Seminar program for Postdocs 2019
Dear Postdocs

For five years now, the Max Planck Society has been offering a central postdoc seminar program. Since then, more than a thousand postdocs each year have taken the opportunity to develop their career - within and beyond academia.

With this course catalogue, the department of Human Resources Development & Opportunities of the Max Planck Society offers in 2019 again a wide range of qualification tools to help you make your postdoc a success.

Beside your scientific research, we aim to give you the best support possible to reach your personal goals and to communicate your scientific work in a professional manner. Suitable courses related to those interpersonal and self-management topics are included in the first part of the course catalogue. Furthermore, we want to promote your career planning and development both inside and outside academia, with courses in the second part, which will guide you already in the early stages of your postdoc towards your next career step.

Seminars are free of charge for all postdocs of the Max Planck Society. The costs are covered by central funds. The Institute must only cover the costs for travelling and accommodation. If you like to register for courses, please note the registration dates, which are different for each seminar and usually start about three months before the seminar takes places. After registration, you will receive an e-mail confirmation. As we want to give as many postdocs as possible the chance to take part in the course program, please plan your participation in a way that short-term cancellations will not be necessary. Registration is limited to two courses per half-year.

In recent years, we have had the problem that participants have canceled at very short notice or have not appeared at all. That's why, unfortunately, we now have stricter rules for cancellations. Please note: Short-term cancellations within 5 working days prior to the event are possible with a medical confirmation only. Otherwise we reserve the right to charge up to € 200,- directly to the postdoc, if the slot cannot be filled by another person. In case of no attendance without any notification, you will be charged up to €300 and be blocked for further registrations for at least one year.

We hope that you will find suitable courses for your personal situation, whether you are at the beginning of your postdoc or already close to the end. If you are interested in courses on further topics, please have a look at the Max Planck Society’s main course catalogue or check the offers of your institute.

All the best for a successful year as Postdoc at Max Planck Society

Department of Human Resources and Development & Opportunities
Content

1. Get started and make the most of your Postdoc:
   a. Self-management
      • How to prepare and do your status review consultation
      • Dispelling the work-life balance myth
      • Motivation self / strengthening resilience at top performance
      • Time and stress management for scientists
   b. Oral communication
      • Making a lasting impression in science through communication
      • The art of presentations
      • How to say it right!
      • Voice and body coaching
   c. Written communication
      • Effective proposal writing
      • Getting published & mastering peer review for BMS and CPTS
      • Scientific writing workshop for BMS and CPTS
      • Writing articles for international publication in peer-reviewed journals in the Humanity and social sciences
      • Improved reading
   d. Teamwork, leadership, supervision & teaching
      • EMBO laboratory leadership course
      • Leadership competences for Scientists
      • Negotiation and conflict management
      • Supervising PhD students
      • Steps into academic teaching

2. Develop your career path
   a. Career support inside academia
      • How to start your own lab
      • Strategic planning of research careers
      • Developing my research brand
      • On the way to professorship
      • Faculty recruitment at German universities
      • Is it all about teaching
   b. Career support outside academia
      • Discovering career paths beyond academia
      • Heading for new horizons
      • How to find the hidden jobs on the labour market?
      • Job application outside academia
      • Transferable skill training
      • Start-up Days

3. Career Events
   • LeadNet Symposium
   • Career Steps for Postdocs

4. Requirements for participation

5. Guidelines for the postdoc stage in the Max-Planck-Society
1. Get started and make the most of your Postdoc
How to prepare and do your status review consultation
Making the most out of your 4 years postdoc review

TARGET GROUP
Postdocs

TARGET
According to the Guidelines for the Postdoc Stage in the Max Planck Society a status review has to be carried out for postdocs in the fourth year after the commencement of the first postdoc position at the latest. Goal of this review is to realistically assess the researcher’s own development and prospects of success in relation to the career objectives and to develop alternative career prospects, if necessary. This workshop supports participants to prepare and to do the consultation.

TOPICS
- What can I expect as outcome of my review consultation?
- What are typical topics?
- How can I prepare myself for the consultation?
- Who could be and how can I find the external scientist for the second consultation?
- What are typical difficulties and how can I overcome them?
- It is all about communication: How to do the consultation?
- If I feel insecure about the outcome: How to make sure I have as clear as possible results?
- When does a talk with an external coach make sense?
- Open time for questions.

TRAINER
Dr. Matthias Schwarzkopf, Training und Coaching, Jena, www.karriereberatung-akademiker.de; Dr. Christiane Haupt, MPG, Department for Personal Development & Opportunities

VENUE
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München www.mpg.de
Max-Planck-Institut für Meteorologie, Bundesstr. 53, 20146 Hamburg www.mpimet.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
VA-Nr. 1127: Registration for this seminar starts 01.01.2019!
VA-Nr. 1128: Registration for this seminar starts 01.08.2019!
Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
12

REGISTRATION AND CANCELLATION
Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

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Dispelling the Work-Life Balance Myth

**TARGET GROUP**
Doctoral Researchers, Postdocs

**TARGET**
This workshop critically examines the current model of work-life balance/family-career balance as discussed in many bestselling “how-to-books.” A new model for achieving more satisfaction and control in matters of combining our private and professional lives, called “Patchworking-Life,” is being introduced.

**TOPICS**
Participants will rethink their current view of how professional and private life commitments can be integrated and understand that constantly seeking and stressing over mastering the balance of work and life limits us in our capabilities. Participants will reflect on their individual preference of work-life balance and realize that a balanced life is a very individual perception, which starts with self-responsibility. Participants will encounter a new model for work-life design and its underlying principles to achieve more satisfaction with one’s (working-)life.

**TRAINER**
Prof. Daniela Elsner, Frankfurt; [www.coaching-mit-care.de](http://www.coaching-mit-care.de)

**VENUE**
Max-Planck-Institut für Festkörperforschung, Heisenbergstr. 1, 70569 Stuttgart  
[www.fkf.mpg.de](http://www.fkf.mpg.de)

**FEE**
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**
Registration for this seminar starts 01.02.2019! Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**
12

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Angelika Molkenthin  
angelika.molkenthin@gv.mpg.de

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Motivating self / strengthening resilience at top performance
Stress management for Postdoc and Doctoral Researchers

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<th>Doctoral Researchers, Postdocs</th>
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<tr>
<td>TARGET</td>
<td>Based on current neurobiological research results as well as personal values and priorities, the participants examine and develop strategies for self-regulation and to strengthen their resilience.</td>
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<td>TOPICS</td>
<td>In this course, participants will learn about the various factors leading to mental and physical exhaustion and discover how to maintain their motivation and inspiration when workloads, personal strain and stress-levels are high. Participants will be equipped with the skills required to create a well-balanced, satisfying professional life and will be shown how to prevent their personal and professional circumstances from becoming overwhelming. Course participants will examine and develop self-regulation strategies that will ultimately strengthen their resilience.</td>
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<tr>
<td>TRAINER</td>
<td>Judith Bergner, Dipl.-Psych., Executive MBA (HSG)</td>
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<tr>
<td>VENUE</td>
<td>Max-Planck-Institut für extraterrestrische Physik, Gießenbachstraße, 85748 Garching. <a href="http://www.mpe.mpg.de">www.mpe.mpg.de</a></td>
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<td>FEE</td>
<td>The Administrative Headquarter will cover the fees for the speaker. The institute need to cover your travel expenses. Please note: Permission must be obtained before applying from your supervisor.</td>
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Motivating self / strengthening resilience at top performance

Stress management for Postdoc researchers

**TARGET GROUP**  Postdoc researchers

**TARGET**  The postdoc-phase is one of the most stressfull period during a researcher’s life. Next to a 60 h working week and top performance postdocs also have to handle with a high degree of career uncertainty. This course is based on current neurobiological research results as well as personal values and priorities. The participants examine and develop strategies for self-regulation and to strengthen their resilience.

**TOPICS**  In this course, participants will learn about the various factors leading to mental and physical exhaustion and discover how to maintain their motivation and inspiration when workloads, personal strain and stress-levels are high. Participants will be equipped with the skills required to create a well-balanced, satisfying professional life and will be shown how to prevent their personal and professional circumstances from becoming overwhelming. Course participants will examine and develop self-regulation strategies that will ultimately strengthen their resilience.

**TRAINER**  Judith Bergner, Dipl.-Psych., Executive MBA (HSG)

**VENUE**  Max-Planck-Institut für extraterrestrische Physik, Gießenbachstraße, 85748 Garching

**FEE**  The Administrative Headquarter will cover the fees for the speaker. The institute need to cover your travel expenses. Please note: Permission must be obtained before applying from your supervisor.

