

Uppsala University Career and Leadership Development Centre

Programmes, courses, seminars and coaching delivered 1 January – 31 December 2023

CONTENT	Target Group
PROGRAMMES	
<p>Forskning & Ledarskap 2023/Research & Leadership 2023 This programme is aimed at experienced and prominent research leaders for significant research environments and/or strategically important research areas at Uppsala university. It aims to provide knowledge and skills to lead dynamic research environments and to contribute to new professional networks. The programme includes sessions such as; culture and leadership in the academy, collegial leadership from different perspectives, to lead oneself and others, understanding and managing conflicts, meeting with journalists and practical media training, networking and visibility, creativity and resilience. This programme is held in Swedish. January – June, 10 days</p>	R4
<p>Att leda och utvecklas i akademien/Lead and Grow in Academia The course is aimed at researchers / leaders and aims to strengthen them in their role as a leader. The goal is sustainable leadership to create good research and education environments. The course includes the leadership role in complex environments, finance, understanding and managing conflicts as well as managing projects. These programmes are held in Swedish. August – December, 6days + 4 half-day tutorial groups</p>	R3, R4
<p>On-line career programme for postdoctoral researchers. A half-year programme, expected participation 1 hour/week A web-based programme for postdoctoral researchers at Uppsala University. The program consists of fifteen modules and is delivered in English. "Postdoc Career Success" is a programme for early career researchers in all disciplines, offering training in skills and tools that postdocs can apply immediately in their daily work. The target group is researchers with a doctoral degree (PhD), who have not yet obtained a permanent/tenured position at the university. The core material of 15 online modules (e-classes) in English is spread over seven months. The modules, combined with live webinars and one-to-one advice and mentoring online is tailored to keep the benefit of personal contact while offering flexibility for researchers working full time. The participants can complete the e-classes wherever they are, when and how it best suits them (online, downloadable PDF or audio versions). Once an e-class is published, they have unlimited, ongoing access to it and all the other programme resources. Each e-class is estimated to take between 1-2 hours to complete. The on-line course, delivered by career</p>	

development specialists in PostdocTraining, is designed to help researchers pursue detailed career plans, increase their efficiency and effectiveness, and accelerate their progress. Postdocs across all disciplines are welcome to apply. The programme is in English.	
October 2022 – March 2023. A half-year programme, expected participation 1 hour/week	R2
March 2023 – October 2024. A half-year programme, expected participation 1 hour/week	R2
October 2023 – March 2024, Programme postponed until February 2024 due to too few participants	R2

<p>On-line Career Programme for Doctoral Students. A two-month programme, expected participation 2 hours/week</p> <p>Training in career planning for Doctoral Students at Uppsala University</p> <ul style="list-style-type: none"> • A tightly-focused career planning course with core material delivered online, to maximize flexibility and suit people working full time. • The programme's four modules are spaced over eight weeks. They offer a sure way for the participants to consider methodically their own drivers, strengths, priorities and options, to help them make active, well-informed career choices. The programme is written for researchers and is suited to scholars in any discipline. It makes no assumptions about their preferences and does not push particular pathways. • The programme gives an opportunity for the participants to ask themselves searching questions about their future, early in their career. The course material guides them through establishing realistic goals for the short and longer term, and create these goals into a clear action plan. • It offers straightforward, practical training that recognizes their post-graduate study as a platform for a range of career options, not just a 'pipeline' into intensely competitive academic pathways. • The programme is delivered by the researcher training specialists, PostdocTraining, who have been leading career training courses for PhD students and postdocs at Swedish universities since 2014. • The programme is in English. 	
April 2023 – June 2023	R1
September 2023 – November 2023	R1
<p>U4 Society - Leading Universities in a Global Context</p> <p>Universities have become increasingly complex, in an environment of greater dynamics and increased uncertainty. The role of university leaders as stewards of complex organizations has become more demanding. The activities of reporting, analysing, measuring, monitoring and evaluating are central concerns at various university levels. The combination of competition among universities and technological, financial, social and political changes has placed new demands on university leaders. This programme focuses on university leadership in this context. The target group comprises top level executives at U4 universities. A fixed number of 25 participants follow the entire programme. Five persons from both academic and administrative levels from each university are selected to maintain a 'high profile' programme aimed at creating new networks and new skills in current leadership issues. Hence, the group is a mix of people from various academic/administrative background.</p>	
April 2022 – March 2023, 14 days	R4

