

International Management Courses 2015

Deadline for Registrations: 15 days before the course starts

Course Fee: see course description

Teams and Conditions:

On receipt of the registration in writing, a confirmation and an invoice in the amount of the course fee will be sent out by FTU. The course fee is VAT exempted. If no other terms and conditions are specified, the fee shall be due for payment without any deductions within 14 days upon receipt of the invoice; otherwise, participation cannot be guaranteed. The course fee includes the training material and refreshments during the breaks. Registrations are considered and confirmed in the order of their receipt by FTU. A course certificate is issued after completion of the course and receipt of the course fee. Any cancellations of registrations shall be made in writing. In case of cancellation later than three weeks before the start of the course, a handling fee of 50% of the total amount of the invoice shall become due. Upon failure to attend the course without having sent a written notice of cancellation before, the total amount of the invoice shall be due for payment. In exceptional cases, e.g. unforeseen non-availability of a key-lecturer or insufficient number of registrations received, FTU reserves the right to cancel the course up to one week prior to its scheduled start. In these cases, the course fee already paid shall be reimbursed. Any claims against the Karlsruhe Institute of Technology exceeding such reimbursement of the course fee shall be excluded. The place of jurisdiction shall be Karlsruhe.

Data protection: Course participants' personal data are processed for correspondence purposes and preparation of the participants' individual training documents. Private addresses and dates of birth are required for issuing certificates of attendance acknowledged by the regulatory authorities, and for obtaining clearance to enter KIT-Campus North (access to the canteen, site visits).

Accommodation:

A list of hotel suggestions will be provided after registration. Participants are responsible for their own hotel accommodation.

Information and registration:

Karlsruhe Institute of Technology (KIT)
Fortbildungszentrum für Technik und Umwelt (FTU)
Postfach 36 40, 76021 Karlsruhe, Germany
Frau Eltje Witt
Fon: +49 721 608-24044
Fax: +49 721 608-24857
Email: eltje.witt@kit.edu

Venues:

See course description

Internet:

www.fortbildung.kit.edu

Please return to:

Karlsruhe Institute of Technology (KIT)
Fortbildungszentrum für Technik und Umwelt (FTU)
Frau Eltje Witt
Postfach 36 40
76021 Karlsruhe
GERMANY

The Programme

Bridge the Gap

We have got a lot of experience in doing our business nationally and know what to do and how to operate all the different issues that come up in our daily business.

Nowadays, many companies, private or public organisations and universities have got contacts with people outside their own country or cooperate with partners abroad. Such partnerships and cooperations usually improve productivity and profitability.

The global workplace requires specific knowledge, skills, and abilities to successfully act on an international level. Very often, there is a gap between what we know and have been taught and what the 'global workplace' demands.

Thus, there should be a stronger focus on international training. Make sure that your staff has got the appropriate skills that are essential to be competitive – as a company/organisation as well as an individual.

We focus in our international training courses and workshops on these skills. Internationally experienced trainers run interactive sessions in order to enhance social competence, communication skills, project management skills, leadership skills and/or cross-cultural awareness of the participants.

The courses and workshops are held in English and the number of participants is limited in order to ensure high quality standard.

Take this opportunity to

Bridge the Gap!

Responsible course manager:

Elisabeth Gillich
 elisabeth.gillich@kit.edu

Process Management versus Project Management

Definitions, Components, Goals Target-Conflicts

Objectives, Advantages

Process Planning and Modelling

Phases, Steering Group, Key Processes

Techniques and Templates

Flow Charts, Clients, Structures, Interfaces, Additional Value

Quality Management

The Kano Principles, Errors, Quality Circles

Networking Culture

Different network systems, Frame conditions, Examples

Organisational Culture

Definitions, Competitive factor, Influence, Effect

Communication

Language, Platforms, Tools, Intercultural aspects

Change Management

Types, Phases, Resistance and how to deal with it, Success factors

Stabilise Processes

Tools and techniques, Steering techniques, analyse of existing processes

Date: 21/05-22/05/2015 Start of course: 09:00
 End of course: 16:15

Course fee: 995 EUR
 KIT employees and EARMA members 895 EUR
 The course fee includes the meeting package of the venue.

