



Overview workshops in English

Course	Title/Topic	Preparatory work	Instructor	Description of course contents	Information about the instructor
Course 5	Negotiation for results	To bring to the workshop: description of one or two examples of negotiation situations by filling out the matrix on page 3	Silke Weigang créono management skills	Page 2	www.creono.com
Course 6	Scientific Publishing for Natural Scientists	Please send your papers in preparation or already published to Dr. Ascheron by November 1st: to e-mail: Claus.Ascheron@Springer.com to post: Dr. habil. Claus E. Ascheron Springer Science+Business Media Physics Editorial IV Executive Editor Physics Tiergartenstr. 17 69121 Heidelberg	Dr. Claus E. Ascheron Springer Science+Business Media Physics Editorial IV Executive Editor Physics	Page 4-6	Page 7
Course 7	Job Applications in English (USA, Great Britain, Australia)	Please send minimum your CV in English, optionally also a cover letter and the description of a job of your interest (this doesn't have to be a real application) to Ms. Edmunds by November 5th: e-mail: bronwyn@melta.de	Bronwyn Edmunds LMU jobline	Page 8-9	Page 10

Course 5: Negotiation for results

Silke Weigang, www.creono.com

While exploring this programme, participants will learn to

1. prepare for, conduct, and close a negotiation
2. be familiar with common tactics and specific strategies, which help to build trust and maximize value for both sides
3. evaluate their own performance working with individual case studies
4. improve their skills as a successful negotiator

Preparatory work for November 16

each participant is asked to please bring along

a short outline of a **negotiation situation already experienced**, preferably out of her/his business context (using the matrix on the next page)

Concept:

During the seminar participants will encounter the possibility to widely apply their previously acquired knowledge and experience. By simulating different situations and concrete negotiations, participants will strengthen their self-confidence to achieve both, realizing one's own interests as well as reaching common agreement with their specific counterparts.

Topics:

- understand basic types of negotiation concepts (traditional, Harvard Method)
- differentiate between the relationship and the deal, between perceptions and hard facts
- clarify and uncover all interests to create opportunities for mutual gain
- remain flexible and creative making use of various dynamics during the process
- develop a BATNA (best alternative to a negotiated agreement)
- deal with difficult counterparts and situations
- make use of self-evaluation and feedback after the negotiation

Approach

We work both, partner- and process-oriented. That means that participants are actively involved in the design and implementation of the training course. Examples used are based on practical experience of the participants and their daily business context.

Methods used:

5. Audio / video analysis
6. Checklists and feedback
7. Exercises and live simulations, case studies
8. Input and discussions
9. Group work

Negotiation Analysis - Matrix

Please think of *one or two* negotiation processes, which you carried out yourself or which you observed – they might have been *successful or a failure* in your eyes due to certain factors. Describe with some keywords what happened...

Please bring your written findings with you to the workshop.

(Current) situation	Who is involved	My interests / interests of one side	Interests of the other side	Background / difficulties	Actually negotiated agreement	Ideal agreement	Possible solutions / actions / lessons learned

Course 6: Scientific Publishing for Natural Scientists

How to Write a Good Scientific Paper and Submit It Successfully?

Dr. Claus Ascheron

The course consists of 6 parts:

- 1) planning the scientific career
- 2) the very instructive introduction to scientific writing
- 3) the exercises on the basis of publications of course attendees
- 4) the mainly informative parts on electronic publishing
- 5) the science citation index
- 6) the instructive part on preparing a PhD thesis

Preparatory work:

The participants are pleased to send their **papers (in preparation or already published)** to Dr. Ascheron **by November 1st:**

to e-mail: Claus.Ascheron@Springer.com

or

to post:

Dr. habil. Claus E. Ascheron

Springer Science+Business Media

Physics Editorial IV

Executive Editor Physics

Tiergartenstr. 17

69121 Heidelberg

Course contents in detail

Part 1: planning the scientific career

career planning

- Which career path to choose: the scientific or business career?
- How to find a postdoc position?
- Occupational mobility as a condition for finding a job
- Life planning, temporary positions
- Incorporating the relationship to your partner/family
- Application for a professorship

interview

- interview preparation
- adequate self-portrayal, identifying yourself
- typical questions and how to respond
- conception of future fields of activity

Part 2: the very instructive introduction to scientific writing

This course will be given by a physics editor of Springer-Verlag, one of the worldwide leading international publishing companies.

