 4 or 5/05: 9:00 – 12:30 hs + Follow-up (individual 1-on-1 Zoom sessions to be arranged within 2 weeks after the workshop)

Description: Academic study and research offers many opportunities to professionally network - which are too often missed or under-utilised. This workshop and follow-up sessions will develop the required skills and habits to help build professional, collaborative connections and contribute to personal career success.

Core Skills covered:

- Proactive “person-to-person” networking with peers at a conference and online
- Developing a clear and effective compelling narrative
- Adapting to various behaviour types and international/cultural demographics
- Managing body language & dealing with nerves and anxiety
- Assertive and respectful communication techniques
- Optimizing non-verbal communication habits
- Enhancing fluency of scientific English (for non-native speakers)
- Developing practical & technical skills for web-based communications
- Developing an engaging and credible online professional presence

Trainer: The workshop will be conducted by Dr. Paul Charlton who has over 20 years of relevant experience, now utilized in both designing and delivering the most useful content in a challenging, interactive and highly actionable format. For more details about Paul, please visit his linkedin profile.
Time Management for Scientists

Date: 25/05 – 21/06/2021

Format: Online learning platform equivalent to 2 days of workshop, with the possibility of one 1-hour online discussion per week with the participants. Timings: first day online session (25/05, 9:00 – 10:30 hs), last day (21/06, 9:00- 10:30 hs).

Description: Every week has 7 days, 168 hours or 10080 minutes… a lot of time to do a lot of things! Still, many of us suffer from the feeling of always having too little of it. You might not give it enough thought on how you actually want to spend it and how to distribute it between your career, family, friends and hobbies. During this online workshop we will analyse the individual schedules of the week and provide tools and ideas to make best use of your time investment. Furthermore, we will discuss how to balance science and life in different contexts and how to plan your days in a flexible work environment. The aim is not only to work more efficiently and to reduce personal stress, but also to be more satisfied and successful in your career and your personal life.

Topics on the basic principles of time-management:

- What do I want to achieve this year professionally and personally?
- Your 168 hours: How much do you actually work? How much of this is towards your goals?
- For what to spend time?
- How to (not) schedule your calendar?
- E-mails, meetings and phone calls
- Science-life balance

Course format: The course will be held on an online learning platform, where a live session with the participants will take place on the start and end day of the course. In addition, participants have the possibility to request one hour of weekly online consultation with the trainer. All participants will receive a script of the course in PDF format for offline and future use so that they can work through the material offline as well as after the course.

Trainer: The workshop will be conducted by Peter Kronenberg from NaturalScience.Careers, who background is in the humanities and social sciences, having obtained a Bachelor’s degree in Liberal Arts and Sciences and a Master's in Sustainable Business Studies. In NaturalScience.Careers he focuses on seminars and talks for scientists, including the topics self-presentation, networking, time-management and media usage.
Grant Writing for Postdocs

Date: 8-9/06/2021 (half day) and 9/07/2021 (full day)

Format: Online workshop via Zoom. Timings: 8-9/06: 9:00-13:00 hs + follow up 9/07: 9:00-17:00 hs

Description: Writing a proposal means promoting your science! With your proposal, you need to convince the reviewers that your project is more relevant, more important and more promising than those of your competitors and that hence the money should be going to you. This is not easily done and there are several do's and don'ts to consider.

The aim of this course is to familiarize participants with the strategies for successful grant applications to various funding bodies. It consists of lecture-style sequences with active participation by the audience, dealing with the theory of good scientific writing, the basics of grant applications and the principles of different funding bodies, as well as hands-on exercises on aim definition, structuring a workplan, writing a grant summary and your scientific CV. Additional information and exercises on writing good scientific texts in English will deepen the writing experience.

Course format & mandatory work: Participants are required to complete tasks between day 2 and the one-day follow-up in July: They need to write a mini-grant application of about 4 pages. This proposal will be shared with a small group of participants who read and evaluate it.

Please note the following points: Please specify in the motivation statement for which program you plan to write a proposal.

Researchers who want to apply for an MSCA Fellowship this year with TUM as a beneficiary should register for the MSCA Writing Camp this summer and will not be considered for this workshop. Details about the Writing Camp will be announced in May.