**NOTES**  Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**  15

**REGISTRATION AND CANCELLATION**  Angelika Molkenthin  angelika.molkenthin@gv.mpg.de

**V-NR.**  **TERMIN VON**  **UHRZEIT**  **BIS**  **UHRZEIT**  **VERANSTALTUNGSORT**

| 1095 | 06.09.2019 | 09:00 | 17:00 | Garching |
Time and Stress Management for Scientists

**TARGET GROUP**
Doctoral Researchers, Postdocs

Please send your OCEAN-test score from website: www.outofservice.com to sandro.freudenberg@nccm.de – 2 weeks before the course.

**TARGET**
An efficient stress and time management is the key to manage all the tasks and projects of your scientific, business, and private life. This course will help you to reach your individual goals by learning how to budget your time wisely and effectively. In order to keep work, science, and private life in balance, you will learn to identify individual stress factors and to use effective methods to reduce stress. Additionally, you will learn how to get more done in less time by eliminating time wasting habits and replacing them with stress and time management skills.

**TOPICS**
The participants will learn to
- use effective methods of stress, time and self-management,
- become acquainted with the motivational effect of self-set goals on increasing productivity,
- become acquainted with different stress and time styles, to identify their personal time style and to take appropriate action,
- construct weekly plans and to-do lists.

**TRAINER**
Sandro Freudenberg, NCCM

**VENUE**
Max-Planck-Institut für Polymerforschung, Ackermannweg 10, 55128 Mainz
www.mpip-mainz.mpg.de
Max-Planck-Institut für medizinische Forschung, Jahnstr. 29, 69120 Heidelberg
www.mpimf-heidelberg.mpg.de

**FEE**
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**
VA-Nr. 1155: Registration for this seminar starts 01.03.2019!
VA-Nr. 1156: Registration for this seminar starts 01.07.2019!
Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**
12

**REGISTRATION AND CANCELLATION**
Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

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Making a lasting impression in science through communication – “Assessment Center” and “Practice Lab”

**TARGET GROUP**  
Postdocs

**TARGET**  
In this workshop, you are invited to test your own skills and knowledge in experiential processes. The focus lies on performance, delivery and effective messaging of scientific presentations. You will gain access to the approach of storytelling by designing an enticing storyline of your project and to deliver a speech in an effective way.

**TOPICS**  
This “practice lab” is designed to improve the individual performance of giving convincing scientific presentations. It focusses on testing your skills in order to develop your individual style and provides a minimum of necessary theoretical input. Active discussion and exercises to try a new behavior and test different skills will be encouraged. These skills will support you to achieve an outstanding performance.

Content:
- Storyboard – breaking down complex content to a simple form
- The impact of body language and use of voice
- Connection to the audience and management of the audience
- Training of spontaneous and flexible behavior

**TRAINER**  
Kathrin Keune, Artsbased Solutions

**VENUE**  
Max-Planck-Institut für Polymerforschung, Ackermannweg 10, 55128 Mainz  
[www.mpip-mainz.mpg.de](http://www.mpip-mainz.mpg.de)  
Max-Planck-Institut für ethnologische Forschung, Advokatenweg 36, 06114 Halle  
[www.eth.mpg.de](http://www.eth.mpg.de)

**FEE**  
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**  
VA-Nr. 1138: Registration for this seminar starts 01.06.2019!  
VA-Nr. 1139: Registration for this seminar starts 01.01.2019!  
Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**  
12

**REGISTRATION AND CANCELLATION**  
Angelika Molkenthin  
angelika.molkenthin@gv.mpg.de

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The Art of Presentations
Advanced Training for Presentation Skills in Science

TARGET GROUP
Postdocs who have attended a previous course „Making a lasting impression in science through communication”

TARGET
This training goes beyond a theoretical understanding of presentation performance and invites the participants to expand their range of action through improvisational exercises. The focus lies on non-verbal communication, connection to the audience and overall performance quality during a discussion in a scientific context. The workshop is enhanced by practical elements of theatre and improvisation that apply in the given context.

TOPICS
The rigorous, concise and compelling storyline that we began to develop in the previous workshop will be optimised in this workshop so that the delivery of the speech can be impacted by non-verbals. This workshop focuses on the development and optimisation of non-verbal expression during a scientific presentation. In addition, dealing with spontaneity, creating an authentic expression and sticking to a clear, concise message will be trained. The goal is to sharpen and master the researcher’s individual presentation skills and uncover one’s individual, successful presentation style.

TRAINER
Kathrin Keune, Artsbased Solutions, www.artsbased.com

VENUE
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
www.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
Registration for this seminar starts 01.04.2019! Pre-requisite: Having attended the seminar „Making a lasting impression …“ with Katrin Keune in 2017 or 2018. Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
10

REGISTRATION AND CANCELLATION
Angelika Molkenthin molkenthin@gv.mpg.de

V-NR.  TERMIN VON  UHRZEIT  BIS  UHRZEIT  VERANSTALTUNGSORT
1152     10.07.2019    10:00    11.07.2019    17:00    München
How to say it right!

Professional communication in science

TARGET GROUP: Postdocs

TARGET: Mastering communication in science means to communicate in a constructive way with both peers and supervisors and to identify and finally reach your professional goals. In this respect, professional communication is one of the key competencies to support your individual career perspective not only in the academic world.

TOPICS: Through reflection and the practice of tools and models, this course strives to empower the individual in finding their own solutions to various communication challenges. From assessing your own personality traits to discovering communication as a way to solve conflict, to meet your own goals and the one’s of your supervisor, this workshop uses the method of theoretical input and practical role play, team work and discussion on:

- Professional communication from the perspective of one’s individual potential
- Aims of communication: relationship building, authenticity, assertiveness
- Negotiation and criticism

TRAINER: Kathrin Keune, Artsbased Solutions

VENUE: Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München

www.mpg.de

FEE: The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES: Registration for this seminar starts 01.03.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE: 12

REGISTRATION AND CANCELLATION: Angelika Molkenthin

angelika.molkenthin@gv.mpg.de

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Voice and body coaching
Communicating with confidence and accuracy

TARGET GROUP
Doctoral Researchers, Postdocs

TARGET
Integral to voice and body training is the central idea that physical and vocal dynamics are connected to the speaker’s motivation and to the importance of the information being communicated. Trainers with professional theatre backgrounds identify the verbal challenges of each speaker, giving attention to breath, articulation, intonation, volume, modulation and tempo. Coaching is given to improve non-verbal aspects such as gesture, positioning, distance, eye contact and relationship with media.

Participants monitor their improvement and implement feedback with active role-play exercises in which they present in various scenarios such as academic presentation to a large and small audience, informal meetings, interviews and teaching situations.

TOPICS
Contents include:

- Intensive exercises to identify vocal and physical inhibitions and to strengthen and release tension in the voice and body
- Training to identify the dynamics between the voice and body by connecting the upper and lower hemispheres of the body
- Coaching to support making conscious vocal choices in the delivery of the presentation in order to communicate each idea with clarity and precision
- Using eye contact to make points and to underline key ideas with fluid gestures
- Exploring a dynamic use of space and how to construct an architecture of ideas in the space
- Adopting strategies to use the potential of the technical equipment and physical objects

TRAINER
Ric Oquita, ImpulsPlus, Köln

VENUE
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
www.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
Registration for this seminar starts 01.09.2019! Terms and conditions for the participation are included at the end of the brochure.

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Effective Proposal Writing
How to get your research funded

TARGET GROUP
Research Group Leaders,
Postdocs (advanced)

TARGET
This in-depth class over two full days brings you much needed insight into the mechanisms of research funding, as well as hands-on practice with real application formats from a variety of funding organizations and programs (private foundations, DFG, EU).

TOPICS
Through examples and relevant exercises as well as class discussions, each participant learns how to develop his or her funding idea by matching it to the goals of a targeted funding program. The exercises help participants to structure proposals that comply with funding agency requirements and that reflect the reading behaviour of reviewers. Participants receive an introduction to general principles, tools and methods for proposal writing, concept development and overall design of proposals, basic components of proposals, development of a workplan, introduction into the perspective of funders and evaluators, understanding of the process from initial idea to funding.