Venue:
 Akademie Hotel
 Am Rüppurrer Schloß 40
 76199 Karlsruhe, Germany

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| <input type="checkbox"/> | | | | EUR |
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| <input type="checkbox"/> | | | | EUR |
| | Course No. | Date | Course fee | |

Title/Last Name/First Name

Position held

Company/Organisation / EARMA-Membership-Number

Department

P.O. Box/Street/No.

Postal Code/City/Country

Fon Fax

Email

The course fee will be transferred on receipt of the invoice.

Date

Signature



Please copy this page for further registrations.

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Team Leadership: Managing and Motivating Teams (MM105)

Leaders are made not born. As a leader, you need the support of your team, peers and seniors and you have to interact with them. To gain their support, you must be able to understand and motivate them. There are certain things you must know and do in order to inspire your team. Good leaders are continually working and studying to improve their leadership skills. The course provides the skills modern team leaders need to interact with their teams and a toolbox to help them apply those skills effectively.

The course focuses on the skills a modern team leader needs and enables you to benchmark your own abilities. You will be given a toolbox for team leaders and taught how and when to apply the various tools. You will learn motivational and empowering skills and, where appropriate, how cross-cultural considerations can affect the work of international teams.

The following topics will be covered:

- Benchmarking your leadership qualities
- The Team Performance Toolbox
- Bottlenecks and challenges for team leaders
- Applying some of the tools to meet these challenges
- The international context
- Dealing with different people
- Motivating and empowering people.

The course is designed for all people who are leaders or those who want to prepare themselves for future leadership roles.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

Leadership

- “Robots” – a group communication activity
- What is leadership?
- Leadership style self-assessment

The Team Performance Toolbox

- Understanding the 5 stages of how teams work

Bottlenecks and challenges for leaders

Applying the tool box

- Practice with feedback

The international context

- Working with different value systems
- Bridging culture gaps

Dealing with different people

- The social style of concept
- Self and group assessment
- Style-shifting and versatility
- Practice with role plays and feedback

Motivating and empowering people

- How are people motivated?
- Setting targets
- Listening skills
- Feedback
- Coaching

Date: 05/03 – 06/03/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Scientific and Technical Presentations in English (MK345)

Presentations are a natural part of any professional job. Today, nearly everybody has to make a presentation sometimes. Your audience only has the chance to hear what you say once. They can't „re-read“ it when they get confused. So it is very important that your audience understands and remembers your message.

This course is to help you to present more effectively in English to an international audience. You will practice how to influence and make an impact on them. You will learn how to deal with any difficult situation which could arise during the presentation. You will feel more confident and relaxed when presenting in English. Personal feedback from the trainer will make you aware of your strengths and enable you to make the most of your personal talents and qualities.

By the end of the course you will

- be able to structure your presentation to support your message
- know how to open and close your presentation convincingly
- develop an interactive approach to your audience
- impact the audience through proven persuasion techniques
- be able to use visual aids for maximum effect
- feel more confident in speaking internationally
- have learnt how to control your “stage fright”.

Participants are asked to prepare two short presentations in advance and bring them along to the course:

1. A one minute self presentation
2. A three minute professional presentation of some aspect of your work

The training is not only beneficial to scientists and engineers but also to all professionals who have to deliver presentations to various audiences. The focus will be on technical / scientific presentations but many of the ideas are applicable to any business presentation.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

- Self introductions with video feedback
- What makes a good technical / scientific presentation?
- 7 success factors
- Preparation and structure
- Openings and closings
- 3 minute practice presentation with video feedback
- Managing the audience
- Dealing with questions
- Visualisation techniques
- Preparation for practice presentations
- Practice presentations with video feedback
- "Stage fright"
- Persuasion techniques
- Teamwork presentations with feedback
- Personal action plans

Methods

Mini-lectures and demonstrations from the trainer covering the most important aspects of making presentations; exercises and practice in presenting to different audiences; detailed video feedback and coaching on personal performance; feedback on the impact of your verbal and non-verbal skills.

Date: 10/11 – 11/11/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Negotiating Effectively in English (MK355)

Negotiations are one of the most important parts of the day-to-day business of professionals. This effective negotiation skills course is based on the Harvard strategy and delivers the theoretical background for successful negotiations with colleagues as well as with partners from different organisations and bodies.

The aims of the course are to gain more confidence when negotiating in English, widen your range of negotiation techniques, practise interest based negotiations and learn how to handle difficult situations more effectively. It also gives you substantial support in achieving your goals by practising. There will be a strong focus on personal feedback.

