schainund**kuchenbrandt**
Seminars, Coaching & Consulting
for Scientists

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Overview of formats and contents of our workshops

On the following pages, you will find a tabular overview of the possible workshop formats, separated by workshop topic. Below each table is a more detailed description of the individual workshop elements. Of course, the suggested formats can also be extended and combined.

Feel free to contact us with your wishes and questions!

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1. First audition? Applying for professorships

Overview:

	Format/modules (duration of modules)	Languages	Effort
V1	2-days face-to-face seminar	*German & English*	2 × 8h = **16h**
V2	2-days web-seminar via Zoom	*German & English*	2 × 8h = **16h**
V3 A	Flipped Classroom: + webcast (4h) + accompanying tasks (2h) + small group sessions via Zoom (2 groups à 6 participants, 5 h per group)	*German & English*	4 h + 2 h + 5 h = **11h**
V3 B	Flipped Classroom: + webcast (4h) + accompanying tasks (2h) + small group sessions via Zoom (2 groups à 6 participants, 5 h per group) + 30 min one-to-one sessions via Zoom	*German & English*	4 h + 2 h + 5 h + 0,5 h = **11,5 h**
V3 C	Flipped Classroom: + webcast (4h) + accompanying tasks (2h) + face-to-face workshop (8h)	*German & English*	4 h + 2 h + 8 h + = **14 h**
V3 D	Flipped Classroom: + webcast (4h) + accompanying tasks (2h) + 1,25 h one-to-one sessions via Zoom	*German & English*	4 h + 2 h + 1,25 h = **7,25 h**

V1 & V2: Description 2-day seminar (face-to-face or digital) First audition? Applying for Professorships:

The aim of this application training is to optimally prepare participants for all stages of the application process. We will deal with the necessary qualifications for a professorship, the written application documents as well as content-related and strategic considerations for the scientific presentation, demonstration lecture and appointment committee interview. We address the most important stages and critical moments of the appointment procedure, typical questions in the appointment committee interview, possible pitfalls during the scientific presentation and the demonstration lecture, but also the ambivalent interests within an appointment committee. In addition, we will train you on successful self-presentation as well as how to highlight your qualifications during the different phases of the appointment procedure.

Content:
Day 1
Welcome, introduction, overview
Behind the scenes: structure and process of appointment procedures
Professor wanted: What does that mean in the eyes of the committee?
The application documents - your „entry ticket"

- Advertisement: Identifying and presenting the right fit
- What is included in the application documents?
- Cover letter, CV
- Exercise: Presenting your own profile in the cover letter and CV
- Research and teaching concept

Invited? What's next?

Day 2
The scientific presentation
- Choosing title & topic
- Preparation
- Exercise: 3-minute presentations
- Video recording
- Feedback on the self-presentation

The demonstration lecture
The appointment committee interview
- Preparation
- Many questions - good answers
- Simulation and analysis

Mirror, mirror on the wall... What should I wear?
After the application marathon...
- May I ask?

V3 A - V3 D: Description webcast
Duration: 3.75 hrs German, 3.25 hrs English
The aim of the webcast is to inform participants in detail about all phases of the appointment procedure and to provide them with concrete assistance and tips for their applications. The webcast first deals with the procedure and formal aspects of the appointment process. Then all the necessary application documents (especially CV, cover letter, concepts) are discussed in detail and partly illustrated with sample materials. In the third part, the expectations and requirements in the appointment committee hearing as well as important preparatory steps are discussed. The participants will receive tips and short demonstrations on the design of the scientific presentation and demonstration lecture. In addition, the most common questions & topics in the appointment committee interview are discussed.
Participants will receive a Vimeo link (plus password) to stream the video on-demand. The video will be available for three weeks.

Accompanying material:
Handout, job-ad analysis sheet, 2 sample CVs, list of collected questions from committee interviews, links to examples of teaching and research concepts.
Participants will receive a dropbox link to download the materials.

Accompanying tasks
Effort: approx. 2 hrs
In the webcast, various tasks with instructions will be suggested to put the content into practice: Revising the CV, formulating the introductory paragraph of the cover letter (presentation of one's profile), preparing a 3-min talk to present one's profile (introductory part of the scientific presentation).