TRAINER
Dr. Babette Regierer und Dr. Susanne Hollmann (SB ScienceManagement UG)

VENUE
Max-Planck-Institut für Chemische Physik fester Stoffe, Nöthnitzer Str. 40, 01187 Dresden
www.cpfs.mpg.de
Max-Planck-Institut für Chemie (Otto-Hahn-Institut), Hahn-Meitner-Weg 1, 55128 Mainz
www.mpic.de
Max-Planck-Institut für medizinische Forschung, Jahnstr. 29, 69120 Heidelberg
www.mpimf-heidelberg.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
VA-Nr. 1112: Registration for this seminar starts 01.01.2019!
VA-Nr. 1113: Registration for this seminar starts 01.03.2019!
VA-Nr. 1114: Registration for this seminar starts 01.06.2019!
Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
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REGISTRATION AND CANCELLATION
Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

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Getting Published & Mastering Peer Review (BMS/CPTS)

Understanding the peer review process from the perspectives of the author, the reviewer and the editor

TARGET GROUP
Postdocs (Life Sciences/Natural Scientists). The primary target group is researchers working in the Life Sciences although other Natural Scientists e.g. chemists and materials scientists will also benefit. Before the workshop, participants receive a short fictional research article exemplifying many of the common and more subtle errors found in journal submissions.

TARGET
Peer Review is the foundation of the scientific method, providing quality control for published research findings. Yet more than 95% of researchers receive no training in this essential skill, forcing them to learn, by trial and error, how to engage in peer review as authors and reviewers.

TOPICS
As future authors, participants first learn how to engage the interest of the journal editor with a cover letter. They next learn to respond comprehensively and courteously to reviewers’ comments. As future reviewers, participants learn how to critically evaluate a research article and to phrase their criticism in a constructive review.

TRAINER
Dr. Brian Cusack, Science Craft

VENUE
Max-Planck-Institut für Infektionsbiologie, Charitéplatz 1, 10117 Berlin
www.mpiib-berlin.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
Registration for this seminar starts 01.04.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
10

REGISTRATION AND CANCELLATION
Angelika Molkenthin angelika.molkenthin@gv.mpg.de

V-NR. TERMIN VON UHRZEIT BIS UHRZEIT VERANSTALTUNGSORT
1120 29.07.2019 09:30 30.07.2019 17:30 Berlin
Scientific Writing Workshop (BMS/CPTS)
How to write a research article in the Natural Sciences

TARGET GROUP
Postdocs (Life Sciences/Natural Scientists)
The primary target group is researchers working in the Life Sciences although other Natural Scientists e.g. chemists and materials scientists will also benefit. Before the workshop, participants are asked to provide a short sample of their own writing.

TARGET
Writing-up research findings is a fundamental requirement for scientific success. This workshop enables scientists to communicate their research clearly and effectively in a Research Article.

TOPICS
The workshop enables life scientists to communicate their research clearly and effectively. Through numerous writing examples and relevant exercises as well as class discussions, participants learn how to describe their work in a flowing narrative with a clear “take home message”. Writing samples from each participant are edited by the instructor and integrated into the workshop.

TRAINER
Dr. Brian Cusack, Science Craft

VENUE
Tagungsstätte Harnack-Haus der MPG, Ihnestraße 16-20, 14195 Berlin
www.harnackhaus-berlin.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. Harnack House charges a delegate rate of 40 Euro per participant and day. This is not included in the costs which are taken over by the Administrative Headquarter and has to be paid by the MPIs. At the Harnack House we have a contingent on request from 16.09. to 17.09.2019 under the reservation number „MPG5084”. Please make your reservation under info@harnackhaus-berlin.mpg.de.

NOTES
Registration for this seminar starts 01.06.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
10

REGISTRATION AND CANCELLATION
Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

V-NR. | TERMIN VON | UHRZEIT | BIS | UHRZEIT | VERANSTALTUNGSORT
---|---|---|---|---|---
1144 | 16.09.2019 | 09:30 | 17.09.2019 | 17:30 | Berlin
Writing articles for international publication in peer-reviewed journals in the Humanities & Social Sciences

TARGET GROUP: Postdocs in Humanities & Social Sciences

TARGET: This workshop is designed for scholars in the humanities and social sciences wishing to break into English-language publishing in international peer-reviewed journals. It is designed to improve academic writing skills and to develop researchers’ understanding of how to address an international audience and make a convincing scholarly argument. It includes discussion of how to choose a journal, editors’ criteria, peer review, the production process (and implications for what to submit), and the afterlife of a journal article, focusing particularly on digital publication.

TOPICS: Based on the inside knowledge of an experienced academic publisher, it is designed to develop essential skills in writing articles in order to increase researchers’ chances of placing their work in premium scholarly journals, to the benefit of their academic profile and career prospects.


VENUE: Tagungsstätte Harnack-Haus der MPG, Ihnstraße 16–20, 14195 Berlin
www.harnackhaus-berlin.mpg.de

FEE: The Administrative Headquarter will cover the fees for the speaker. Harnack House charges a delegate rate of 40 Euro per participant and day. This is not included in the costs which are taken over by the Administrative Headquarter and has to be paid by the MPs.

At the harnack house we have a contingent on request from 25.04. to 26.04.2019 under the reservation number MPG122. Please make your reservation under info@harnackhaus-berlin.mpg till Feb. 22.

NOTES: Registration for this seminar starts 01.02.2019!
Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE: 16

REGISTRATION AND CANCELLATION: Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

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Improved reading

Changing the way you read

TARGET GROUP
Postdocs

TARGET
Reading is the key qualification for academic work and in professional life – we often spend several hours a day with it. Yet, reading training usually stops at Primary school, and nowadays we are all equipped for dealing with the mass of information confronting us. Our priority is text comprehension – which is only possible by increasing speed and developing a flexible reading strategy.

TOPICS
• Analysis of existing reading skills, detection of restricting habits
• Exercises for reducing the three main reading faults, partly supported by specially developed technical devices
• Introduction and training of new reading techniques and of a flexible reading strategy
• Demonstration of the relationship between reading technique and concentration/memory retention
• Motivating reading tests, in which participants ascertain their progress in objective figures (among others the Effective Reading Rate) and learn how to implement their new techniques in their everyday work

TRAINER
Friedrich Hasse, Improved Reading GmbH & Co. KG, Eppstein

VENUE
Max-Planck-Institut für Chemie (Otto-Hahn-Institut), Hahn-Meitner-Weg 1, 55128 Mainz
www.mpic.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
VA-Nr. 1133: Registration for this seminar starts 01.06.2019!
VA-Nr. 1132: Registration for this seminar starts 01.02.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
12

REGISTRATION AND CANCELLATION
Angelika Molkenthin angelika.molkenthin@gv.mpg.de

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The aim of this seminar is to explore with attendees their own approach to leadership – and the approaches of the other participants – and use this insight to define for each individual how they want to lead and manage their research groups or other teams. The course also provides insight into how teams work best together and how to identify and overcome barriers to improve the efficiency.

Throughout the course, the trainers provide tools, techniques and insight tailored specifically to the laboratory/research setting for the management of teams, good communication, healthy resolution of conflict and the management of workloads and responsibilities. The course content can be tailored to the needs of the participants, however if this involves the development of additional content, then an additional fee applies.

The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

Registration for this seminar starts 01.01.2019! Terms and conditions for the participation are included at the end of the brochure.
Leadership Competence for Scientists

**TARGET GROUP**  
Postdocs

**TARGET**  
Successfully leading people is important in researchers’ careers. The aim of this workshop is to provide researchers with an opportunity to build their understanding, skills and confidence in leadership.

**TOPICS**  
A balanced and structured program of interactive lectures, challenging activities outside of the “comfort zone” and review sessions will provide a variety of first-hand learning situations allowing participants to identify and take away relevant lessons. Topics are situational leadership, delegation, values, tasks and styles, team dynamics, collaboration, moderation and conflict management.

**TRAINER**  
PD Dr. Alexander Schiller, PD Dr. Daniel Mertens, Schiller & Mertens,  
www.schillermertens.de

**VENUE**  
Max-Planck-Institut für Festkörperforschung, Heisenbergstr. 1, 70569 Stuttgart  
www.fkf.mpg.de

**FEE**  
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**  
Registration for this seminar starts 01.05.2019! Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**  
14

**REGISTRATION AND CANCELLATION**  
Angelika Molkenthin  
angelika.molkenthin@gv.mpg.de

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Negotiation and Conflict Management

TARGET GROUP
Postdocs, Group Leaders, Research Group Leaders

TARGET
The aim of this workshop is to provide postdocs at MPG with an opportunity to build their understanding, skills and confidence in negotiating and communication with their supervisor, their colleagues and peers. This will improve their overall effectiveness as they pursue their research studies and maximize success of their future careers.