COURSES (1–2 DAYS)	
<p>Curious about leadership</p> <p>This two-day introductory course is aimed at researchers who are curious about finding out more about what leadership is or can be, and are interested in leading their own group in the future. In a small group setting we explore different aspects of leadership.</p> <p>Target group: Researchers with no or very little previous leadership experience who don't hold a leadership position today.</p> <p>Content: Introduction to leadership, Taking the role as a leader, Leadership theories – an overview of theories, Introduction to group development theory, Understanding conflicts in the workplace, Basics in professional conversations and coaching. The course is held in English.</p>	
March 2023, 2 days	R2
November 2023, 2 days	R2
<p>Förvaltningsrätt/Administrative law</p> <p>As an employee of a Swedish state authority, demands are made for fast, legally secure and correct handling of various issues. On this course the participants get an overview over laws and regulations you need to be familiar with as an employee at Uppsala University. The course is held in Swedish.</p>	
April, 1 day	R1, R2, R3, R4
<p>Ekonomispelet 2-day-version, Swedish</p> <p>Uppsala University's in-house finance game <i>Ekonomispelet</i> provides the participants with an overall understanding of the organization from a financial perspective. Basic financial concepts are given concrete meaning by simulation events in a board game, translating them into financial terms and interpreting them in reports. Target group: Head of departments, head of divisions, programmed directors, director of studies and established and leading researchers. The course is held in Swedish.</p>	
March, 2 days	R3, R4
October, 2 days	R3, R4
<p>Ekonomispelet 1-day-version, Swedish and English</p> <p>Uppsala University's in-house finance game <i>Ekonomispelet</i> provides the participants with an overall understanding of the organization from a financial perspective. Basic financial concepts are given concrete meaning by simulation events in a board game, translating them into financial terms and interpreting them in reports. Target group: Established and leading researchers, and departments boards. The course is held in Swedish or English.</p>	
Spring 2023: 3 days, Autumn 2023: 2 days	R3, R4

<p>Finish on Time – and feel good along the way Doing a doctorate is a dream for many – but it can also be a very lonely and stressful job. We often focus on the content of our work, but sometimes we forget to pay attention to our own work process, or how we work, think and act. However, this process is central in order to complete our work on time and feel good along the way. More specifically, during this course you will learn more about academic productivity tools such as the 80/20 principle, focusing on the end product and the unit method, and apply them to your own work situation. This course will provide you with a toolbox for increased academic productivity, and there will also be time for sharing experiences and best practices with other participants.</p>	
<p>Course in Swedish, January–May 2023: 5 half days</p>	R1
<p>Course in English, September–December 2023: 5 half days</p>	R1
<p>Juridik i praktiken/Law in practice A two-day introductory course in law for managers and leaders. A manager and leader at Uppsala University must be familiar with current laws and regulations, especially with regard to the legal arenas connected to the university. On this course the participants get basic knowledge about administrative law (e.g. service obligation, exercise of public authority, legal force, the principle of public access to official records, classified restricted confidential information) and civil law (e.g. agreements/contracts, intellectual property/intellectual rights). Target group: Head of departments, head of divisions, programmed directors, director of studies and established and leading researchers. The course is held in Swedish.</p>	
<p>September, 2 days</p>	R3, R4
<p>Getting your message across Masterclass/Workshop in presentation skills. Communication is basically about attracting another person to choose to listen and is largely about the art of creating a positive relationship with your audience. How do you get others to listen to what you have to say? Is it enough to know your subject? Is it enough to have a nice presentation on your computer? What if the vital factor is not what we say, but how we say what we say and how do you make others want to listen to what you have to say? This highly interactive course provides the opportunity to practice communication in a small and safe group and also to get feedback on a short presentation the participants have prepared. Target group for this course is researchers, teachers and leaders at Uppsala University who would like to become more aware of and develop their skills in oral communication and presentation. The course is held in English.</p>	
<p>January, 2 days</p>	R2, R3, R4

SEMINARS & WORKSHOPS (< 1 DAY)	
<p>Academic productivity</p> <p>This workshop provides the participants with a toolbox for increased academic productivity as a post doc. The background to this workshop is that we often focus on the content of our work but sometimes forget to pay attention to our own work process or how we work, think and act. However, the process is central in order to complete our work on time and feel well during the process. More specifically, the participants will learn three academic productivity tools; the 80/20 principle, end product focus and the unit method, and apply them to their own work situation. This seminar is held in English.</p>	
February 2023, half day	R1, R2
March 2023, half day	R2
April 2023, half day	R1, R2
September 2023, half day	R1, R2
November 2023, half day	R2
November, 2023, half day	R1, R2
<p>Coaching; mindset and skills</p> <p>Are you a supervisor, mentor or leader? Do you have someone nearby that is about to take a step into a world that neither of you know much about? Maybe this someone is a doctoral student about to finish, a post doc with a contract running out or a colleague contemplating change. Welcome to this workshop where we in a small group and interactive setting explore the mindset and skills of coaching to help someone else start the journey into unknown ground. During the workshop we will explore how to develop a professional dialogue with supportive, socratic questions and listen with heart and mind. We will make use of a working material that you can bring home for future use.</p>	
January, half day. Cancelled due to too few participants.	R2, R3, R4
Autumn: This seminar is now changed into being individual one-on-one supervision on demand.	R2, R3, R4
<p>Conquering the seminar – Developing tools for personal and professional empowerment</p> <p>The workshop will actively build on the participants' own experiences in the academic context; what experiences do we have from facing challenging situations and how can we increase our awareness and repertoire in order to act in such situations while maintaining self-esteem? We will reflect on this together and also try different ways of acting on the unexpected.</p>	
May 2023. Half day	R1
November 2023: Half day	R1

