

## ***Leadership@Helmholtz: compact***

### **Helmholtz & Friends supports workshops on career development and leadership skills in science**

*How do I effectively manage my research group? As a science manager, how can I follow developments in research and further develop my skills and knowledge? How can I organise my working day between research, admin and teaching and still have a private life? Which of my career goals are reasonable and which projects are likely to be stumbling blocks?*

Have you been looking for an opportunity to address questions such as these? Would you like to discuss these topics with your peers and receive expert advice?

Helmholtz & Friends now offers you the opportunity to do just that. Devise your own compact workshop on one aspect of career planning, leadership skills, lifelong learning, etc., find interested participants who would like to discuss the topic with you, select a trainer who can offer expert advice, and then apply to Helmholtz & Friends for the necessary financial and logistical support to set it up.

#### **Who can take part?**

Applications for workshops are open to all Helmholtz Centre staff and recipients of the Initiative and Networking Fund, both past and present. Past and present participants in the Helmholtz Management Academy can also apply for workshops to delve deeper into particular aspects of the academy programme.

#### **What kind of support is provided?**

Helmholtz & Friends provides the necessary rooms for these one-day workshops at its head office in Berlin, including catering services. In addition, we cover the costs for the trainer's fees and remain available for any logistical questions. Participants must cover their own travel and accommodation expenses.

#### **What are the conditions?**

- The workshop must be dedicated to the abovementioned topics. This could include fundamental issues relating to science management

(personal, project, staff or institution management) as well as further training in applied leadership skills.

- There must be a minimum of eight and a maximum of 15 participants in each workshop. If at the time of application the minimum number of workshop participants has not yet been reached, the free spaces will be advertised by Helmholtz & Friends. Those interested can send an e-mail to [friends@helmholtz.de](mailto:friends@helmholtz.de) and the places will be allocated on a first-come-first-served basis.

- The trainers who will lead these workshops are to be selected in close collaboration with Helmholtz & Friends.

### **What is the application process?**

Applications for workshop support can be submitted at any time; there is no application deadline.

Please be aware that Helmholtz & Friends can only offer support to a maximum of five workshops per year. Please send a short description of your workshop idea to [friends@helmholtz.de](mailto:friends@helmholtz.de) (max. two A4 pages), ensuring that the following questions are addressed:

1. What is the topic of your planned workshop? Which sub-topics will be covered?
2. What do you hope to learn from the workshop? Please be aware that this is the most important criterion for selecting which workshops receive support.
3. Who are the participants (if this is already known)? Please provide short descriptions of their background and connection to the Helmholtz Association. Don't forget to include yourself!
4. What is the date you would like your workshop to take place (at the earliest three months after the date of application)? Please also provide two alternative dates.
5. Do you have a preferred trainer? We will review your suggestion; if you have no preference, we will seek a suitable workshop leader.

*Helmholtz & Friends is the Helmholtz Association's network for peers to come together and share their experiences of leadership, career development and lifelong learning. Helmholtz & Friends invites Helmholtz Centre staff, Helmholtz Academy participants and participants of the Mentoring Programme "Taking the lead", and recipients of the Initiative and Networking Fund, both past and present, to meet in person at our events and virtually on the HelmholtzConnect platform <https://connect.helmholtz.de>.*