TOPICS
The highly interactive workshop trains participants to:
• Adopt a mindset that is self-aware and sensitive to diverse people in various settings
• Consider alternative perspectives from differing views (from supervisor, coworkers, etc.)
• Apply sound conflict analysis models, tools and processes
• Understand system dynamics and complexity of issues and actors
• Develop a reflective practice of learning
• Work towards reaching constructive outcomes through the use of collaborative processes in science
• Use theory to get a better understanding of conflicts and apply pragmatic approaches to resolve them in research

TRAINER
PD Dr. Alexander Schiller, PD Dr. Daniel Mertens

VENUE
Max-Planck-Institut für Meteorologie, Bundesstr. 53, 20146 Hamburg
www.mpimet.mpg.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
Registration for this seminar starts 01.03.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
14

REGISTRATION AND CANCELLATION
Angelika Molkenthin  angelika.molkenthin@gv.mpg.de

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Supervising PhD Students

TARGET GROUP
Postdocs, Group Leaders, Research Group Leaders

TARGET
In this course, we will deal with the different roles concerning the leadership and supervision of PhD students. We will approach the question of what good supervision should look like in order to advance the students’ research skills.

TOPICS
When young scientists encounter their first thesis supervisions, they often face many questions and challenges. What is my role as a supervisor? What can I expect from my PhD students? What is the right balance between independence and guidance for each student? How to give feedback efficiently and effectively? This workshop will give you the opportunity to discuss these questions and to reflect on your experiences with the other participants in order to find your individual way of successful thesis supervision.

TRAINER
Svenja Freund, München

VENUE
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
www.mpg.de
Max-Planck-Institut für ausländisches und internationales Strafrecht, Günterstalstr. 73, 79100 Freiburg, www.mpicc.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
VA-Nr. 1150: Registration for this seminar starts 01.03.2019!
VA-Nr. 1151: Registration for this seminar starts 01.06.2019!
Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
10

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Angelika Molkenthin angelika.molkenthin@gv.mpg.de

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2. Develop your career path
Steps into academic teaching

Basics of good teaching

TARGET GROUP
Postdocs, Group Leaders, Research Group Leaders

TARGET
This course focuses on the fundamental knowledge and concepts that lead to professional academic teaching.

TOPICS
Developing teaching skills is an important asset for a researcher planning an academic career. In this workshop we elaborate the didactical basics of academic teaching. Participants will get an idea of the fundamental psychological concepts of learning and will learn how to use these insights for planning and structuring a course. Furthermore we consider these topics: skills-oriented conception of teaching, activating teaching methods and students’ motivation. Participants will have the opportunity to try out methods and strategies to take first steps towards developing their own teaching competence.

TRAINER
Svenja Freund, München

VENUE
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
www.mpg.de
Max-Planck-Institut für Chemie (Otto-Hahn-Institut) Hahn-Meitner-Weg 1, 55128 Mainz
www.mpic.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
VA-Nr. 1145: Registration for this seminar starts 01.01.2019!
VA-Nr. 1146: Registration for this seminar starts 01.02.2019!
Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
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How to start your own lab

**TARGET GROUP**  
Postdocs (advanced), Research Group Leaders

**TARGET**  
The aim of this workshop is to provide postdocs and junior group leaders at MPG with an opportunity to build their understanding, skills and confidence in how to successfully generate their own group. And also to manage all the challenging tasks, such as getting funded, find your scientific niche and how to lead people. This will enhance their overall effectiveness as they pursue their independent research studies and maximize success of their future careers.

**TOPICS**  
The highly interactive workshop trains participants to develop successful strategies in Funding, Science, Management and People.

- **Funding** – Funding strategies, networking and collaboration, planning and managing the start as group leader
- **Science** – How to get independent from the supervisor, how to find mentors, how to perform in interdisciplinary research
- **People** – Leadership and team structures, hiring and firing staff, feedback, negotiation and conflict management

**TRAINER**  
PD Dr. Alexander Schiller, PD Dr. Daniel Mertens, Schiller&Mertens, Dr. Philipp Gramlich, NaturalScience.Careers

**VENUE**  
Max-Planck-Institut für Pflanzenzüchtungsforschung, Carl-von-Linné-Weg 10, 50829 Köln  
www.mpipz.mpg.de

Max-Planck-Institut für experimentelle Medizin, Hermann-Rein-Str. 3, 37075 Göttingen  
www.em.mpg.de

**FEE**  
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**  
VA-Nr. 1130: Registration for this seminar starts 01.02.2019!

VA-Nr. 1131: Registration for this seminar starts 01.06.2019!

Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**  
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angelika.molkenthin@gv.mpg.de

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Strategic planning of research careers

**TARGET GROUP**  
Postdocs (advanced)

**TARGET**  
As competition continues to increase both in Germany as well as internationally, scientists and institutions research are forced to submit more and more applications for project funding. However, not all funding programmes may be suitable to realise the goals of an individual researcher or the plans of a working group or institute. Selection panels and appointment committees also increasingly expect participants to present strategic concepts on how they plan to develop their research including their applications for third-party funding. The aim of this workshop is to enable the participants to act strategically with regards to their middle- or long-term career goals and scientific ambitions resp. the goals their institution is pursuing. Individual short coaching sessions during the second day help the participants pave their way towards successful applications in view of their needs and ambitions. Additionally: Short individual coaching sessions on the second day.

**TOPICS**  
- Definition of short-, middle- and long-term individual or institutional goals  
- Overview of selected funding programmes  
- Analysis of criteria and perspectives of decision making bodies and reviewers  
- Individual draft, short presentation in the plenary, and discussion of a grant summary or strategic concept  
- Additionally: Short individual coaching sessions

**TRAINER**  
Dr. Beate Scholz, Scholz CTC GmbH, Trier/Bonn

**VENUE**  
Max-Planck-Institut für Infektionsbiologie, Charitéplatz 1, 10117 Berlin  
[www.mpiib-berlin.mpg.de](http://www.mpiib-berlin.mpg.de)

**FEE**  
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**  
Registration for this seminar starts 01.01.2019! The selection of programmes is based on participants’ CVs which need to be provided collectively 21 days prior to the workshop. Confidential treatment will be guaranteed. End time differs individually! Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**  
8

**REGISTRATION AND CANCELLATION**  
Angelika Molkenthin  
[angelika.molkenthin@gv.mpg.de](mailto:angelika.molkenthin@gv.mpg.de)

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26
Developing my research brand

TARGET GROUP
Postdocs advanced, Group Leaders, Research Group Leaders

TARGET
Developing a unique research profile plays an important role in establishing a successful research career. This workshop will offer participants assistance with the further planning of their scientific careers and the development of their research profiles, taking into account the participants’ individual trajectories. At pivotal points in their career, researchers often feel a need to deliberate their position and competencies, and to balance various career options. This applies especially to the transition period between qualification phases, e.g. at the end of the postdoc phase and on the edge of becoming an established researcher. Information on research funding and career development schemes as well as awareness on own strengths and interests are key for taking informed decisions on the way forward.

Individual short coaching sessions during the second day help the participants pave their way towards successful applications in view of their needs and ambitions.

TOPICS
• Individual self-positioning and look ahead: Analysis of current status and (career) goals. This element focuses on the participants’ self-reflection on their current status as well as their short, middle and long-term career goals.
• The research system in Germany and Europe. In this element, central information on the German and European research system and its paramount players as well as on current trends in the career development of researchers will be given.
• Typology of research funding and career development schemes
• Participants’ current research profile: Individual analysis and qualified feedback.

TRAINER
Dr. Beate Scholz, Scholz CTC GmbH, Trier/Bonn

VENUE
Max-Planck-Institut für ausländisches und internationales Strafrecht
Günterstalstr. 73, 79100 Freiburg
www.mpicc.de

FEE
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES
Registration for this seminar starts 01.07.2019! The selection of programmes is based on participants’ CVs which need to be provided collectively 21 days prior to the workshop. Confidential treatment will be guaranteed.

Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE
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On the way to Professorship!

Strategic Planning of Research Careers for Postdocs

TARGET GROUP: Early Postdocs (1st/2nd year of postdoc)

TARGET: This workshop supports postdocs to plan their research career in academia. Participants will be able to know long term goals as well as next steps and to develop them.

TOPICS: What are typical career paths in academia for postdocs in Germany or in similar academic systems like Austria and Switzerland?

- How is the recruitment of professors, Juniorprofessors and Tenureprofessors done in Germany at different career levels? And what do these different types of professorship mean?
- When should I start to apply for one of these positions?
- What is the job profile of professors – why is it attractive to be professor?
- What are achievements I need like publications, 3rd-party-funding, networks, etc.?
- Which personal competencies (soft skills) are helpful for science careers?
- How could I structure my career steps?
- What are the risks and difficulties? And how could I minimize my risks?
- Outlook: What is needed for application for (Junior-)Professorships?