<p>How to build a support network for your next career step(s) Have you ever been told networking is important for your career but somehow found it challenging, uncomfortable and somewhat embarrassing to actually do it? This workshop aims to demystify networking and provide tips and tricks on how to build a network to support the participants in their careers. The seminar will also introduce strategies both for networking in person and on digital platforms such as LinkedIn. Facilitated by Kerstin Fritsches of PostdocTraining, the session will give the participants the opportunity to interact with other researchers at Uppsala University while working through their own approach to creating a network that will help them accelerate their progress and achieve their career priorities. The seminar is held in English.</p>	
March, half day	R2
October, half day	R2
<p>How to prepare and write a successful grant application Securing your own research funding is an important and time consuming part of a research career. Research officer Carolina Rydin from Grants Office Science & Technology shares her knowledge about the funding landscape, how proposals are evaluated and her best advice on how to write a successful grant application. The seminar is held in English.</p>	
April, 1 hour	R2, R3
October, 1 hour	R2, R3
<p>Mastering small talk at conferences and elsewhere Conferences and seminars obviously involve sharing research, but they are also social events that offer excellent opportunities to meet people and develop your professional network. In this workshop, you will engage in activities designed to get you thinking creatively about social encounters and to give you practice in meeting new people in a stimulating and fun atmosphere. This workshop, held in English, is open to researchers, teaching staff, doctoral students and academic leaders. The workshop will conclude with a reception where you will have a chance to mingle with new acquaintances and continue the discussion. .</p>	
December, 4 hours	R1, R2, R3, R4
<p>Mastering the art of intercultural communication This workshop is designed to help you manage intercultural communication more successfully. We will talk about different cultural values and how these can lead to miscommunication or even conflict when they are not well understood. You will learn about different styles of communication and will be encouraged to examine your own background, assumptions and tendencies. The workshop is held in English and is open to researchers, teaching staff, doctoral students and academic leaders.</p>	
October, 3 hours	R1, R2, R3, R4

<p>Self-leadership in academia How can we navigate this complex academia? How can we not get sidetracked by the “game of academia” – its structures of assessment and promotion – and keep our compass pointing towards our own True North for the sake of transformative, regenerative future? Drawing on somatic – the art and science of working with the person in their wholeness – this three hour workshop offers concrete tools and strategies for soulful and sustainable self-leadership in academia. The workshop is held in English and is open to researchers, teaching staff, doctoral students and academic leaders.</p>	
November, 3 hours	R1, R2, R3, R4

COACHING AND COUNSELLING	
<p>The Career and Leadership Development Centre offers coaching for researchers, teachers and leaders at Uppsala University. Coaching is a reflective process that can deal with a variety of aspects. Career can be, but need not be, synonymous with mobility upward. With a broader perspective on career, it means rather reflecting on what you want and how you look at different development opportunities. Coaching aims to clarify different topics to help you become clearer in your choices and also clearer to others. The idea is to develop your ability to see opportunities, clarify driving forces and skills and create your own basis for decision making. During different phases of our working life, it may be important to reflect on topics such as:</p> <ul style="list-style-type: none"> • What motivates me? • What do I perceive as my strengths and in what contexts do I excel? • What do I perceive as obstacles that need to be addressed? • How do I relate to changes, etc.? 	R1, R2, R3, R4

VARIOUS ACTIVITIES	
<p>International Faculty Services Reception Participation in reception of international staff, information and presentation about services available.</p>	R1, R2, R3, R4
<p>Mentoring Kick-Off MedPharm IMPACTOR Mentoring programme This mentoring programme is organized by the Scientific Domain for Medicine and Pharmacy. The Career and Leadership Development Centre supports with supervision and a kick-off.</p>	
September, 2 hours	R2, R3, R4
CONSULTATIVE ASSIGNMENTS	

In addition to what is listed above, The Career and Leadership Development Centre at Uppsala University provides consultative support to the university's various departments in matters relating to careers and leadership.

