



You are a
PreDoc student and
want to develop your
project management
skills?

TU Austria Summer School Doc+
26 – 30 August 2019, Graz

TU Austria: In 2010 the three Austrian Universities of Technology – the Vienna University of Technology, the Graz University of Technology, and the Montanuniversität Leoben – founded "TU Austria". This association, which focuses on the field of science and engineering, has more than 46,500 students, 5,500 graduates and 9,600 members of staff. The TU Austria universities join forces and use synergy effects in order to accomplish more in research, teaching and higher-education policy and to be convincing as a strong partner in the industrial and economic sectors with their cumulative expertise.

TU Austria Summer School Doc+ Program

TU Austria Summer School Doc+ offers a great opportunity to develop project management skills over five days. Additionally, you will increase your team skills and benefit from exchanging information and experiences with fellow students from the TU Austria universities.

Target group: PreDoc students from the three Austrian universities of technology (TU Wien, TU Graz, Montanuniversität Leoben)

The Program consists of two parts as described below. The working language is English.

➤ Teambuilding

Content:

Through team exercises and group work in an outdoor setting as well as theoretical input indoors you will get to know each other better and create an improved base for collaboration. You will learn about several aspects that play an important role in the work of project teams:

- The optimum make-up of teams
- How to get a new project team ready to work and perform well
- Become aware of your personal skills and strengths
- Get to know and reflect on your personal role in project teams

What we will do:

- Get to know each other better
- Become familiar with theories on the set-up of teams (Belbin), on team management (Goleman), and with criteria for successful team work in projects
- Identify our own roles, strong points, and areas for development
- Establish a good collaboration base during TU Austria Summer School Doc+

Course leader: Mag. Thomas Tockner, www.metablick.at
systemic coach; outdoor trainer; project management of internal projects

Date: 26 August 2019, 9:00 – 17:00

Location: Indoors and outdoors at *Bildungshaus Mariatrost*,
Kirchbergstr. 18, 8044 Graz (reachable with Tram 1 to end station “Mariatrost”)

Detailed information about the location and how to get there will be shared in advance.

➤ Management of (Research) Projects

Content:

“Management of (Research) Projects” offers the opportunity to develop a project management toolkit and to expand your individual skills in this area of project management. The focus is on the application of project management methods in research projects, while the overall practical relevance for project management serves as the guiding principle. Please note that you will not be dealing with the formulation or submission of research proposals.

The contents in detail are:

- Project definition, project management, dimensions of project management
- Project initiation, project boundaries and project context
- Project management methods: objects of consideration, project objectives, work breakdown structure, project schedules, project resources & costs
- Project stakeholder analysis
- Project roles in (research) projects, project communication, project culture
- Designing a project management process: starting -- controlling (process and methods, project status reports) -- leadership in projects (teamwork, diversity, coordination) -- conclusion of projects
- Social competences for (research) projects

What we will do:

- Acquire know-how to manage (research) projects
- Develop skills to design the project management process
- Apply project management methods to your real (research) projects
- Exchange individual experiences and networking

Course leader: Mag. Lorenz Gareis; managing director of Roland Gareis Consulting GmbH (www.rolandgareis.com); considerable experience as a consultant, trainer and project manager at national and international level

Dates: 27 August to 30 August 2019, 9:00 – 17:00
(on the last day only until 16:00)

Location: TU Graz, Inffeldgasse 13, room “HS i8” (ground floor), 8010 Graz

> In the context of “Management of (Research) Projects”, participants will take part in a **guided tour** in the **Laboratory for Innovation** (Institute of Innovation and Industrial Management, Inffeldgasse 11, Graz) and also a **Fireside Talk** with **TU Graz Vice Rector Horst Bischof** on the subject “*How much management do research projects need?*” on the afternoon of 28 August (until ~18:00).

Application:

Applicants must submit a motivation letter, answering the following questions:

- Why would you like to participate in the TU Austria Summer School Doc+ focused on project management?
- How do you see the importance of project management for your future work?
- What experience have you had so far with project management? Have you already completed projects independently or are you at the beginning? Can you describe your own role in the project?

The motivation letter (1-2 pages) should be submitted in English and must be received no later than **2 June 2019**. Please send the document to the contact person at your university.

> Please note that the number of participants is limited.

Dates & Location:

26 – 30 August 2019, Graz

Accommodation:

The following two hotels are recommended if you need overnight accommodation. Please book the room yourself, costs will be covered by your university. *Tip:* When booking, state that you are guest with TU Graz to receive a more affordable rate.

Hotel Daniel ***

(location: next to Central Station)
Europaplatz 1, 8020 Graz
+43 316 703 400
reservations@weitzer.com
www.hoteldaniel.com

Hotel Star Inn ***

(location: next to TU Graz, Campus Inffeldgasse)
Waltendorfer Gürtel 8-10, 8010 Graz
+43 316 826300-0
graz@starinnhotels.com
www.starinnhotels.com

Costs:

The respective university will assume the costs for TU Austria Summer School Doc+ as well as accommodation, arrival, and departure (public transport only). For details please speak to the contact person at your university.

Contact persons:



TU Wien

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TU Graz

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Montanuniversität Leoben

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