➢ Practical information

Venue

Lecture Room V2, second floor, building S9, Campus Sterre, Krijgslaan 281, 9000 Ghent.

Dates & times

Spring 2014	6 pm – 9.15 pm
Module 1 – Communication & Presentation Techniques	Mo April, 28
Module 2 – Project Management **NEW DATES!**	We May, 21 & Th May 22
Module 3 – Your Research & Legal Rights: IP, a.s.o.	Tu May, 13 and Th May 15

Speakers

- **Tom De Moor** (UGent, University Language Centre, UCT) Tom De Moor is a language teacher. He does not focus on one single aspect of English education, but works within several programs, ranging from practical evening courses to conference and writing skills sessions for academics.

- **Tom Jacobs** (T.O.M. bvba) has 20 years of experience in managerial and technical skills. T.O.M. stands for Training in Organization and Management.

- **An Van den broecke** (UGent, Dept. of Research Affairs, Technology Transfer Office, TTO) is manager innovation management with the UGent-department TechTransfer (UGent TT) concerned with technology transfer.

- **Peter Wauters** (UGent, Dept. Research Affairs, Technology Transfer Office, TTO) is Senior Legal Counsel Technology Transfer and Legal Counsel Licensing & Contracts at UGent.

More detailed information is available at the ICES-website.

➢ Registration

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

Fees

The registration fee amounts to 10 EUR for Module 1, 80 EUR for Module 2 and 80 EUR for Module 3.

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

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.

If a participant is unable to attend he or she can send a replacement free of additional costs if this is reported to ICES before the course starts.

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*For UGent PhD STUDENTS:

Module 2 and 3 can be incorporated in your doctoral training program and are eligible for a refund by your DS under the following conditions:

Module 2, in the Cluster Career Management, if you have not taken a course on project management before organized by your DS nor any other course in this cluster that wasn't organized by your Doctoral School.

Module 3, in the Cluster Research and Valorization, on condition that you haven't taken a course in this cluster before that wasn't organized by your DS.

Full conditions are available on the ICES-website and the website of your DS.

➢ Further information

Url: **www.ipvw-ices.UGent.be**

E-mail: ipvw-ices@UGent.be
UGent – ICES, Krijgslaan 281, S9, 9000 Ghent, Belgium
Tel: +32 (0)9 264 44 26 (mornings only)
Fax: +32 (0)9 264 85 90

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Institute for
Continuing Education
in Science

Workshops on
Transferable Skills

Project Management
Secrecy, Contracts, Copyright
Intellectual Property
Communication and Presentation Techniques

Eligible for refund by your UGent Doctoral School*

2014 – 5th edition

UNIVERSITEIT GENT

Faculteit Wetenschappen

➢ 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 dealing with 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 then for others, but to a large extent they can be trained.

➢ Target audience

These workshops are aimed at master students, doctoral students and young employees in all scientific branches, who want to develop their skills further and thus strengthen their chances on the job market.

These workshops are in particular aimed at students in these branches:

- Exact Sciences
- (Bio)Medical Sciences
- Pharmacology
- Veterinary Sciences
- (Bioscience) Engineering
- …
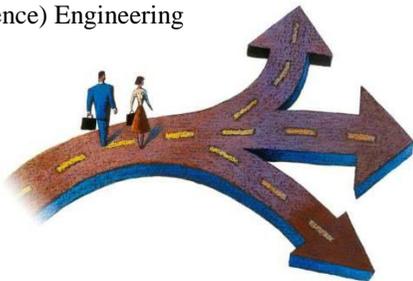
➢ Workshops on Transferable Skills

Module 1 'Communication & Presentation Techniques'

Tom De Moor (UCT, UGent) – Mo April 28, 2014

This module 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.

Module 2 'Project Management'

Tom Jacobs (T.O.M. bvba) – We May 21 & Th May 22, 2014

Session 1: Project Organization

In this session you will gain insight in the fundamentals underlying every project methodology, learn how to structure your project and organize your project team, receive a template document to draw up a project execution plan and collect many practical tips and tricks based on real-life examples.

Session 2: Scheduling and Reporting

In this session you will see examples of tools for planning and consequent progress reporting, experience the process of a work breakdown schedule, get a demonstration of the Microsoft Project scheduling software and again collect a lot of practical tips and tricks based on real-life examples.

After this module you will be acquainted with concepts like "Scope", "Project lifecycle", "Issue & change management", "Steering Committee", "Sponsor", "Gantt chart".

More detailed information on these workshops is available at the ICES-website.

Module 3 'Your Research & Legal Rights'

Session 1: How to effectively 'own' an idea: secrecy, contracts & copyright

Peter Wauters (TT, UGent) – Tu May 13, 2014

The economic value of ideas drives our knowledge based economy. For researchers, it is very important to be able to deal with the concept of 'ownership' and 'property rights' in ideas (and knowledge). We will explore the various ways of engineering property rights in ideas.

Secrecy plays a major role in dealing with knowledge. We will focus on contracts as essential instruments in managing the 'ownership' of your ideas and knowledge.

Information technology plays an important role in the research environment. Knowledge and ideas often are obtained through the use of purpose built software or (the analysis of) datasets. This session will provide a primer to the do's and don'ts in dealing with software and data.

Articles, abstracts, papers, presentations, books,… are subject to copyright. As author as well as researcher it is important to know what these rights are.

Session 2: Intellectual Property

An Van den broecke (TT, UGent) – Th May 15, 2014

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?