TRAINER: Dr. Matthias Schwarzkopf, Training und Coaching, Jena
www.karriereberatung-akademiker.de

VENUE: Max-Planck-Institut für Biologie des Alterns, Joseph-Stelzmann-Str. 9 b, 50931 Köln
www.age.mpg.de

FEE: The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES: Registration for this seminar starts 01.04.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE: 12

REGISTRATION AND CANCELLATION: Angelika Molkenthin
angelika.molkenthin@gv.mpg.de

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Faculty recruitment at German Universities
Training for the selection process of professors (Berufungsverfahren)

**TARGET GROUP**
Postdocs (advanced), Group Leaders, Research Group Leaders

**TARGET**
Participants know the single steps of the selection process of professors in Germany (Berufungsverfahren). They know how to prepare their written application, their presentation, the discussion with the committee and – if needed – the teaching test. We will practice the discussion, the teaching test and the presentation. Therefore you are asked to bring a short presentation (maximum 5 minutes) with you, which shows your actual research.

**TOPICS**
- What is the German way to select professors for universities? What is the legal background for these processes?
- What is the difference between Juniorprofessor, W2- and W3-professorships?
- How should I read and interpret job offers for professorships?
- What are the usual parts of the written application? How can I structure it?
- How do I prepare the presentation? What are the specific challenges, if the audience is composed of professors, students and postdocs?
- How should I act in the discussion with the committee?
- How to prepare for the teaching test?
- How can I deal with difficult situations?
- Outlook: If they accept me – how to prepare for the negotiations concerning working conditions and salary?

**TRAINER**
Dr. Matthias Schwarzkopf, Coaching und Training, Jena

**VENUE**
Max-Planck-Institut für Chemische Physik fester Stoffe, Nöthnitzer Str. 40, 01187 Dresden
[www.cfps.mpg.de](http://www.cfps.mpg.de)
Max-Planck-Institut für Eisenforschung GmbH, Max-Planck-Str. 1, 40237 Düsseldorf
[www.mpie.de](http://www.mpie.de)

**FEE**
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**
VA-Nr. 1116: Registration for this seminar starts 01.02.2019!
VA-Nr. 1117: Registration for this seminar starts 01.09.2019!
Terms and conditions for the participation are included at the end of the brochure.

**MAXIMUM NUMBER OF PEOPLE**
12

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Is it all about teaching?
Career as a professor at a university of applied sciences (and beyond)

TARGET GROUP Postdocs

TARGET In Germany, permanent positions do not exist below the level of professorship and temporary positions at universities can only be taken up to a maximum of twelve years. Becoming a university full professor normally has two formal requirements, to have a PhD and a Habilitation or to have successfully finished a junior professorship.

TOPICS In the workshop, we will discuss the career path of becoming a professor at a university of applied sciences. We will talk about requirements, the (burden of) lectureship, job offers, application process, assessment lecture, the students’ perspective and impact on the selection process, reconciliation of family and work life, (applied) research, perspectives beyond this career …

TRAINER Prof. Dr. rer. pol. Marlene Haupt, Professorin für Sozialwirtschaft und Sozialpolitik, Hochschule Ravensburg-Weingarten

VENUE Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
www.mpg.de

FEE The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES Registration for this seminar starts 01.02.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE 12

REGISTRATION AND CANCELLATION Angelika Molkenthin angelika.molkenthin@gv.mpg.de

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<td>München</td>
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Discovering career paths beyond academia

**TARGET GROUP**
Postdocs

**TARGET**
You are thinking about a career path beyond academia? You wonder what steps to take first? You feel stuck and don’t know on what basis you can make such a far-reaching decision? In this workshop, you will first establish that very basis: your strengths and aptitudes, your interests, personality and motivation. Also, you will identify and begin to explore professional occupations outside of academia. You will test their attractiveness and try out job finding strategies. How? By using ideas from design thinking, doing psychological tests, self- and group-reflecting on your previous experience, asking questions, and expanding your network.

**TOPICS**
Your long-term goal is to find an occupation that offers the highest possible match between your personal aptitudes, needs and motivations and the job’s requirements and opportunities. The goal of this workshop is to equip you with the knowledge, skills and mindset that can make this journey exciting and successful. After this workshop, you will be able to choose from the most promising strategies of finding a job that matches your skills and interests. You will know about useful methods of self-reflection and how to make the most of them. Finally, you will have a wider horizon of possible and appealing job opportunities.

**TRAINER**
Dr. Ulrike Schneeberg, Kenne deine Monster, Berlin

**VENUE**
Max-Planck-Gesellschaft – Generalverwaltung, Hofgartenstraße 8, 80539 München
[www.mpg.de](http://www.mpg.de)
Max-Planck-Institut für Entwicklungsbiologie, Max-Planck-Ring 5, 72076 Tübingen
[www.eb.tuebingen.mpg.de](http://www.eb.tuebingen.mpg.de)

**FEE**
The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

**NOTES**
VA-Nr. 1105: Registration for this seminar starts 01.01.2019!
VA-Nr. 1107: Registration for this seminar starts 01.06.2019!
Terms and conditions for the participation are included at the end of the brochure.
For the seminar in Tübingen rooms are available in the guesthouse of the MPI from 18. to 20.9. Please make a reservation until 18.8.2019 at max-planck-haus@tuebingen.mpg.de or on Tel: 07071 601-765.

**MAXIMUM NUMBER OF PEOPLE**
12

**REGISTRATION AND CANCELLATION**
Angelika Molkenthin
[angelika.molkenthin@gv.mpg.de](mailto:angelika.molkenthin@gv.mpg.de)

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## Heading for new horizons

**How to carry on with your career after PostDoc**

### TARGET GROUP
- Postdocs

### TARGET
- Your Postdoc is about to come to an end. Some of you may energetically search for a new assignment, others may feel irritated and ask themselves if they should carry on with scientific research or should opt for something completely different such as a managerial job in the industry or founding their own start-up business. Without a doubt, changeover is a challenge! The „Heading for new horizons“ workshop will help you to find your way through the jungle of transition and will enable you to make a smart and sustainable decision on how your career will carry on after your postdoc.

###TOPICS
- The workshop will help you to find out more about your competencies, capabilities, skills, professional visions, interests and motivation. Furthermore, you will get an idea in which professional sphere of activity you want to carry on with your career, what role you preferably will play, what values matter to you most and how you can use them in a professional context. Finally, you will get to know hands-on decision guidance tools that will help you in your upcoming career decisions. The workshop is based on self-imagination and self-reflection units, partner group-work and psychological tests.

### TRAINER
- Dr. Alexandra Nepit, businessargonauten, München

### VENUE
- Max-Planck-Institut für Chemische Physik fester Stoffe, Nöthnitzer Str. 40, 01187 Dresden
- [www.cpfs.mpg.de](http://www.cpfs.mpg.de)

### FEE
- The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

### NOTES
- Registration for this seminar starts 01.03.2019! Terms and conditions for the participation are included at the end of the brochure.

### MAXIMUM NUMBER OF PEOPLE
- 15

### REGISTRATION AND CANCELLATION
- Angelika Molkenthin
  - angeliaka.molkenthin@gv.mpg.de

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<td>Dresden</td>
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How to find the hidden jobs on the labour market

A Digital Strategy including LinkedIn and Other Digital Job Searching Platforms

TARGET GROUP: Doctoral Researchers, Postdocs

TARGET: The aim is to give audience insight to a Digital Job Searching Strategy using platforms such as LinkedIn. Over 70% of all jobs are hidden and distributed in close networks by using so called Referrals. But, how to start? And how to use LinkedIn and other digital platforms to be successful? The aim in this seminar is to highlight the most important Tips & Tricks and as well as give insight to a sourcing job searching strategy.

TOPICS:
- Identification of new job titles by skill search?
- How to track new companies?
- What is a key person, why connect and how to build a relationship?
- How to transform your network to referrals?
- How to use Google to get hold on key people outside of your network?
- Why sourcing information on LinkedIn is important and useful?
- Why you need a network outside of your comfort zone?