Trainer: The workshop will be conducted by Dr. Christina Schütte, co-founder and senior consultant of ProSciencia Beratungs GmbH, who is specialized in grant writing, scientific writing, presentation and scientific project management. She has a background in Chemistry/Biochemistry and worked at the Neurobiology laboratory at the Max-Planck-Institute for Biophysical Chemistry in Göttingen before co-founding ProSciencia in 2004. She has extensive first-hand experience in managing projects both in science and in education.
The Happy Scientist
Date: 04/06/2021 and 18/06/2021

Format: Online workshop via Zoom. Timings: 14.00 – 17.00 hs.

Description: In this active workshop, you practice several techniques that improve your happiness and your mental resilience. Recent scientific research offers a range of exercises such as the gratitude attitude, finding flow, practicing concentration, define direction in your life, etc. Expert-trainer Bas Jansen is a psychologist who helps you apply such techniques. During the workshop, you can try and discover which of the techniques work for you and which are right for you.

The exercises help to reduce stress, perfectionism, mental filtering, future anxiety, and other negative mental states. They will support your ‘growth mindset’ and help you prevent and solve stress, as well as simply add to your quality of life.

In between the course days, you put the techniques of your choice to practice, and reflect on their usefulness on the second workshop.

Trainer: The workshop will be conducted by Bas Jansen, a psychologist and senior ElroyCOM Trainer. ElroyCOM Training is a certified CRKBO educational institute that specializes in training scientists on various career levels.

Please note that the trainer is accompanied by an actor Dr. Dwayne Toemere here to reenact specific situations that researchers might be confronted with. So you may expect a rather dynamic workshop addressing your personal situation. We will also organize a Post-doc101 Talk on a similar topic in June.

Register until: April 25, 2021
Smart Work in Academia. How to Manage Your Mental and Physical Energies to Do Great Work in a Healthy Way

Date: 24/06/2021

Format: Online workshop via Zoom. Timings: 14.00 – 18.30 hs.

Description:
The demands of research and teaching often lead to exhaustion, overload and stress. Even worse, tight deadlines, busy schedules and huge workloads threaten to impair our mental health. With the normalization of remote work, these challenges have increased even more. To a large extend these challenges are influenced by how we manage our energies. This compact, research-based workshop provides insights and methods to work in a productive and sustainable way. It is targeted at postdocs but open for graduate students as well. In addition to individual practices, the workshop also helps to set up structures that support students and colleagues to work more efficiently. The concepts and methods are illustrated with examples of highly productive researchers, leaders and creatives. The participants will be given the opportunity to share their best practices and receive additional information and resources to keep up the great work without sacrificing health, happiness and sanity.

Topics:

- The best rules for sustainable productivity and how to implement them
- Practical insights into the conditions and mechanisms of great work (f. e. willpower, distraction, procrastination, decision making)
- How to rest and recover (all you need to know about sleep and taking breaks efficiently)
- How to deal with stress and negativity
- Tips for managing your physical energies (f. e. exercise, sitting in a healthy way)

Trainer: Stephan Pfob is co-founder, author and smart work guide at Berlin Alley, specialized in feedback and the psychology of sustainable work. He has extensive work experience in different fields, ranging from academia to administration, teaching, business intelligence and information design.
The Basics of Project Management for Researchers – Classical and Agile

Date: 21-22/07/2021

**Format:** Online workshop via Zoom. Timings: 9.00 – 15.00 hs.

**Description:** In this workshop, you will gain a practice-oriented introduction to the most important methods and tools in project management. You will learn how to professionally initiate, plan and monitor projects, as well as how you can motivate your team from the very beginning within the triangle of time, cost and quality. You will obtain valuable skills that will enable you, together with your team, to successfully tackle even complex tasks. We look at classical and agile methods and discuss the particularities of projects in the field of research and development.

