A- Mastering the Application Process:
This workshop aims at increasing the participants’ ability to identify job opportunities for themselves and search the best sources. A “CV clinic” will allow students to improve and fine-tune their application materials. They will learn how to best prepare for interviews and in mock-interviewing sessions they will rehearse how to give good answers to tricky questions.

B- Leading Yourself:
this is a 2-day intensive workshop in which students will learn better ways to lead themselves. It includes getting to know themselves and their personality preferences better, understanding what drives them, and what their values are, finding more effective ways to deal with emotions, and how to change behaviors and mindsets that hold them back. The workshop is highly interactive, including group work, self-reflection and exercises. Time and stress management as well as insights about job satisfaction and happiness are also important topics of this workshop.

C- Leadership:
This workshop will explore “leadership” through various lenses. It takes a close look at the concepts of leadership, followership, influence, power, and authority. Additional topics covered are: types of leaders, communicating as a leader, influencing techniques, decision-making, leadership and talent development, the leader as a coach and mentor.

D- Team work:
Being able to work effectively in teams is a vital skill in any contemporary professional environment. This workshop takes a close look at the basic concepts of team management. What makes a team successful, focused and keeps its members motivated? Which structures and processes need to be put in place for teams to be effective? How can individual team members contribute to the success of the team? In addition, the typical team development journey, meeting management, and managing conflict will be explored.

E- Essentials of effective communication:
The learning goals of this workshop include: giving and receiving feedback, handling conflict, creativity techniques, creating communications strategies. Students will gain a deeper understanding of communication challenges, structuring optimal responses, and using various techniques for engaging audiences, and delivering messages. The workshop will be highly interactive, with lots of exercises, working in small groups and pairs.

F- Negotiation skills:
Cooperation and negotiation become increasingly important. In this workshop students will develop their skills in two dimensions of negotiations: First, negotiation analysis - how can I optimally prepare myself for a negotiation? What tools can I use to find ideal solutions? How can I improve the results that I get? Second, interpersonal skills: How can I build trust with my negotiation partner? How I get to a better understanding of what my negotiation counterpart actually wants? How can I communicate better what I want? Using role plays and simulations, students will learn the core elements of successful and results-oriented negotiations based on the Harvard Principles of Negotiations.
**G- Project management:**
Workshop participants will get a good understanding of project management basics: phases of a project, typical roles and tasks during a project. Structured problem-solving as an important part of the project work will be covered in interactive exercises as well; it includes defining a problem, understanding the solution space, prioritizing key levers, translating activities into an analysis plan and a work plan, monitoring and controlling projects for quality, costs, and time.

**H- Public Speaking and presentation skills:**
An important element of success in the professional world - inside and outside academia - is the presentation of ideas, insights, and recommendations to various audiences in a structured, persuasive and compelling way. This workshop offers students frameworks for structuring content and tailoring it for presentation to specific audiences. The workshop build on effective techniques of top-down communication ("pyramid principle"), and helps participants to learn to tell stories that persuade the heart as well as the head. The workshop will be highly interactive and students are asked to speak in front of each other and give active feedback.

**I- Working with the editor:**
In this workshop students will gain a deeper understanding of bringing their ideas to the public. Scientific and non-scientific writing and publication are explored, covering a range of topics: choosing the right outlet for a topic, identifying publishing opportunities, prioritizing the outlets strategically, designing a publication strategy, reaching out to editors, pitching your topic, and incorporating feedback.

**J- Event organization and management:**
This practical workshop will focus on how to organize scientific or non-science-related events, like conferences or workshops. It will cover topics like: identifying and fine tuning the theme of the event, clarifying the target group, budgeting, securing the funding, getting the right partners on board, creating an arc of suspense and a good flow of the program, using innovative formats to engage audiences, mastering logistics, and managing your speakers.