TRAINER: Tina Persson, Schweden

classic2pro.com

VENUE: Max-Planck-Institut für Festkörperforschung, Heisenbergstr. 1, 70569 Stuttgart

www.fkf.mpg.de

FEE: The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES: Registration for this seminar starts 01.01.2019! Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE: 12

REGISTRATION AND CANCELLATION: Angelika Molkenthin

angelika.molkenthin@gv.mpg.de

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1126  20.03.2019  09:00  16:00  Stuttgart
Job application outside academia

TARGET GROUP: Postdocs

TARGET: So far, you have mostly or exclusively worked in academia? And now you want to know how best to prepare for job applications and interviews on the non-academic job market? This workshop will give you insights and inspiration on convincing cover letter and CVs. You will practise your storytelling skills, body language and gain some glimpses on aptitude tests as well as assessment center requirements.

TOPICS: In this workshop, you will acquire some knowledge about crucial elements of a successful application process outside of academia. You will have the opportunity to practise your self-presentation skills (storytelling and body language) and get valuable feedback from your peers. After this workshop, you will know how to find out if your personal strengths and values match the needs of your desired employer – and how to make sure that this match becomes obvious in your self-presentation (in personal conversation, CV and resumé).

TRAINER: Dr. Ulrike Schneeeberg, Kenne deine Monster, Berlin

VENUE: Max-Planck-Institut für Dynamik komplexer technischer Systeme, Sandtorstr. 1, 39106 Magdeburg

FEES: The Administrative Headquarter will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying.

NOTES: VA-Nr. 1135: Registration for this seminar starts 01.09.2019!

Terms and conditions for the participation are included at the end of the brochure.

MAXIMUM NUMBER OF PEOPLE: 12

REGISTRATION AND CANCELLATION: Angelika Molkenthin, angelika.molkenthin@gv.mpg.de

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# Transferable skill training

How to transfer your academic skill sets to industrial terminology

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<th>Doctoral Researchers, Postdocs</th>
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<tr>
<td>TARGET</td>
<td>In this seminar researchers will learn what industry value from their academic training and how their achieved skill sets can be translated to industry. The aim is to support researchers, by identification of their transferable skills, to identify a job area and as such job titles matching their drives and motivation as well as interests. They will also learn how to write about their transferable skills in a CV and on LinkedIn.</td>
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| TOPICS       | Identification of transferable skill sets  
Correlating transferable skills to specific job titles in Life Science and Engineering  
How to use transferable skills to explain what you want  
How to describe your transferable skills on LinkedIn and in a CV  
Why transferable skills are so important to nail a (dream) job  
Drives and motivation vs. transferable skills |
| TRAINER      | Tina Persson, Schweden, passage2pro.com |
| VENUE        | Max-Planck-Institut für Dynamik komplexer technischer Systeme, Sandtorstr. 1, 39106 Magdeburg  
www.mpi-magdeburg.mpg.de |
| FEE          | The Administrative Headquarters will cover the fees for the speaker. The institute needs to cover your travel expenses. Please note: Permission from your supervisor must be obtained before applying. |
| NOTES        | Terms and conditions for the participation are included at the end of the brochure. |
| MAXIMUM NUMBER OF PEOPLE | 12 |
| REGISTRATION AND CANCELLATION | Angelika Molkenthin  
angelika.molkenthin@gv.mpg.de |

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7. Start-up Days

**ZIELGRUPPE**  
Postdocs, Techniker*innen, Wissenschaftliche Mitarbeiter*innen, Wissenschaftliche Mitglie-
der  
Die Technologietransferstellen der Max-Planck-Gesellschaft, der Helmholtz-Gemeinschaft, der  
Fraunhofer-Gesellschaft und der Wissenschaftsgemeinschaft Leibniz laden gemeinsam grün-
dungsinteressierte Wissenschaftler*innen oder Gründer*innen aus diesen genannten außer-
universitären Forschungseinrichtungen ein.

**ZIEL**  
Für Wissenschaftler*innen der genannten Forschungseinrichtungen, die bereits zielstrebig an  
der Gründung eines Start-ups arbeiten oder eine Idee für eine Unternehmensgründung ha-
ben, sind die Start-up Days genau das Richtige! Hier haben Sie die Möglichkeit, sich durch ein  
umfangreiches Angebot an Vorträgen, interaktiven Workshops sowie Erfahrungsberichten er-
folgreicher Gründer*innen zu den relevanten Themen einer Unternehmensgründung zu infor-
mieren und weiterzubilden sowie sich in der zwei tägigen Veranstaltung mit Gleichgesinnten,  
Vertreter*innen der Technologietransferstellen sowie weiteren Fachexpert*innen für Grün-
dungs- und Finanzierungsfragen intensiv auszutauschen.

**THEMEN**  
Vorträge, interaktive Praxis-Workshops sowie Erfahrungsberichte erfolgreicher Gründer*innen  
vermitteln einführende wie auch vertiefende Kenntnisse gründungs- und finanzierungsrele-
vanter Fragestellungen. Gleichzeitig bieten die Start-up Days eine hervorragende Möglichkeit  
der Vernetzung mit anderen Gründungsinteressierten aus der außeruniversitären Forschung.  
Zu Redaktionsschluss steht das Programm noch nicht fest. Das Programm für die 7. Start-up  
Days kann im Frühsommer unter www.start-up-days.de abgerufen werden.

**VERANSTALTUNGSORT**  
Potsdam

**KOSTEN**  
Die Veranstaltung kann voraussichtlich gegen eine geringe Teilnahmegebühr (bis zu 50 Euro)  
besucht werden. Reise- und Übernachtungskosten müssen von den Anwesenden selbst ge-
tragen werden.

**HINWEISE**  
Die Veranstaltung wird planmäßig in der zweiten Septem berh älfte 2019 in Potsdam stattfin-
den. Genauere Angaben zu Veranstaltungsdatum und -ort lagen zu Redaktionsschluss noch  
noch nicht vor. Die ausführlichen Einladungsunterlagen senden wir Ihnen gerne auf Anfrage zu.

**MAXIMALE TEILNEHMERZAHL**  
Maximal rund 20 Teilnehmer*innen pro Forschungseinrichtung.

**ANMELDUNGEN UND ABSAGEN**  
Elke Heller  
heller@max-planck-innovation.de  
089/290919-25  
www.start-up-days.de
3. Career events
LeadNet-Symposium 2019 for MPG group leaders

Meeting from research leaders to research leaders within the MPG

TARGET GROUP
Senior scientists and postdocs with leadership responsibilities, research associates, project and group leaders of the Max Planck Society

TARGET
The LeadNet-network is predominantly a bottom-up initiative of research leaders irrespective of their formal and funding status at their affiliate Max-Planck-Institute. All researchers with current (or future) leadership responsibility (such as group, team and project leaders) are highly encouraged to take part in LeadNet.

LeadNet provides a forum for common scientific and organizational issues and promotes interactions among research groups within the Max Planck Society.

TOPICS
• Mix and mingle with your peers, form new relationships, strengthen existing ones and feel the energy of like-minded colleagues
• Learn more about Leadership in Science like Leadership tasks, styles, vision and values in science; Leadership diversity, delegation, feedback and active listening; Behavioral and lateral leadership in science, communication in collaborations, social awareness and intercultural competence; Making decisions – under pressure and with time constraints; Effective communication; Conflict management; Group forming processes, interaction with group members
• Discover the leverage of smart tools and great services exclusively for researchers at the MPG
• Become a renowned senior research leader
• Get in touch with experts of various fields
• Boost your career

VENUE
Tagungsstätte Harnack-Haus der MPG, Ihnstraße 16–20, 14195 Berlin
www.harnackhaus-berlin.mpg.de

FEE
Travel and accommodation costs

NOTES
Beginning of registration 11 a.m., Beginning of conference 1 p.m.

MAXIMUM NUMBER OF PEOPLE
100

REGISTRATION AND CANCELLATION
LeadNet Organization Team
conference@leadnet.mpg.de
leadnet.mpg.de/registration

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CAREER STEPS FOR POSTDOCS IN ACADEMIA & INDUSTRY

WORKSHOP SESSIONS
Three sessions on different career-building aspects

DILIGENCE, ATTITUDE, STRATEGY OR LUCK
Interviews on “Is there a common key to a successful career?”

