



The Luxembourg Institute of Science and Technology (LIST) will be holding an event for young researchers on June 28th 2019 called EuroCVD 22 – Baltic.

For this event, you have asked us to propose 3 different soft skills training sessions for your young researchers to participate in. These sessions will be held between 13:30 and 19:00. There will be a 30min coffee break as well as a few short pauses between the training sessions.

The topics for the training sessions you have selected are the following :

- Creativity: Make your Ideas Thrive
- Self-efficiency
- Facilitating meetings

We are very extremely honored by your request and pleased to present to you our training offer.

After discussing this opportunity with you and our experts, we have concluded that the best approach would be to divide the number of participants into 3 groups of 10 participants. Each group will attend 3 training sessions of 90 minutes. Hence, there would be 3 training sessions going on at the same time and the groups will rotate from one session to the next. Each session will be facilitated by an expert on the subject matter. By dividing the groups into a more manageable number of participants, the experts will be able cover more points AND make their training session as interactive, engaging and relevant as possible.

In this offer you will find an overview of objectives and contents of the 3 training topics you have selected.

Content of the training programme

Creativity : make your ideas thrive

innovation

At the end of the workshop, participants will be able to:

- Define creativity
- Give examples of creative approaches
- Run creativity moments for themselves or in a team
- Describe the steps to turning ideas into actual actions

90 min

Content:

The whole workshop will be an opportunity for participants to apply creativity to generate their personal fact sheets about creativity. Not only will they learn about creativity but they will also apply and use some creativity key principles.

- 1. Creativity and how it develops** – approx. 20 min
Using business cases («in the way of...»), participants build a fit for all definition of what creativity means.
- 2. Creativity and ideation techniques** for individuals and groups - approx. 20 min
Participants will perform a treasure hunt on recognised and reputable creative techniques.
- 3. Overcoming thought patterns and presumptions**– approx. 20 min
Participants will build a wall sized mindmap of barriers that prevent creativity.
- 4. Developing ideas** into concrete solutions, projects, visions/roadmaps – approx. 20 min
Starting from factual examples listed on a card set, participants explore easy techniques to turn ideas into tangible impact

Content of the training programme

Self-efficiency

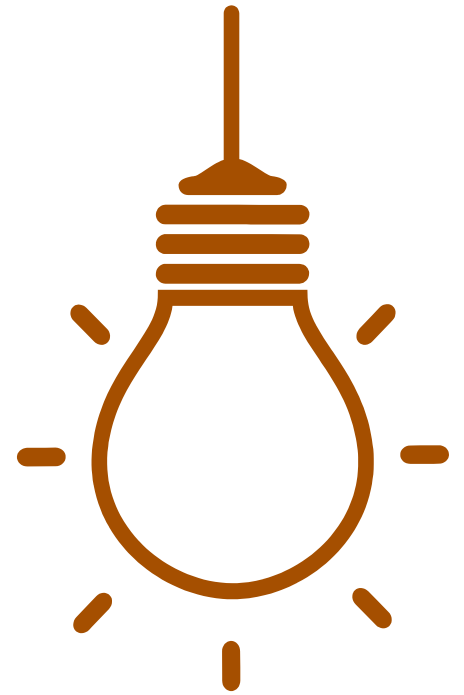
At the end of the workshop, participants will be able to:

- Prioritize their work according to their core purpose in the organization
- Understand where they need to use their energy in this core
- Master the tools around them so they work for them, not against them
- Secure habits that save time
- Implement a routine where efficiency is needed

90 min

Content

- Defining core purpose at workplace
- Inventory of Tasks – where, how & when
- 3 Healthy Habits
- Core Folder Structure
- Outlook tools to increase efficiency



Content of the training programme

Facilitating meetings

90 min

Content

At the end of the workshop, participants will be able to:

- Answered “What makes a meeting effective?”
- Developed a personal checklist for effectively preparing to facilitate a meeting
- Met some creative approaches to maximizing your meetings
- Addressed challenging situations in meetings
- Acquired practical tools and techniques

- The good, the bad and the ugly – analyzing experiences
- Applying «the Purpose Pyramid» to your meetings
- Embracing roles and responsibilities
 - Before the meeting
 - During the meeting
 - After the meeting
- 7 tips for building an effective agenda
- A brief tour of creative techniques (Pecha Kucha, Thinking Hats, Talking Sticks and Conflict Mining)
- When things go wrong ...