**Trainer:** The course will be conducted by [Dr.-Ing. Katrin Schickhoff](#). Dr. Schickhoff is project management for experts, trainer and consultant for project management, communication and team leadership for project managers and executives since July 2000. She was project coordinator for several national programs in Germany and worked as acting partner with several institutions, corporations and ministries for research funding. She is a certified trainer for communication, sales and project management.
Online courses you can attend anytime

Nature Masterclasses

TUM has an institutional subscription to Nature Masterclasses. As a member of TUM, this subscription grants you access to all currently available online courses on the Nature Masterclasses platform. The following courses are currently available:

Course 1 | Scientific Writing and Publishing
What is the course about, and who is it for?
- Offers guidance on how to write and publish a great research paper
- For researchers in the natural sciences who want to get published
- Easy-to-use with short 10 minute lessons
- Taught by Nature Research journal editors – so you hear tips from the experts

Course 2 | Effective Collaboration in Research
What is the course about, and who is it for?
- Offers guidance on how to join in, set up or lead collaborative projects.
- For researchers in the natural sciences who want to make the most out of collaborative research projects
- Easy-to-use with short 15 minute lessons
- Taught by experts in collaboration including researchers, funders, editors and professionals
- Receive a certificate when you complete each part of the course – there are 3 parts in total

Course 3 | Managing Research Data to Unlock its Full Potential
What is the course about, and who is it for?
- Offers guidance on how to develop one’s data management skills or mentor others through the process
- For researchers in the natural sciences who want to learn about acquiring practical lifelong skills to manage their data efficiently and comply with evolving requirements, including from funders
- Easy-to-use with short 15-minute lessons
- Taught by experts in data management, including researchers, funders, data publishing and institutional data management specialists
- Receive a certificate when you complete the 4-module course

For more information, please consult this [website](#).
Webcast “How to apply for Professorships”

**Format:** The webcast includes 3.5 hours of video material as well as materials (handout, sample CVs, list of questions from commission discussions).

**Description:** Every scientist who decides to stay permanently in academia, sooner or later faces what is supposed to be career’s hardest challenge: Applying for full professorship. The aim of the webcast is to provide participants with detailed information about all phases of the appointment procedure for professorships (focus Germany), and to give them concrete advice and tips for their applications. The webcast will first deal with the procedure and the formal aspects of the appointment process. Afterwards, all necessary application documents (especially CV, cover letter, research and teaching concept) will be discussed in detail and partly illustrated with sample materials. The third part addresses all aspects of the hearing. Participants will learn about the requirements for the application talk and the demonstration lecture. In addition, the most frequently asked questions in the interview with the selection committee will be discussed.

**Trainer:** Dr. Dieta Kuchenbrandt studied Psychology at the University of Greifswald, spent her postdoctoral years at the Center of Excellence in Cognitive Interaction Technology (CITEC, Bielefeld University), and was a visiting professor for Social Psychology at the University of Osnabrück. In addition, she completed a two-year training program in management consulting and coaching (Deutsche Psychologenakademie). Today, she is the co-owner of schainundkuchenbrandt, working as a trainer and coach dedicated to the interests and concerns of scientists in academia. Her work particularly focuses on career planning and applying for professorships.

**Webcast details and registration:** As a member of TUM, you can register for access to the webcast on our [website](#). We will send you your login data within a few days.
Further Points of Contact at TUM

Courses by the TUM Institute for Life Long Learning

In addition to the Postdoc Workshops, also take a look at the Leadership and Project Management courses offered by the TUM Institute for Life Long Learning.

The TUM Institute for Life Long Learning regularly offers courses which are designed to provide researchers with concrete tools and techniques for academic leadership and effective research management. Furthermore, the courses give researchers the opportunity to learn about best practice examples and discuss any challenges they might experience in their daily work. Here is the current offer of program and courses:

**CareerDesign@TUM:** CareerDesign@TUM is a new, structured qualification program specifically for mid-level academic staff, which offers five qualification tracks. The innovative program provides participants with interdisciplinary competencies and skills for a demanding and responsible position in the academic environment and beyond.

- TUM Researcher (Research)
- TUM Learning Professional (Learning and Development)
- TUM Science Management (Science Management)
- TUM Entrepreneurship Advisor (Innovation and Spin-off Management)
- TUM Technical Expert (Technical Operations and Technology Management)

Information about the program and the application process is available on their [website](#).

**Effective Science Management:** Since 2011, the Chair of Research and Science Management (Prof. Dr. Claudia Peus) has been offering a course program to support researchers and science managers at TUM in mastering their management tasks as part of TUM Institute for LifeLong Learning.