The following topics will be covered:

- Various approaches to negotiations
- What makes a good negotiator?
- Planning and preparation tools
- Understanding the negotiation process
- Different stages of negotiations
- Understanding your counterpart
- Dealing with difficult situations and people
- Persuasion skills
- Raising intercultural awareness

The course is highly participative. It is designed for all individuals involved in negotiations: research managers and administrators, scientists, engineers, technical and administrative staff.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

What makes a good negotiator?

Three approaches to a negotiation

- The tactical approach
- The Harvard/Interest-based approach
- The 4-stage process

The "BEST" way to a negotiation – a 4-stage process:

- B for Building Relationship
- E for Exchanging Information
- S for Structured Negotiation
- T for Total Commitment

Intercultural awareness

- Cultures and clashes
- How to avoid misunderstandings
- Interpreting body language
- International English

Dealing with difficult situations

Personal action planning

Date: 03/03 – 04/03/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package
of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

International meetings – Communication tools and techniques (MK370)

We spend a great many hours of our working life participating in meetings. When a meeting is run well it is a very effective decision-making and information-spreading tool. But too often we leave a meeting thinking it to have been a waste of time. This is especially true of international meetings where linguistic and cultural barriers can get in the way of efficient meeting processes.

In the perfect international meeting the participants are active and prepared. The facilitator or chair is focused yet flexible, firm yet democratic and organized yet empathetic,

Our two day programme will provide you with tools, tips and techniques to help you make your international meetings more effective than they are at present.

The following topics will be covered:

- Preparing a meeting
- Chairing a meeting
- Active participation
- After the meeting, assuring results

The training course is designed for people from research centers, universities, organizations, and private industry companies who need to work, communicate and cooperate with foreign colleagues and partners, clients and customers.

The course is held in English. It is limited to 14 participants in order to ensure a high quality standard.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

- It starts before it starts: Good meetings practice, the agenda, the power of place
- Chairing a meeting: Summarizing, controlling techniques, dealing with difficult situations
- Active participation: Making your voice heard, agreeing and disagreeing, metaplanning
- It's not over when it's over: The minutes, networking, putting it all together
- Three meetings practice sessions, personal feedback

Date: 14/10-15/10/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR

Venue:
Fortbildungszentrum für Technik und Umwelt (FTU)
Hermann- von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany

Working Across Cultures (MK360)

As the world shrinks, our international contacts increase. It has become more and more important to see yourself as people from other cultures see you and to have some tools and techniques for bridging any cultural gaps.

Speaking the same language does not guarantee understanding and good communication when people come from different cultures. A basic understanding of cultural diversity is the key to effective cross-cultural communication. There are three steps to good cross-cultural communication: understanding and accepting yourself, accepting others, and adapting your behaviour appropriately to the situation. Different perceptions, conventions, and communication styles can block effective team performance and productivity.

Our two day programme provides tools for you to define and overcome potential difficulties in your international business dealings.

The following topics will be covered:

- What is culture?
- How do we communicate?
- What are the 10 key cultural variables?
- How we can manage cultural differences in the work situation?

The training course is designed for people from research centres, universities, organisations, and private industry companies who need to work, communicate and cooperate with foreign colleagues and partners, clients and customers.

Trainer

Ken Taylor

Taylor Consultancy Ltd., London, UK

The Programme

What is culture?

- Understand how important cross-cultural awareness is to international success

Perception – attitudes, values and beliefs

- To illustrate how and why people see the world in different ways

Going beyond stereotypes

- To show how stereotypes interfere in our understanding of different cultures

Mindsets

- To create an awareness of our own mindset and the mindsets of others

Dealing with linguistic and non-verbal misunderstandings

- To check our ability to communicate clearly

10 Cultural variables

- To become familiar with a tool for comparing cultural differences and similarities

Style-shifting

- To understand and practice the concept of style-shifting

Managing the work situation

- To practise cross-cultural awareness in key work situations

Preparing for cross-cultural encounters

- To show the various resources available

Date: 12/11 – 13/11/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Writing in English – A Workshop for Scientists and Engineers (MK301)

When writing an article for a magazine or journal, or drafting a report to submit to a government department or writing a proposal to an evaluation committee, it is essential to use correct English grammar and vocabulary. It is also necessary to write in a style that is clear and accessible to the intended reader, so that the article, report or proposal “does its job” properly.