A careful introduction to scientific publishing is given together with detailed advice for researchers and advanced students on how to prepare good scientific papers. This instruction is also based on personal experience with the approach to scientific publishing in different countries gained as a visiting professor at various universities, in a two years' stay in Japan as a Professor of Kyoto University and at Australian National University, e.g. The topics discussed will be:

- Why is scientific publishing necessary?
- How important is scientific publishing for your academic career?
- Types of scientific publications
- Contents of scientific publications
- Steps to plan a scientific publication
- Writing style of scientific publications (short notes, original papers, review papers, books)
- Importance of proper references
- Structure of a scientific paper
- Survey of most appropriate scientific journals
- Problems of submission and acceptance of scientific papers
- Public and political influence on scientific publications

Part 3: the exercises on the basis of publications of course attendees

After having discussed these general aspects the technical details of preparing scientific publications will be taught.

There will be the opportunity to analyse and discuss publications of the attendees of the course and give detailed advice on improving the style. Every attendee should submit 1 or 2 typical publications. A selection of typical publications will be discussed. These publications should be critically read by the attendees before the course.

Critical reading should be done by having the following aspects in mind:

- Justifies the scientific content of the paper the publication?
- Is the discussion appropriate and understandable?
- Is the style good?
- Is the information of the figures appropriately commented in the text?
- Is the structure of the publication in the appropriate style?
 - (i) Introduction
 - (ii) Experiment/Theoretical Basis
 - (iii) Results and discussion, or: results, discussion
 - (iv) Summary/conclusions: Is this what is called conclusions really conclusions?Or other appropriate style
- Quality of the figures
 - (i) information content
 - (ii) size
 - (iii) strength of lines
 - (iv) size of characters
 - (v) optical design,
- References
 - (i) appropriate and important references
 - (ii) enough references?
 - (iii) style of citing,
 - (iv) own references

- Quality of the English

Part 4: Electronic Publishing

Since 1995 electronic publishing has become a new means for efficient and fast publishing, on pre-print servers and in electronic versions of scientific journals. Most of the important international scientific journals are available in electronic form, and many scientific books are offered in electronic form too. Useful new developments are alerting services, virtual journals, cross referencing, online-first journals, living books and paper-like displays.

The basics, methods, kinds and development of electronic publishing are presented. Detailed information is given on the efficient use of electronic information media and how to prepare electronic publications.

The critical question of pricing of electronic publications is also discussed.

Part 5: Science Citation Index

Topics discussed in the presentation are:

- Distribution of international publishing activities
- What can you find in the science citation index (SCI)?
 - Journals and other periodicals
 - Citations of papers
 - Most cited scientists
 - Citations of institutions, Countries
- How representative is the science citation index?
- What should the SCI measure?
- Distribution of citations
- Possible distortions of the SCI
- Is the science citation index the ultimate measure for the quality of scientific publications and of the work of a scientist?
- Is a true comparison of the quality of papers through the SCI possible?
- Subject variation in impact factors
- Individual influences
- Time dependence of referencing

Part 6: Preparing a Ph D thesis

Detailed instructions on preparing a Ph D thesis are given, including choosing the topic, organisation of the work and writing the thesis.