This is a unique opportunity to take advantage of the evidence-based, custom-tailored course program offer in Effective Science Management to strengthen your management skills and discuss best practices in science management with your colleagues. The courses are offered in German or English, depending on the courses, for more details please visit their [website](#).

For more information, please contact the team via careerdesign@lll.tum.de.
**TUM Learning Festival 2021**: This year the TUM Institute for LifeLong Learning organizes the TUM Learning Festival with many exciting and inspiring events. Here are the topics of the current programme:

(21/04/2021)- New Horizons For My Working Life - Advanced Training Day by TUM horizons.
(03/05/2021)- Zukunft³
(11/05/2021)- Sommerforum der Lehre 2021
(21/06/2021)- Summer of Purpose
(01/07/2021)- Lernen für die Digitale Transformation
(30/08/2021)- Personalmanagementkongress
(29/09/2021)- Winterforum der Lehre 2021
(01/11/2021)- Weiterentwicklung der Schulen
(25/11/2021)- Future Skills - wie Führungskräfte sich für die Zukunft fit halten
(02/12/2021)- Dies Academicus
(09/12/2021)- TUM HR-Community

For more information, please check their [website](#).

**Courses by TUM ProLehre Media and Didactics**

ProLehre offers courses, online-seminars, resources and individual counseling in university didactics, educational technology and media literacy. You can document your progress and bolster your career outlook by keeping a teaching portfolio and acquiring an accredited certificate.

For further information, please visit their [website](#).

**Courses by the TUM University Library**

Courses on Literature Research, Data Management, Academic Publishing, and Research Impact

The University Library supports you with a wide range of publishing and consultation services in such areas as research data management, citation, open access, and bibliometrics.
The Library’s training programme focuses on services, skills and techniques that will support researchers in their daily work. In compact courses, you will learn how to search literature efficiently, cite correctly, apply for open access funding, navigate publication procedures, manage research data sustainably and increase your research impact.

All dates and the complete course program is available on the Library’s website. For more information, please contact the Library’s Information Literacy Team.

TUM horizons

TUM horizons offers advanced training on personality development, project management, communication skills and intercultural communication.

Please note that the courses are only for the TUM employees, scholarship holders can usually not take part. In addition, you need to register for the courses immediately when the new program comes out at the beginning of the semester.

For updated information, please visit the following website.

TUM Language Center

German Language Courses
The TUM Language Center provides German language courses for international fellows and offers intercultural communication courses and events to enhance intercultural discourse. They offer special courses for the TUM staff, which makes it also a great opportunity to meet other researchers at TUM.

For updated information and other languages offers, please visit this website.

English Writing Center
The English Writing Center offers free one-to-one consulting in English writing to all members of the TUM community. The Center is staffed by both professional language instructors and student Writing Fellows, all of whom are native (or near-native) English speakers. Contact them to develop long-term proficiency in English writing or to polish your papers in process!
For updated information, please visit the following webpage.

TUM IAS Wednesday Coffee Talks
The TUM Institute for Advanced Study regularly invites TUM scientists and their guests for coffee! Meet other scientists and listen to a short talk (10-15 mins) on a recent major TUM publication or issue. For updated information, please visit this website.

TUM Global & Alumni Office

TUM Global Dialogue Series
The TUM Liaison Officers in Beijing, Brussels, Mumbai, San Francisco, and São Paulo regularly organise event in their regions. The Dialogue Series provides an opportunity to learn more about TUM's dialogue with international cooperation partners.

Find out more about their programme on the website of the TUM Global & Alumni Office.

Join the TUM Community if you are leaving TUM
TUM connections all around the world: More than 81,000 TUM Alumni and current students in Germany and abroad are part of the TUM Community. Members of the worldwide network support and accompany each other from the beginning of their studies throughout all phases of life. Within the TUM Community the Women of TUM are a lively network that is growing rapidly and connects women across continents, generations, hierarchies and disciplines. Before leaving TUM, join the TUM Community to stay connected.

Additionally as a member of TUM or TUM Alumni you have access to extensive career services: Make use of career webinars about job hunting strategies, advice on your application documents and salary negotiations. You can have your CV and cover letter checked online or book an individual career counseling session. Find all the career offers here: www.community.tum.de/career

Before leaving TUM, join the Network to stay connected.