In this workshop, we focus on how you can prepare yourself for writing in an effective and professional way. Participants will learn how to analyse, review and optimize their writing, to ensure that it is presented in the best way possible.

The following topics will be covered:

- The publication profile: write in the appropriate style
- The reader profile: adapt the writing for the target readership
- Consider your real aim: inform, inspire, encourage curiosity, “sell” an idea
- Planning and preparation
- Writing effective abstracts
- Good writing style: content, visual presentation, structure, readability, grammar and terminology
- Common mistakes in English
- 3-stage review model
- “Readability” analysis

The course is designed for scientists, engineers, research managers and all other staff who have to write articles, reports or proposals in English.

Trainer

A Robin Widdowson, BA Hons. (Social Studies)

Trainer in Communication Skills, Management Skills & Business English, Bath, UK

The Programme

Examining good writing style

- Analyse your own writing style
- Appropriate writing style
- Appropriate structure
- Good writing
- Writing task

Reviewing your writing

Writing an abstract

- Writing task feedback
- Writing skills focus
- Review your writing effectively
- Writing an abstract
- Using graphics
- Extend your language data bank

Date: 17/11 – 18/11/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package
of the hotel.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

How to Write Successful Horizon 2020 Proposals (MB420)

The aim of this course is to motivate proposal writers and to develop skills and the stamina to create project ideas and refine them into drafts and finally into project proposals. The course is aimed at coordinators and their staff who will be able to put into practise the valuable hints given during this course.

The Method focuses on lectures on one hand and group work on numerous exercises on the other hand, with a one-to-one-assistance and deep discussions to work through the exercises. Case studies and work on templates will round up the course.

The following topics will be covered:

- From Proposal ideas to funds
- Strategic thoughts
- Managing proposal partners
- What do you need to know for submission
- Management of writing proposals
- Assistance in writing proposal parts
- Strategy for proposal writing

The course is designed for project managers and coordinators, group leaders and workpackage leaders, experts in projects and all people with project ideas and interested in writing proposals in the European Framework Programme.

Trainer

Dr Susanne Rahner

Director, YGGDRASIL, Berlin, Germany

The Programme

From Proposal ideas to funds:

Brainstorming steps, leading a brainstorming meeting, from project ideas to proposal drafts

Strategic thoughts:

Do not ask for money, the evaluator's eyes

Managing proposal partners

Finding partners, motivating partners, test and control partner, managing partners, putting the team together, different partners have different roles, control partners

What do you need to know for submission

Start formal activities early, formal check, traps, templates and checks, multiple submissions, networking

Management of writing proposals

Long term activities, time plan, contingency plan

Assistance in writing proposal parts

The coordination part, the management part, assign roles to each partner, templates for the project management, charts, workpackage description, deliverables description

Strategy for proposal writing

Language, references, EU Policy, special hints

Date: 11/06/2015 Start of course: 09:00
End of course: 16:15

Course fee: 545 EUR
KIT employees and EARMA members 490 EUR
The course fee includes the meeting package of the hotel.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Financial Management in Horizon 2020 Projects (MB454)

The workshop covers the financial management aspects of a Horizon 2020 project in all phases of the project – from the preparation of the proposal to the final audit after the end of the project. Participants get a complete overview of the financial rules and regulations of EU projects and learn how to implement them in a correct and efficient way.

The following topics will be covered:

- Eligible and ineligible costs
- Financial management in the proposal stage
- Financial management after successful evaluation of a proposal
- Financial management during and after the lifetime of a project
- Reporting
- EU audits

The training is essential for project managers, administrators and other “financial” staff involved in EU research projects whether as coordinators or partners. No prior knowledge or experience is required.

Trainer

Nika Lind, Caroline Schorn

European Research and Project Office GmbH Saarbrücken,
Germany

The Programme

Introduction to Horizon 2020

Participation

Funding schemes

Funding regimes

Funding rates

Eligible & ineligible costs

Calculation of project budget

**Negotiating financial issues in Grant Agreements
and Consortium**

Agreements

Reporting requirements

Certification

EU Financial audits

Electronic tools of the EU.