CV of Dr. Claus Ascheron

Personal Data

Address: Blütenweg 8a, D-69198 Schriesheim, Germany

Date of Birth: 21.8.1952

Nationality: German

Place of Birth: Werdau

Name of School: Leibniz-Schule, 1960-1967

Name of higher School: EOS Leibniz, 1967-1971, leaving exam 1971

University Education

Bachelor Degree Physics, Leipzig University, July, 1973

Master of physics Degree, Leipzig University, October, 1975

PhD, Leipzig University, Physics Department, February, 1980

Habilitation (second and higher Doctors Degree), Leipzig University, December 1986

Scientific Career:

1975-1980 Research Assistant at Leipzig University, Physics Department

1980-1989 Assistant Professor at Leipzig University

1989-1993 Associate Professor at Leipzig University

1992 Visiting Professor at Australian National University

1993-1995 Full Professor at Kyoto University

since 1995 Executive Editor Physics at Springer-Verlag

Teaching Experience

1980-1988 Basic Physics course

1989-1992 Radioactivity and Ion Beam Physics course

1993-1995 Semiconductor Physics and Ion Beam Methods courses

since 1996 courses and lectures on Scientific Publishing and Scientific Presenting
and related topics

Prizes and Publications

- Gustav Hertz Award of the German Physical Society, February 5, 1980

- about 120 papers in international scientific journals

- about 100 talks at international conferences including invited and plenary talks

- 2 books

Course 7: Job Applications in English (USA, Great Britain, Australia)

Bronwyn Lee Edmunds

Preparatory work

Please send **minimum your CV** in English, optionally also a cover letter and the description of a job of your interest (this doesn't have to be a real application) to Ms. Edmunds **by November 5th:**

e-mail: bronwyn@melta.de

Course description

Friday

16.30 – 18.30

Ice breaking activities; getting to know one another
Outline of workshop; what skills will be taught and what we hope to achieve by the end of the workshop

Saturday

9.00-10.30

Establishing your job search criteria
Focussing on job searches and what type of job you want
Job searches; available media and time efficiency (*it would be useful for students to have their own computers and practice using different job search websites*)

15 min break

10.45-13.00

Talking about previous work experience and personal and acquired skills
Understanding job advertisements

Lunch

14.00-16.00

Developing a good CV Do's and Don'ts when writing a CV
Differences between British and American CVs
How to make your CV stand out from the rest

15 min break

16.15-18.00

Writing a cover letter Do's and Don'ts when writing a cover letter
Differences between British and American style
How to capture the readers attention

Online applications Filling out forms, understanding difficult questions

Sunday

9.00-10.30

Telephone skills When is it necessary to call
Dealing with unexpected calls
Identifying yourself, getting through and ending a call
Spelling, saying numbers and symbols

15 min break

10.45-13.00

Interviews
Interview preparation Appearance
Phases of an interview Introductions
Small talk
Core interview questions (typical questions and how to respond)
Ending the interview

Lunch

14.00-15.15

Role-play preparation Students will be assigned characters (either interviewer or interviewee) and divided into groups based on these characters. They will work together using given information about these characters to prepare for an interview

15 min break

15.30-17.00

Interview role-plays

Feedback and discussion

CV of Bronwyn Lee Edmunds

Blutenbergstr. 87 R.G.B 80634 Munich

Mobile: +491609 2388 699, email: muntedbron@hotmail.com

Nationality: British/Australia

TEACHING EXPERIENCE

Oct 06 – Present Jobline, applications in English

Ludwig Maximilians University, Munich

- Coaching students in necessary skills for applying for positions in English speaking countries
- Teaching jobsearch, telephone and interview skills in intensive workshops
- Online tutoring and feedback for necessary job application documents

Oct 06 – Present Inlingua, School for languages, Munich

Oct 06 – July 07 FFP, faculty for language training

Ludwig Maximilians University, Munich

- General and Business English

Sept 06 – Aug 07 Cambridge Institute, Munich

Sept 06 – June 07 Language and Communications, Munich

Oct 05 – July 06 Club Ivy Language School, Madrid

Dec 05 – July 06 Thamesis Language School, Madrid

EDUCATION AND TRAINING

Oct 06 Two week training course in the specific teaching methods of Inlingua

2006 **TEFL** Certificate, Bridge-Linguattec language services

2001 - 2004 UNIVERSITY OF WESTERN AUSTRALIA
Bachelor of Science in Animal Science

Received first class honours