

Research Team Management Training Course

Schedule 2 Days

DAY 1		DAY 2	
	SESSION 1: Setting the Frame	09:00	Flashlight / Programme
09:00	Welcome and short presentation of trainers		Session 6: Managing the Work Process
	Introduction	9:30	Setting goals: Intro
	Sociometry: Visualizing different subgroups	9:40	Formulating a goal + evaluation
	Course objectives, schedule, rules & roles	10:20	☑ Coffee break
09:35	Expectations / Contracting	10:40	Setting priorities (Covey)
	SESSION 2: Basics of Process Management	11:10	Proactive management
10:05	Process management / Leadership roles	11:20	Setting priorities: Short exercise
	Questionnaire: Task, individual, team orientation	11:40	Delegation: Intro
10:30	☑ Coffee break	11:55	Delegation: Exercise + debriefing
10:50	Discussion of results	12.40	I language: Demo + evaluation
	SESSION 3: Basics of Communication	13:00	✂ Lunch
11:00	Transactional analysis: Intro		SESSION 7: Conflict Management and Negotiation
11:35	TA exercise: Every day transactions	14:15	Warm-up: Clapping exercise
12:00	TA interactions exercise	14.25	Appreciative Confrontation: I language
12:35	Debriefing	15:15	Win-win-strategy / Harvard Concept
12.45	✂ Lunch	15:50	☑ Coffee break
14:00	Warm-up: Clapping exercise		SESSION 8: Recruitment
	SESSION 4: Key Communication Skills	16:05	Recruitment: Intro
14:10	Input: Iceberg model	16:30	Preparing a job profile
14.35	Active listening: Demo + evaluation	16:40	Mini roleplays + feedback + evaluation
15:00	Typical behaviours, feelings, needs	17:15	Preparing indicators + questions
15:15	☑ Coffee break	17:45	Structured job interview: Intro
15:30	Active Listening: Listening circle + exercise	18:00	Mock interviews
16:30	Debriefing	18:30	Workshop closes
	SESSION 5: Team Development		
16:55	Tuckman's team stages		
18:00	Debriefing, lessons learned, action plan		
18:30	✂ Dinner		