Date: 22/04 – 23/04/2015 Start of course: 09.00
End of course: 16.15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package
of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Successful International Project Management I (Basic) (MP205)

Project management is a core skill in today's fast moving research and business environment. This two-day course is demanding and intense and combines all tools and techniques into realistic and participants' oriented simulations. The emphasis is on project management in a changing world and on appropriate project structures as well as on how to run a project on a day-to-day basis.

"Successful International Project Management I" is an invitation to participants to listen, network, experience, and apply all the offered methods and tools in order to benefit individually and improve their project work.

The following topics will be covered:

- Life cycle and conflicts in projects
- Planning techniques
- Charts, diagrams and other tools
- Project organisation
- Team building, motivation and control
- Communication
- Time management principles
- Risk management
- Running a project on a day-to-day basis
- Estimating techniques, monitoring and control
- FP7 and other international projects
- Importance of intercultural issues in projects
- Lessons learned and project close

The course is beneficial to all professionals who are going to get involved in projects or have already been in projects for a couple of years and want to complete their project management tool box.

Trainer

Dr Susanne Rahner
Director, YGGDRASIL, Berlin, Germany

The Programme

Topics include for example:

- Life cycle of projects
- Importance of early project phases
- Conflicts in projects

- SMART and SWOT analysis
- Gantt and PERT charts
- Work packages and milestones

- Organisational structures
- Team building and characteristics of successful teams
- Motivation and control
- Common language in international projects

- Pareto principle
- Prioritisation & procrastination
- Three steps to respond to risks
- Monitoring and control

- Project rules
- Roles and responsibilities
- Steering committees

- Estimating: Top-down or bottom-up?
- Avoid typical estimating mistakes
- Quality control, meetings and documentation

- FP7 projects: Characterisation
- Higher complexity or just different?
- Specific tools for FP7 Projects

- Intercultural meetings, organisation and leadership
- Post project review
- Project close

Date: 19/03 – 20/03/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Successful International Project Management II (Advanced) (MP208)

International project management skills are fundamental to research managers, administrators, scientists and engineers in charge of international projects. This two-day course delivers advanced tools and techniques that support you to run complex projects smoother in an international environment. All course topics are illustrated with examples, templates, and graphs.

Participants are welcome to discuss their own projects. An additional focus will be on funded research projects such as FP7, CENTRAL EUROPE, SOUTH EAST EUROPE, CIP, IEEA, Mobility, and other international programmes.

“Successful International Project Management II” is an invitation to participants to listen, network, experience, and apply all the offered techniques in many exercises and case studies in order to improve their own project work.

The following topics will be covered:

- Complex projects
- Complex charts, float vs lag, critical path
- Leadership and leading projects
- Communication in complex projects
- Stakeholder management
- Monitoring and control
- Solving problems and rescue actions
- FP7 and other international projects
- Project management software
- End of project

The course is specifically designed for research managers, administrators, scientists, engineers, and all other individuals in charge of projects in research institutions, universities, public organisations, and private industry companies. Participants should have basic knowledge in project management (involved in projects for more than 2 years), or should have attended our IPM I course (MP205).

Trainer

Dr Susanne Rahner

Director, YGGDRASIL, Berlin, Germany

The Programme

Topics include for example:

- Definition and life cycle of complex projects
- Conflicts in complex projects
- Complex Gantt charts

- Float vs lag
- Forward pass / backward pass
- Critical path analysis

- Leadership: models, personalities and styles
- The seven leadership principles
- How to make decisions when you are not in charge

- Role of project coordinator
- Influence factors for project-oriented leadership
- Visions, structures and project-oriented culture

- Project management office
- Intercultural aspects
- Management of resistance and opposition

- Milestone trend analysis
- Earned value analysis
- Deliverables and approval processes

- Responsibility beyond your authority
- When the customer delays the project
- Managing volunteers

- FP7 projects: Why specific approach? Specific leadership?
Specific quality control?
- Project Management Software
- Knowledge management

Date: 25/06 – 26/06/2015 Start of course: 09:00
End of course: 16:15

Course fee: 995 EUR
KIT employees and EARMA members 895 EUR
The course fee includes the meeting package
of the venue.

Venue:
Akademie Hotel
Am Rüppurrer Schloß 40, 76199 Karlsruhe, Germany

Coordination of Complex Projects (MP206)

Nowadays interdisciplinary R&D projects have more and more complex structures and require therefore special skills from the project manager. People involved in complex projects must have a good understanding and knowledge of the state-of-the-art project management tools and coordination methodologies – especially in an international environment. The aim of this training course is to provide the knowledge in step with actual practice. Participants will have the opportunity to focus on their own projects. Know-how will be transferred in intergroup development.

