



# KONINKLIJKE NEDERLANDSE AKADEMIE VAN WETENSCHAPPEN

## Training course Personal leadership for academics

This course will give you the tools you need to enjoy your leadership role and get the right results. You'll learn how to increase your personal effectiveness and you'll improve your coaching skills and dialogue techniques.

The course will show you how to stay on top of projects (project management), funding and progress so that, in addition to project and team management duties, you will have enough time to carry out (and 'sell') your own research.

During the course, we will work with numerous real-world case studies to ensure that you can put what you learn into practice in your job, whether that means organising your own work or dealing with team members and partners.

You will be taking this course with other researchers (a maximum of 11) employed by an Academy institute.

### Programme

The programme covers the following topics:

#### Personal skills

- Work-life balance
- Working in a competitive environment

#### People management skills

- Supervising and coaching employees
- Organising your team and creating the right climate at work
- Dialogue skills
- Bias awareness (diversity & inclusiveness)

#### Interconnectedness

- Building – and cooperating in – complex national or international alliances
- Selling yourself and your research area in science

#### Responsibility for superior quality

- Personal effectiveness, needed to expand your individual research into a solid research group
- Funding for researchers (organisation, projects and programmes)
- Guiding your team towards financial health and project-based working

The programme is as follows:



Meeting	Grow Your Leadership sessions	Coaching & mentoring	Supervisor sessions
		Intake	Digital kick-off meeting with other supervisors
Day 1: Managing yourself, your projects and funding		E-coaching during programme. Minimum of 3 meetings with the mentor during the course.	Q&A session with other supervisors
	Session 1: Putting learning into practice		
Day 2: Situational leadership & dialogical and coaching skills			
Day 3: Building alliances, increasing visibility & managing diversity			
	Session 2: Management roles		
Day 4: High performance teams in science & difficult conversations			
	Session 3: Dealing with bias		
Day 5: (Digital) cooperation in the 21st century & making a difference in the organization			
		Future forward talk with trainer	

## Elements

The course consists of the following elements:

- Training days: On the training days, you will meet with your group and tackle a specific subject interactively under the trainer's guidance. You will be given assignments to complete beforehand.
- Grow Your Leadership sessions: These are digital sessions under the trainer's guidance during which you will work in a smaller group on a particular topic and use intervision techniques to address personal issues.
- Coaching and mentoring: Throughout the course, you will have the opportunity to approach the trainer with questions or update her by phone, Skype or e-mail. Generally speaking, the trainer will get back to you with practical tips within 24 to 48 hours.
- Time investment: The workload for this course is approximately 70 hours (including individual study).

## Role of course participant's supervisor

Supervisors influence whether or not course participants can apply what they have learned in their everyday work. As a 'mentor', the supervisor can support the course as follows:

- By having at least three mentor meetings with the course participant during the course period, including one focusing on the participant's learning objectives.
- By attending a digital mentor meeting regarding information and tools (mentors group 1: 21 May 2019, 12 noon-1 p.m., mentors group 2: 30 September 2019, 12 noon-1 p.m.).
- By attending the final presentations.

## Inspiration

Course participants who would like to learn more about a specific subject, for example the work-life balance, can take an e-module.

Head trainer & coach: [Linda van der Wal](#)

- Co-trainer 1: [Corien Driessen](#) – Days 2 en 4
- Co-trainer 2: [Titia van der Ploeg](#) – Days 1,3 and 5