NETWORKING EVENT
Speed informing about career paths of MPS alumni

PLEASE SAVE THE DATE: MPI for Brain research June 6th, 2019 - Jena Campus Oct. 28

Further information and registration:
www.mpg.de/career/careersteps
XXIII.1 Advanced Training and Professional Development –
Requirements for Participation in Centrally Organized Events

Author:
Jan Weichelt Email: weichelt@gv.mpg.de Extension: -1564 Unit Support of Junior Scientists, Intern.
Max Planck Research Schools, Reconciliation of Career and Family Life, Supplementary Areas (IIc)
Department Personnel and Personnel Law (II)

Contact person:
Jan Weichelt Email: weichelt@gv.mpg.de Extension: -1564 Unit Support of Junior Scientists, Intern.
Max Planck Research Schools, Reconciliation of Career and Family Life, Supplementary Areas (IIc)
Department Personnel and Personnel Law (II)

Table of contents
1 Requirements for participation in centrally organized events..............................1

1 Requirements for participation in centrally organized events

Range
1 These participation requirements apply to events that make express reference to said requirements.
The events are basically accessible to all employees. MPG General Works Agreement No. 5 applies.
Associated facilities and legally independent Institutes are entitled to participate, but external facilities
and employees are not. Please ensure that you belong to the specified target group. If in doubt, please
call to check.

Event location and date
2 The location and date are usually specified but may change during organization. You will be notified of
any changes before being invited to the seminar.

Application
3 Please apply by email (specifying your academic qualification, first name, surname, telephone number,
email address and the postal address of the Institute). All applications and withdrawals will be
confirmed as quickly as possible. Please clarify the assumption of costs and exemption with the
Personnel Office at your Institute or facility before applying.

Waiting list
4 If the number of applications exceeds the number of available spaces, these applications will be placed
on a waiting list in order of date of receipt and will be moved up accordingly when spaces become free.
You will be notified immediately. If we cannot consider your application for the required date, we will
offer you other dates where possible.

Additional dates
5 An additional date will be offered if the number of applications on the waiting list makes this feasible.
Your commitment to this offer is considered to be consent to booking the additional event. Costs may
be incurred in the event of subsequent withdrawal.

Invitation to seminar
6 You will receive an invitation with a program and list of participants up to four weeks before the start of
the event.
1 Requirements for participation in centrally organized events

Accommodation and board
7 You are basically responsible for booking these yourself. We usually offer a certain allocation for events at hosting Institutes. The conditions are dispatched along with the invitation. We recommend that you clarify the assumption of costs with the Institute.

Place card and confirmation of participation
8 You will receive a place card at the start of the event and confirmation of participation at the end. Please always ensure that you sign the signature list provided.

Cancellation
9 If an event cannot be carried out as planned because the minimum number of participants has not been reached, organizational events do not allow it or subsequent withdrawals make it uneconomical to hold the event, you will receive notice of cancellation immediately, along with an alternative offer where possible.

Costs
10 Costs (fees, expenses, room rental, media/technology and catering during breaks) are basically divided in accordance with the number of participants and allocated to the Institute once the seminar ends. This does not apply to seminars where costs are borne centrally. In the event of participation by the IPP, legally independent Institutes or associated facilities, cost allocation will always be carried out (with personnel expense allowances and overheads, plus VAT in some cases). Liability for costs arises when you apply. Costs for accommodation and board are usually to be paid and can then be reimbursed through the settlement of travel expenses.

Withdrawal
11 Please notify the organizers by email as soon as you are unable to attend a booked event (due to illness or inability to attend work). Please cancel any hotel bookings yourself. If you withdraw after the invitation has been sent, we reserve the right to charge you pro rata for the event costs, irrespective of the grounds for withdrawal. Please try to nominate someone to attend instead of you; in such cases, there will be no charge for withdrawal.

Transfer
12 Please let us know if you wish to transfer your booking to a different event. You will only incur costs if this involves cancellation costs (catering, overnight accommodation or similar). Please try to attend on the specified dates or nominate someone to attend instead of you.

Evaluation
13 A questionnaire will be handed out for each event. This will be used to evaluate the event, the lecturer(s), organization and the event location. By filling out the questionnaire, you will enable us to provide a range of successful, needs-based training and further education activities through central events for each target group. Your opinion is important to us.

Authored by Jan Weichelt on 10/11/2014
Guidelines for the Postdoc Stage in the Max Planck Society

Career conditions for postdocs
“Junior Scientists in the Max-Planck-Gesellschaft” Presidential Committee;
Chaired by Prof. Jahn

Preamble

Postdocs make a major contribution to the research performance of the Max Planck Society (MPG) as an organization dedicated to basic research.

Postdocs conduct research independently under the leadership of their superiors yet without extensive administrative or personnel management duties. They can use this freedom to identify a field of science in which they can distinguish themselves internationally through original contributions. Postdocs exhibit particularly high commitment and dedication as this phase is decisive for their future careers. During this period of time, many of them also start families. Thus, they face major challenges in these areas of life.

The Institutes of the Max Planck Society provide postdocs with excellent working conditions, thus providing optimal conditions for the development of their scientific profiles. However, the postdoc phase is limited in time, and only a minority will eventually attain leading academic positions. Therefore, this career stage generally entails a high degree of career uncertainty, which can lead to promising talent opting for positions outside of academic research. Among these are many more females than males, resulting in a preferential drop-out of highly qualified female scientists from academic careers.

The Max Planck Society is firmly committed to providing strong support to its junior scientists in advancing their qualifications. Particular emphasis is placed on the postdoc’s personal scientific development, e.g. by supporting independent research and conferring responsibilities. It is equally important during this career stage to clearly communicate expectations regarding research performance, to support the postdocs in reaching their personal goals for further qualification, and to provide regular career advice. Such advice should also include counseling on the diverse spectrum of job opportunities outside the realm of academic research.

---

1 In the case of scholarship holders or guests under the leadership of the supervisor.
There is a great diversity of research cultures and traditions within the MPG. The following guidelines are to be seen and applied in light of this diversity. They provide a foundation for greater transparency and reliability during a career stage with little structure to date. The employment relationships, however, need to be tailored individually. They are based on various legal provisions, as the postdoc stage is not adequately covered by the provisions of Civil Service legislation.

1. Concept and purpose of the postdoc stage

Postdocs\(^2\) are scientists who have obtained their doctorates and who, after doing so, initially remain in research and usually pursue a career in science. The postdoc phase serves to develop a scientific profile and to acquire additional qualifications, aiming for the ability to conduct independent research.

The postdoc phase is time-limited, with different periods of time being customary in various disciplines. The MPG employs postdocs by means of temporary contracts, which are funded either by internal Institute budgets or by project-specific grants. In addition, some postdocs have procured their own funding (e.g. fellowships, or grants that may include funding for the own position).

Postdocs conduct independent research under the direction of their superiors within the thematic realm of the Institute’s research programme.\(^3\) This includes scientific cooperation from which joint publications may be produced.\(^4\) The degree of independence depends on the discipline, field of research and level of individual experience. It usually increases with seniority and may include application for own external funding. In certain disciplines, postdocs are expected to change institutions upon completing their doctorate. This allows them to clearly separate themselves from their doctoral training period, to expand their scientific network, to acquire new methods and procedures, and to experience a different research culture.

The purpose of the postdoc phase is also to clarify the future career path. While most postdocs initially aim for an academic career, many decide later to pursue different career paths, e.g. in industry, science management, scientific infrastructure, politics, or as entrepreneurs by establishing their own company. Such re-orientation often develops gradually, and it is not always well-planned and reflected.

---

\(^2\) The following text does not apply to so-called "wrap-up postdocs,” who continue for some months at the same institution upon finishing their PhD in order to complete and publish their dissertation work.

\(^3\) In the case of scholarship holders or guests under the direction of the supervisor.

\(^4\) Cf. the Rules of Good Scientific Practice [https://www.mpg.de/229457/Regeln_guter_wiss_Praxis__Volltext-Dokument_.pdf](https://www.mpg.de/229457/Regeln_guter_wiss_Praxis__Volltext-Dokument_.pdf)
2. The Committee's recommendations in detail

2.1. Selection of postdocs

Group Leaders or Directors autonomously decide whether a potential candidate/applicant should be offered a postdoc position. Nevertheless, they are advised to obtain the views of colleagues and team members. Particular attention should be paid to attracting more qualified women to such positions when selecting postdocs in view of the leaky pipeline.⁵

2.2. Research and qualifications

The following guidelines apply regardless of whether postdocs are funded through a fixed-term contract of employment under the Academic Fixed-Term Contract Act (Wissenschaftszeitvertragsgesetz – WissZeitVG) or the Part-Time and Temporary Employment Act (Teilzeit- und Befristungsgesetz – TzBfG). They apply to scholarship holders mutatis mutandis unless this conflicts with the type of scholarship involved.

Before the postdoc phase begins, superiors/supervisors and postdocs usually meet for a discussion in which the main components of the postdoctoral period within the MPG are clarified by mutual agreement.

The results of the discussion are recorded in mutually agreed minutes⁶.

