

➤ Practical information

Venue

Aud. 1.01, first floor, building S3, Campus Sterre, Krijgslaan 281, 9000 Ghent.

Dates & times

Spring 2010	6 pm – 9 pm
Session 1 – Communication & Presentation Techniques	Tuesday 20/04
Session 2 – Intellectual Property	Thursday 22/04
Session 3 – Project Management	Tuesday 27/04

Course prerequisites

There are no course prerequisites.

➤ Registration fees

Registering is possible through use of the online registration form. (www.ipvw-ices.UGent.be >  > Register > Registration forms)

The registration fee amounts to 40 EUR per session.

Included in the fees are attending the workshops, use of auditoria and a copy of the handouts as and if provided by the speakers.

Cancellation is possible in writing only. In case of cancellation more than 5 working days before the start of the course 25% of the registration fee is due. In case of cancellation within 5 working days before the start of the course the full registration amount is due.

A participant can send a replacement free of charge if this is reported to ICES before the course starts.

For EMPLOYEES:

Training Vouchers (Opleidingscheques)

ICES courses are recognized in the framework of the training vouchers of the Flemish Community.

Training vouchers are available for every **employee** working in Flanders and can be requested online:

<http://vdab.be/opleidingscheques>

➤ Further information

Url: www.ipvw-ices.UGent.be

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Institute for
Continuing Education
in Science

Workshops on
Transferable Skills

2010



➤ Introduction

What are Transferable Skills?

“Transferable skills are the **skills** you've gathered through various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in your next job or new career. In addition to being **useful to** career changers, transferable skills are also important to those who are facing a layoff, **new graduates who are looking for their first jobs**, and to those re-entering the workforce after an extended absence.”

This is just one of the many definitions used to describe transferable skills. Essential is the fact that we are talking about skills, not the purely scientific knowledge you gathered during your academic education. In a scientific setting these skills encompass the skill to present yourself in a convincing manner, to convey an idea instead of purely facts and figures, to get work done in a limited time frame and with limited (financial) means, the skill to motivate employees, knowing how to file for a patent, or draw up a contract, a.s.o.

For some people these skills come more naturally than for others, but to a large extent they can be **trained**.

➤ Target audience

These workshops are aimed first and foremost at **graduating students** and **doctoral students** in science and applied science branches such as exact sciences, Medicine and Health Sciences, Engineering, Veterinary Medicine, Bioscience Engineering, Pharmaceutical Sciences, ...

- Exact Sciences
- Medicine and Health Sciences
- Pharmaceutical Sciences
- Veterinary Sciences
- (Bioscience) Engineering
- ...

In addition, every employee who feels getting (re)acquainted with these skills is necessary, is invited to take part in these workshops.

➤ Workshops on Transferable Skills

Session 1: Communication & Presentation Techniques

Tom De Moor – 20 April 2010

This session focuses on refining presentations and making them more goal-oriented in a professional context. Efficient presentations start from a thorough preparation using questions such as: Why am I giving this presentation? Who is my target audience? What outcome do I pursue? What is my key message? Furthermore, we consider strategies for gaining and keeping attention during a presentation. We also focus on the importance of a clear structure and well-organized visuals.

Moreover, professional communication will be addressed briefly, by examining the typical English communicative courtesy and zooming in on conventions and stock phrases in emails and letters.

Tom De Moor (UGent, University Language Centre, UCT) Tom De Moor studied Germanic philology (English and Dutch) at UGent. Afterwards, he broadened his linguistic background with the basics of marketing and HR-management during an extra master programme in Cultural Management at Universiteit Antwerpen. After a final master year in Comparative Modern Literature (UGent), he started teaching at the UCT. There, he does not focus on one single aspect of English education, but works within several programmes, ranging from practical evening courses to conference and writing skills sessions for academics. In 2009, he also taught a course of Economic English for students in the first bachelor year of Economics.

Session 2: Intellectual Property

An Van den broecke – 22 April 2010

For a lot of companies the use of Intellectual Property is of strategic importance for its growth and the strengthening of their competitive position.

Alternatively, protection of Intellectual Property is often the first step in the valorization of technological innovations created within the knowledge institutions.

Scientists, working within knowledge institutions or industry, sooner or later, will be involved in the creation of Intellectual Property.

A good comprehension of different aspects relating to Intellectual Property certainly is of value for future carriers.

The main scope of this evening is learning about intellectual property, in the broadest sense of the word. Typical questions that will be dealt with in this session are: What is Intellectual Property? How can it be protected (do's and don'ts)? What is my role as a scientist? Who is the owner of my research results? Can I still publish my results? How do you find out if a product or technique is already patented? What about research contracts and confidentiality agreements?

An Van den broecke is manager innovation management with the UGent-department TechTransfer (UGent TT) concerned with technology transfer. Technology transfer encompasses all aspects of valorisation and commercialization of knowledge and technology resulting from academic research, in other words the transfer of academic expertise and technology to the industry.

Module 3 - Project Management

Herwig Deconinck & Lisa Boelaert – 27 April 2010

What is a project? When do we call something a project and are there other ways of dealing with tasks and challenges? Demarcate the field of application of a project, the advantages and disadvantages of project management, the different steps that are involved, ...

Roles in a project: customer, project manager, project team member. Who is responsible for what, what can you expect from your customer, how do you get the requested support from your team members (in terms of available time, support, resources).

What instruments can you use: project charter and milestone planning. As a way of practice this will be applied to a real situation in a small project team.

Learn to draw up a stakeholder analysis for their project: who are the involved parties that I need to take into account if I am to make my project successful? What is their main concern, and what can I do to keep them on my side? Introduction of the concept and drawing up a plan of communication for the included project team exercise.

Two speakers from True Colours are invited to talk about this topic. True Colours offers consultancy solutions in personal as well as professional development.