V3 A & V3 B: Description of small group session
Planned duration: 5 hrs
In the group sessions, there is first the opportunity to clarify any questions the participants still have about applying for professorships (approx. 1hr). Afterwards, it is planned that all participants give their prepared 3-minute presentation on the introduction of their own profile (introductory part of the scientific presentation) and receive feedback from the participants and the trainer (approx. 2 hrs). Finally, the appointment

committee interview will be discussed separately. Here, the participants will answer some typical questions from the interview and will also receive feedback on this (approx. 1.5 hrs).
The small group session will take place via Zoom.

V3 B: Description short one-to-one session
Planned duration: 30 min per participant
Participants receive a 30-minute individual session if required. This can be used to get feedback on the existing application documents, but also to clarify further individual questions.
The one-to-one session will take place via Zoom.

V3 D: Description long one-to-one session
Planned duration: 1.25 hrs per participant
Participants will receive a 1.25 hour individual session in addition to the webcast. This can be used to get feedback on the existing application documents, to reflect on strategic considerations regarding the application, to simulate the interview, but also to clarify further individual questions.
The individual session takes place via Zoom.

V3 C: Description 1-day face-to-face workshop First audition? Applying for professorships:
The one-day face-to-face workshop can be offered in combination with the webcast. The content of the workshop largely corresponds to day 2 of the two-day face-to-face workshop. In addition to questions on the contents of the webcast, the hearing is a particular topic here. The participants then give their prepared short presentations. In addition, typical questions from the appointment committee interview are practiced and one or two interviews are simulated.

2. Professor wanted! Planning and optimizing your academic career

Overview

	Format/modules (duration of modules)	Languages	Effort
K1	1-day face-to-face seminar	German & English	1 x 8 h = 8 h
K2	1-day web-seminar via Zoom	German & English	1 x 8 h = 8 h
K3	1-day web-seminar via Zoom + 30 – 45 min individual sessions via Zoom (flexibly terminated)	German & English	8h + 0,5 h = 8,5 h
K 4	Flipped classroom: + webcast (3h) (currently in German only) + accompanying tasks (1,5h) + one-to-one session via Zoom (45 min)	German	4 h + 1,5 h + 0,75 h = 6,25 h

K1 - K3: Description 1-day seminar (face-to-face or digital) Professor wanted! Planning and optimizing an academic career:

The postdoc phase is crucial for the furthering of one's academic career and is split between dependent employment and academic independence. Scientists are confronted with numerous professional challenges and hurdles on the way to long-term scientific work: Independent publications, the acquisition of third-party funds and the implementation of independent research, the development of a teaching portfolio, participation in scientific communication, planning to stay abroad, and the establishment of a network of colleagues and cooperation partners... Which tasks are particularly important, and at what point? What has the top priority? What is an appropriate time-frame and how can I reconcile this with private goals? How and where should I even start? How important is the habilitation? During a seminar, participants will take stock to reflect upon their own current position. Building upon this, goals and important steps towards one's own long-term career in academia are planned out.

Content
Welcome, introduction, overview
University forever? Paths to a long-term career in academia
- Facts & figures
- Options
- Application processes / appointment procedures
The academic profile I
- Research profile - Do you represent your research field?
- Target-actual comparison
- Next profile building steps
The academic profile II
- Are you a successful scientist?
  o Publications, third-party funding, habilitation
  o Scientific communication, mobility
- Target-actual comparison
- Next profile building steps
The academic profile III
- Are you a hard-working colleague? - Teaching, supervision, academic self-administration, academic services
- Target-actual comparison
- Next profile building step
The academic profile IV

- Soft skills, hard facts - leadership, network, personality
- Target-actual comparison
- Next profile building steps

Which postdoc format fits my goals?

(Career and family - (in)compatible? optional)

K 3: Description individual session

Planned duration: 30 - 45 min per participant (by arrangement).

Participants receive a 30-45 minute individual session if required. This can be used to reflect on the own profile analysis, to consult on next strategic steps or to get feedback on the CV.

The individual session will take place via Zoom.

K 4: Description webcast

Duration: 3hrs

The postdoc phase is crucial for the furthering of one's academic career and is split between dependent employment and academic independence. Scientists are confronted with numerous professional challenges: Developing a research profile, publishing independently, developing a teaching portfolio, planning to stay abroad, participating in scientific communication and building one's own network of colleagues and cooperation partners... When are which tasks particularly important? What has the highest priority? How important is the habilitation? What time frame is appropriate? The webcast informs you about all the important requirements (also beyond publications and third-party funding) and milestones for an academic career and gives you concrete tips and advice both on the weighting of these requirements and on strategic considerations during the postdoc phase on the way to a professorship.

