



Soft skill Workshops open to students of the ENB graduate and doctorate programs

The ENB coordinating office offers two soft skill workshops open to students of the graduate programs and doctorate programs. The workshops will be held in German and English at **Garching** near Munich: **April 28/29, 2007**

1. Topic: Communication/Cooperation (German or English)
2. Topic: Rhetoric/Presentation (German or English)

The workshops are described in more detail at the end of the document with directions for registration and participation.

Venue: Garching near Munich, building for mechanical engineering (Maschinenwesen), Boltzmannstr. 15 (room numbers will be communicated shortly before the workshops)

Date: April 28 / 29, 2007

Deadline for registration: March 19, 2007

Please register per e-mail:

Dr. Anja Lutz, Elitenetzwerk Bayern
ENB coordinating office, Tel. 089 2186-2610
anja.lutz@stmwfk.bayern.de

Please indicate your name, title of your graduate program/doctorate program, workshop topic (Communication/Cooperation or Rhetoric/Presentation), language (German or English), date (April 28/29) and location (Garching).

Participants will be charged with 30 Euros per Person to cover the costs for catering and the course. These expenses will be reimbursed by the IDK-NBT AFTER the workshop. Travel and lodging costs are not included because we expect that only ENB-members from Munich will register.

Please transfer the 30 Euros after you have applied and **received the confirmation of course registration** to the following account:

Empfänger <i>recipient</i>	StOK Bayern BayStMWFK
Konto-Nr. <i>Account number</i>	2 45 92
Bankleitzahl <i>bank code number</i>	70050000
Kreditinstitut <i>credit institute</i>	Landesbank München
Verwendungszweck <i>reason of payment</i>	2511.4200.2861, Name First name

Please don't forget to quote the respective registration reference number as well as your name and surname in the "Verwendungszweck" section.

In case of a cancellation of your attendance after April 13 the participation fee of 30 Euros will not be refunded.

Workshops at Garching

workshop topic	language	participants	trainers
Kommunikation/ Kooperation	German	12	Dr. Tobias C. Haupt, LMU*
Communication/ Cooperation	English	12	Dr. Rudolf Kerschreiter, LMU**
Rhetorik/Präsentation	German	12	Christian Prior, selbständiger Trainer
Rhetoric/Presentation	English	12	Dr. Andreas Hendrich, LMU***
<p>* associate of Professor Dr. Klaus A. Schneewind, Lehrstuhl Persönlichkeitspsychologie, Psychologische Diagnostik und Familienpsychologie, Department Psychologie, LMU München</p> <p>** associates of Professor Dr. Dieter Frey, Lehrstuhl für Sozialpsychologie Department Psychologie, LMU München</p> <p>*** www.christian-prior.de</p> <p>**** Initiative Sprachraum, Institut für Psycholinguistik, Department Kommunikation und Sprachen an der Fakultät für Sprach- und Literaturwissenschaften, LMU München</p>			

Please notice that the workshops in English are dedicated for graduate and doctorate students using the English language in their studies. These workshops are not appropriate to learn English or improve your English.

Workshop programs: a short overview

Kommunikation/Kooperation

Vermittelt werden soll die Fähigkeit, effektiv und empfängerorientiert zu kommunizieren. Neben kurzen Inputs von Trainern stehen vor allem praktische Übungen, Rollenspiele und die Arbeit in Kleingruppen im Zentrum.

- Einführung in Kommunikationsmodelle
- Grundregeln effektiver Kommunikation zur Vorbeugung von Missverständnissen und Fehlinformationen
- Feedbackprozesse nutzen, um eigene suboptimale Verhaltensweisen zu korrigieren und die Zusammenarbeit effektiver zu gestalten
- Kommunikation und Kooperation in Gruppen: Entwicklungsphasen, Störungen und Lösungen

Communication/Cooperation

- Introduction to central concepts of communication
- basic rules for an effective communication to prevent misunderstandings and misinformation
- Using feed-back processes to improve your own behaviour and to enable an effective cooperation
- Communication and cooperation in groups: development stages, conflicts and solutions

Rhetorik/Präsentation

- Planung/Aufbau einer Rede: Höreranalyse, Stoffsammlung und -auswahl, grundsätzliche Gliederungsmethoden, Grob- und Binnenstruktur der Redeteile, verbale Gestaltung
- Aufbau und Erhalt des Hörerkontakts, Formulierung von
- Redezielen, Argumentation (Funktion, Tendenzen, Strategien), Apell- und Lenkungsstrategien, Zuhörerführung
- Überleitung zum Dialog/der Diskussion: Strategien zum Initiieren von offenen Gesprächen, Zuhör- und Fragetechniken, Mitgestalten von Diskussionen und grundlegenden Fertigkeiten der Moderation
- Umgang mit besonderen Situationen: Redeangst, Lampenfieber,
- Störungen, schwierige oder aggressive Personen

Rhetoric/Presentation skills

- speech planning and composition: listener analysis, collection and selection of material, basic structures of speech, macro and micro structures, verbal design
- establishing and maintaining listener contact, defining objectives, argumentation / reasoning (functions, tendencies, strategies), strategies for appealing and guiding
- managing special situations: speech anxiety, stage fright, interferences, coping with difficult or aggressive persons et al.