

➤ Practical information

Venue

Aud. Svante Arrhenius, ground floor, building S3, Campus Sterre, Krijgslaan 281, 9000 Ghent.

Dates & times

Spring 2011	6 pm – 8.45 pm
Session 1 – Communication & Presentation Techniques	Tuesday 29/03
Session 2 – Contracts	Thursday 31/03
Session 3 – Intellectual Property	Tuesday 05/04
Session 4 – Project Management (part 1)	Thursday 07/04
Session 5 – Project Management (part 2)	Tuesday 26/04

Speakers

- *Lisa Boelaert* (True Colours)
- *Herwig Deconinck* (True Colours)
- *Tom De Moor* (UGent, University Language Centre, UCT)
- *An Van den broecke* (UGent, Department of Research Affairs, Technology Transfer Office, TTO)
- *Peter Wauters* o.v. (UGent, Department of Research Affairs, Technology Transfer Office, TTO)

More information about the speakers is available on our website.

➤ 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. Sessions 4 and 5 on Project Management come as a package deal.

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 UGent PhD STUDENTS:

Refund + ECTS by Doctoral Schools

PhD students who register for at least 3 of the 5 sessions can get a refund of maximum 120 EUR from their DS and earn 1 ECTS credit or can include this activity as a transferable skills seminar (cluster Career management) in their curriculum.

This measure does not apply to the DS of SBS.

<http://www.ugent.be/doctorschools>

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



2nd edition

2011



➤ 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 **master students** and **doctoral students** in all scientific branches, who want to develop their skills further and thus strengthen their chances on the job market.

- Exact Sciences
- (Bio)Medical Sciences
- Pharmacology
- 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 – 29 March 2011

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.

Session 2: Contracts

Kristof Delanghe/Peter Wauters – 31 March 2011

This session starts with a general introduction to contracts: what is a contract and what are its main ingredients? How do you obtain a contract or get a contract reviewed?

In a second part specific type contracts will be discussed at some length.

Confidential Disclosure Agreements (CDA) are used to protect non-public business information between parties.

Material Transfer Agreements (MTA) are used to govern the transfer of tangible research materials between two organizations.

Collaborative Research Agreements (CRA) are used to define the terms and conditions under which a researcher can undertake an investigation in his/her discipline for collaborative or other sponsored research in order to gain knowledge and understanding.

Session 3: Intellectual Property

An Van den broecke – 5 April 2011

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

Alternatively, protection of IP 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 IP.

A good comprehension of different aspects relating to IP 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 IP? 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?

Module 4 + 5 - Project Management

Herwig Deconinck & Lisa Boelaert – 7 and 26 April 2011

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.