Materials

Handout, questionnaire to analyze your own academic profile and to identify next important milestones, sample CVs

Accompanying tasks

Filling in the analysis sheet and identification of strengths and development needs in the profile, work on the CV.

K 4: Individual session

Duration: 45 min

Reflection on the profile analysis, strategic discussion of next important steps, feedback on CV and current profile as well as individual questions on the topics of the webcast.

3. Postdoc wanted! Applying for postdoc positions

Overview:

	Format/modules (duration of modules)	Languages	Effort
P1	1-day face-to-face seminar	German & English	1 × 8 h = 8 h
P2	1-day web-seminar via Zoom	German & English	1 × 8 h = 8 h
P3	1-day web-seminar via Zoom + 30 min one-to-one session via Zoom (flexibly terminated)	German & English	8h + 0,5 h = 8,5 h
P4	webcast (3h) (in German only) + accompanying tasks (1,5h) + one-to-one session via Zoom (45 min)	German	4 h + 1,5 h + 0,75 h = 6,25 h

P1 - P3: Description 1-day seminar (face-to-face or digital) Postdoc wanted! Applying for postdoc positions

An application in science differs in many ways from other sectors: What does a scientific application portfolio look like? Do I come to the interview in a suit or a jumper? Which competencies from my studies or my previous scientific career should I particularly emphasize? What prospects do I have as a postdoc in academica? At the beginning, the seminar primarily deals with the phase before the invitation to a job interview or lecture. Here the participants find out for themselves which job formats are suitable for them (e.g., externally funded position, junior professorship). Then they will learn how to present themselves in the best possible way in written form and adapted to the academic world, what special features there are in CV design, how teaching experience and teaching evaluations can find their way into application documents and how they can work out their own research profile. Building on this, the second half of the seminar deals with the phase after the invitation to a personal interview, starting with preparing for an interview, critical interview questions, giving a presentation and special features such as interviews via Zoom.

Content
Welcome, introduction, overview
Job market University
- Facts & figures
Job formats for postdocs in academia
- One fits all?
Finding and analyzing announcements
Structure of scientific application documents
- What belongs in it?
- Design aspects
CV
- What belongs in it? What does not belong? What can be argued about?
List of publications, presentations, teaching portfolio and evaluations
How do I tell my future boss?
- Designing the cover letter
- Fit between cover letter and advertisement
You have been invited? Congratulations!
- Preparing for the interview
- If I were the boss... What would I ask?
- Practice makes perfect - short simulation
Specifics and individual questions

- Scientific presentation
- Job interviews via Zoom
- What do I do after the interview?

P3: Description of one-to-one session
Planned duration: 30 min per participant (by arrangement).
Participants will be given a 30-minute individual session if required. This can be used to get feedback on existing application documents, advice on next steps on the way to a postdoc position and discuss further individual questions.
The one-to-one session will take place via Zoom.

P4: Description webcast
Duration: 3,25 h
A job application in science differs in many ways from other industries: What does a scientific application portfolio look like? Which competencies from my previous scientific career should I emphasize? What characterizes a good cover letter? And how can I stand out from other applicants? At the beginning, the webcast primarily deals with the phase before the invitation to a job interview. Here, you will first learn about the different job formats for postdocs and the requirements for a complete academic profile. Then you will learn how to present yourself in the best possible way in written form and adapted to the academic world, what special features there are in CV design, how teaching experience and teaching evaluations can find their way into the application documents and how you can work out your own research profile. Building on this, the webcast deals with the phase after the invitation to a personal interview, from preparing for an interview to critical science-specific interview questions to giving a scientific presentation.
Materials
Handout, job advertisement analysis sheet, sample CVs, list of possible interview questions
Accompanying tasks
Revision of CV, drafting of the introductory paragraph of the cover letter (presentation of own profile)

P4: Individual session
Duration: 45 min
Possible topics: Feedback on application documents (especially revised CV & introduction of the cover letter), simulation of an interview, individual questions & concerns.