If it is not yet possible to precisely define the future research project, qualification requirements and timeframe at the beginning of the postdoc phase, a one-time orientation phase⁷ of up to six months can be initially agreed. During the orientation phase an agreement on the main components can be reached and needs to be recorded in minutes before any further contract is concluded.

The following points will be clarified in the discussions:

a) duration, research topics, and surrounding conditions for the planned research. Among other things, this includes:

    duration of the postdoc phase: the parties will agree on a reasonable time frame required for successfully conducting the research project.

    research topic and surrounding conditions: topic; if applicable: methodology, team, supervision, collaborations, organization of events, support from supervisor, degree of independence, particularly in publishing their work.

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⁵ While the percentage of women among MPG doctoral students is 40.9% (as of 1.1.2015), it has fallen among postdocs to 31.3%.

⁶ In the event that a fixed-term employment relationship is concluded, the minutes, together with the note on the fixed term, must be produced before the contract is concluded.

⁷ The instructions in the appendix “Qualifications in the postdoc orientation period” are to be observed.
authorships.

b) the qualifications that the postdoc plans to acquire and that are mutually agreed. This may include: developing a scientific profile, acquiring techniques, gaining teaching experience, active participation in conferences, experience in staff management, training in "professional skills", habilitation (required in some countries as qualification for a professorship) or other qualifications for a professorship.

Both the definition of the research topic and the agreement on qualification steps can be refined at any time by mutual agreement. The minutes must be modified accordingly. This can also be done as part of the annual status discussion.\(^8\)

**2.3. Time limit**

The postdoc phase is time-limited, but with reasonable contract durations and without a fixed upper limit. In many disciplines, the duration usually does not exceed 4 years. If there are strong reasons for extending this phase beyond 6 years, the decision regarding the extension\(^9\) requires agreement between several independent assessors and needs to be justified. The Institutes are advised to develop procedures on this process.

The overarching aim of the MPS is to only recruit the best at every career stage in accordance with the Harnack principle. Conversely, that means there are no regular transitions for postdocs towards advanced, possibly unlimited (tenure-track) positions within the Max-Planck Society. As is standard practice internationally, postdocs are required to orient themselves elsewhere upon completion of the postdoc phase at an MPI. Postdocs should be informed of this at the beginning of their work.

All time lines given above refer only to the time periods allotted to research. Time limits may be extended due to parental leave, chronic illness etc.

**2.4. Status review and career development**

A status review has to be carried out for postdocs in the fourth year after the commencement of the first postdoc position at the latest. Goal of this review is to realistically assess the researcher’s own development and prospects of success in relation to the career objectives and to develop alternative career prospects, if necessary. If it is planned for a postdoc to work in a time-limited position for longer than four years after commencement of their first postdoc position, the

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\(^8\) If the minutes were the basis for fixing the term of the employment relationship, any modifications must always keep within the time frame and substantive framework defined in the note on the fixed term contract.

\(^9\) Statutory regulations governing the imposition of time limits on employment relationships must be observed. In particular, according to § 2, para. 1 Academic Fixed-Term Contract Act (WissZeitVG), it is only possible to establish a term of over six years for employment relationships in the 2nd qualification phase in exceptional circumstances.
Several external and professionally trained coaches are available who have specialized in the transition from a career in research into the non-academic employment market. The work of external coaches is clearly distinct from the scientific supervision at the Institutes and the mentoring.

This status review shall include the following components:

(1) a detailed consultation with the supervisor, which should focus on a comparative appraisal of past research performance and the perspective for future development. In addition, it needs to be discussed what is required for reaching the next career step. Highly qualified scientists – especially women – should be encouraged to continue pursuing an academic career.

(2) a consultation with an experienced scientist who has been selected by the postdoc, who is independent of the supervisor, and who is able to give qualified feedback on the prospects for a successful career in science.

(3) (optional) a consultation with an external coach intended to assist in the self-assessment of the postdoc’s own strengths and weaknesses regarding various career paths. This consultation should be made available at the request and initiative of the postdoc.  

(4) (optional) consultation with a recognized consulting company specialized in professional career advice. This consultation should be commissioned by Administrative Headquarters and serve to outline attractive career options outside of science. This consultation shall be offered at the request of the postdoc.

The individual consultations shall be supported by other measures such as career fairs or talks by alumni or industry representatives.

2.5 Further scientific consultation

Counseling of postdocs on scientific and career matters is an important instrument in supporting their future careers. The Institute or the supervisor shall offer the necessary guidance, and they shall also provide information where expertise about specific aspects can be obtained (e.g. for research applications to the German Research Foundation or to the European Research Council). Postdocs shall also be encouraged to find outside experts who can give professional advice.

Surveys indicate that young women, despite equally good performance levels, have more doubts than young men about their ability to have a successful scientific career. Superiors should therefore make explicit and intensive efforts to encourage qualified female postdocs to pursue this career path and to enable them to do so. They should ensure that women become just as eager as men to

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10 Several external and professionally trained coaches are available who have specialized in the transition from a career in research into the non-academic employment market. The work of external coaches is clearly distinct from the scientific supervision at the Institutes and the mentoring.
shape their scientific profile and to present their research results at conferences and congresses. Minerva-FemmeNet provides a Max-Planck-wide mentoring program for female postdocs. It arranges contact with experienced female mentors who provide mentees with advice on individual career planning and their future career path. Superiors should make female postdocs aware of this programme.

2.6 Personnel management skills

The Institute should offer training for postdocs to acquire skills in personnel management. Suitable postdocs can be involved in the supervision of bachelor and master students, doctoral students and/or technical assistants, or other staff.

2.7 Promotion of scientific activity organized by the postdoc

In many disciplines it is expected from postdocs as part of their qualification that they take on tasks for the scientific community outside of their own project, and that they gain organizational experience. Such activities should be adequately supported. Examples include: conducting seminars, inviting and attending to outside speakers, offering scientific courses or know-how transfer, organizing retreats and other measures designed to help establish networks and to benefit from the reciprocal exchange of information.

Initiatives by postdocs to organize themselves at the institutional level (e.g. through postdoc associations, postdoc programs, postdoc representatives) should be encouraged, endorsed and, if necessary, supported logistically and financially.

2.8 Advanced training in professional skills

Postdocs should have access to advanced training sessions on professional skills and career-related topics, which are specifically targeted to postdocs. Institutes should advertise the advanced training events which are offered by Administrative Headquarters. Postdocs should also be given the opportunity to gain teaching experience.

2.9 Reconciliation of career and family life

Reconciling the start of a family with a scientific position in the postdoc phase, which is crucial to subsequent career development, poses a major challenge for parents. Every Institute should undertake measures to enable an early and flexible return to research for postdocs after the birth of children. In particular, these include flexible and family-friendly working hours instead of rigid mandatory attendance times. Such a flexible approach is easier to implement in research than in other professions. Working hours at home should also be recognized, and if necessary, with relevant adjustments to the employment contracts.
Further measures include the family-friendly scheduling of events and meetings, as well as support from technical staff. Assistance with childcare (e.g. by securing slots at childcare centers or by providing childcare during events and research or conference-related trips) should be improved beyond the MPG’s existing family services both centrally and at Institute level.

3. Implementation of the guidelines in the MPG

The Scientific Advisory Boards are to explicitly address the question of the supervision of postdocs in their regular evaluation of research facilities, and they should do so taking into account the guidelines for the postdoc phase in the Max Planck Society.
Annex 1

Qualifications in the postdoc orientation period

If it is not yet possible to precisely define the future research project and qualification requirements when the postdoc stage starts, a one-time orientation period of up to six months can be initially agreed. This is appropriate in particular if the start of the postdoc stage also involves a change of research field and a change of Working Group. If the postdoc remains in the same Working Group or moves to one with which they are already very familiar (e.g. same Institute, cooperation partner), there will not generally be an orientation period, or otherwise separate justification is required. The orientation period enables postdocs to familiarize themselves with a new scientific topic within a defined period, to acquaint themselves with new methodological and experimental techniques and to develop an initial concept for ongoing research work.

The orientation period therefore pursues two objectives. Firstly, a viable research plan is drawn up in close cooperation with the superior/supervisor which is acceptable to both parties. Secondly, this period allows the postdocs to become so familiar with a new topic and new methods that subsequently productive research work can be carried out and new research topics can be developed independently. These qualifications are particularly important immediately after the doctorate as it is often not easy to tackle a new topic after the usually high degree of specialization during the doctorate. This broadens specialist horizons and provides an opportunity to acquire skills that are transferable to other topics and that also provide qualifications for careers outside of research. International experience shows that a period of up to six months is generally appropriate for such orientation.