

## **Online-Seminar for Group Leaders in Science**

### **Managing your tasks, your time, your team**

### **How to Get Your Own and Your Team's Work Done**

### **by Great Leadership**

2-Days-Seminar, Nov 7 & 8 2024, 09:00 - 17:30

Designed & conducted by Dr. Matthias Mayer – [www.youngscientistsacademy.com](http://www.youngscientistsacademy.com)

#### **Target Group**

For up to 12 group leaders in science.

#### **Your Benefit**

In this seminar you will be introduced to the three important areas of work organization:

- 1) Self-Leadership – to be effective as a leader and to serve as a role model
- 2) Optimization of Structures – to save resources, time and nerves.
- 3) Team-Leadership – to successfully accomplish goals with motivated team members

We will look at case studies and discuss your individual scenarios. You will reflect your own behavior and receive concrete, actionable suggestions. You will see how positively this will influence the work organization and motivation within your team!

#### **Goals**

- You are aware of the most valuable strategies in the three areas
- You reflect on your own situation
- You leave this seminar with directly applicable, valuable inspirations for change

#### **Content**

##### **1) Lead and organize yourself**

- Be a role model
- Set clear goals and priorities
- Use your time responsibly
- Concentrate on the essentials
- Master your inner state, lead with Charisma

##### **2) Establish optimized structures and processes**

- Improve core processes
- Define standards
- Visualize information
- Clarify tasks and responsibilities
- Establish a supporting order

##### **3) Lead your team well**

- Motivate your team – is this possible?
- Delegate successfully
- Give and invite for feedback
- Lead by goals, praise & criticism

#### **Methods**

Single-, partner-, and group-work, cases from participants, trainer input, small exercises, self-reflexion, exchange with other participants, discussion in plenum. Very interactive online seminar, use of breakout sessions, as participant you are actively involved.