The following topics will be covered:

- Complex & interdisciplinary projects
- The project manager
- Organizational project structures
- Project processes
- Project areas
- Quality management
- Intercultural project management
- Challenges and solutions

The training course mainly focuses on individuals involved in (inter-)national projects: managers, scientists, engineers, technical and administrative staff.

Trainer

Dr Ingeborg Hagenlocher
Project Manager International Projects
on Nuclear Technology ITER
Heidelberg, Germany

The Programme

Organization of Project Complexity

- Defining complex & interdisciplinary projects
- Defining the project manager's role, qualification and requirements
- Organizational project structures
- Project processes (initiation, planning, execution, controlling, closing)

Managing Project Complexity

- Project areas (e.g. integration, scope, time, cost, communication)
- Quality management
- Intercultural project management
- Challenges and solutions

Date: 04/03/2015 Start of course: 09:00
 25/11/2015 End of course: 16:15

Course fee: 545 EUR
 KIT employees and EARMA members 490 EUR
 The course fee includes the meeting package
 of the hotel.

Venue: 04/03/2015
 Fortbildungszentrum für Technik und Umwelt
 (FTU)
 76344 Eggenstein-Leopoldshafen, Germany

 25/11/2015
 Akademie Hotel
 Am Rüppurrer Schloß 40
 76199 Karlsruhe, Germany

Management of Project Risks (MP207)

Project managers are forced to evaluate the project risks. Sources of risk can be manifold and all of them may result in negative outcomes. Therefore it is of vital importance to identify the project risks and to apply risk management tools in order to assess, mitigate and manage the risk. The risk derives directly from unpredictability in small R&D projects as well as in multidisciplinary ones. Potential risks cannot be excluded. The course will provide know-how and skills to reduce potential risk elements

The following topics will be covered:

- Definition of Project Risks
- Risk Identification
- Risk Management and Assessment
- Risk Monitoring

The training course mainly focuses on individuals involved in interdisciplinary projects: managers, scientists, engineers, technical and administrative staff.

Trainer

Dr Ingeborg Hagenlocher

Project Manager International Projects
on Nuclear Technology ITER
Heidelberg, Germany

The Programme

Definition of Project Risks

- Approaches to define risk

Risk Identification

- Impacts of risk
- Types of risk
- Development of risk management

Risk Management and Assessment

- Risk management processes
- Risk assessment
- Risk classification systems

Risk Monitoring

- Risk communication
- Risk reporting

Date: 05/03/2015 Start of course: 09:00
26/11/2015 End of course: 16:15

Course fee: 545 EUR
KIT employees and EARMA members 490 EUR
The course fee includes the meeting package of the hotel.

Venue: 05/03/2015
Fortbildungszentrum für Technik und Umwelt (FTU)
76344 Eggenstein-Leopoldshafen, Germany

26/11/2015
Akademie Hotel
Am Rüppurrer Schloß 40
76199 Karlsruhe, Germany

Process and Quality Management in Project Support Offices (MB455)

To coordinate and administrate complex projects is a time consuming business. Project Support Offices are starting up at many institutions as a service point to relieve scientists in their Project Management work and give them more time for their core tasks. These PSOs work mainly in processes, their operations are ongoing, even though there are service points for projects. In order to make these PSOs competitive, we must look into their processes and make them more efficient.

The training emphasis is on Process Management containing project management as an integral part. On techniques, quality issues and streamlining processes to cut down working times. Organisational cultural issues, networking, communication as well as Change Management Processes will also be handled. Participants will be prepared to tackle time, budget and daily obstacles in order to perform given objectives better. The course provides a good number of relevant tools, checklists, and templates for all process phases.

The following topics will be covered:

- Process Management versus Project Management
- Objectives, Advantages
- Process Planning and Modelling
- Techniques and Templates
- Quality Management
- Networking Culture
- Organisational Culture
- Communication
- Change Management
- Stabilise Processes

The course is beneficial to all professionals who have already worked in projects for some time, or work in service offices and want to complete their management skills. They should have a basic knowledge in handling projects or working in processes. Participants are welcome to discuss their own projects/processes.

Trainer

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