**Career Booster UMC Utrecht**

Masterclass 1 20 & 21 april  
12 & 13 mei

**Dag 1:**15.30 – 19.00 **Introductie, kennismaking en leerwensen**

Voorstellen zelf en andere trainers  
Doel van de cursus  
Actieve inzet/je moet het zelf doen  
Lege map, zelf vullen en indelen  
Vertrouwelijk

Programma doorlopen

Kennismaking met elkaar en leerwensen SKILLS KAARTEN

Noem eén sterk en één ontwikkelpunt

16.30 Korte pauze

16.45 **Time management 2.0,** Managing the inbox (Tony Crabbe)  
Teken op het bord

**De Eisenhower matrix** EISENH MATRIX

Deel schema uit en leg urgent en belangrijk uit.   
 Vraag aan iedereen om voor zichzelf in elk kwadrant minstens één activiteit van de afgelopen week op te schrijven

Inventariseer op bord. Bespreek wat de opties zijn als je merkt dat je vaak tijd  
tekort komt. Begin bij 4 en werk naar 1.

1. Had ik dit eerder kunnen doen?

2. Hier wil je je op concentreren

3. Moet ik dat wel doen, kan iemand anders het doen?

4. Niet doen

Zorg dat je altijd zoveel mogelijk bezig bent met de dingen die voor jou belangrijk zijn op de lange termijn, dus voordat ze urgent worden.

Laat iedereen opschrijven wat ze kunnen verbeteren (Portfolio?)

17.30 Snack

18.00 Formuleren werk-gerelateerde doelen in 3-10 jaar  
A.d.h.v. vragenlijst doelstellingen laten formuleren DOELSTELLINGEN

Schrijf op wat je over 3 - 10 jaar graag zou willen

Geen censuur. Lekker hoog inzetten. Je moet er een goed gevoel bij krijgen.

Wat jij belangrijk vindt, niet wat anderen bel. vinden.

18.45 In duo’s buiten wandelen en bespreken (walkie-talkie)

19.00 Diner

**Dag 2:**

9.30 Bespreken waarden en drijfveren KAARTJES?

Koppelen competenties, waarden en drijfveren aan werk-gerelateerde doelen

10.30 Why networking. Discussion. WHY NETWORKING

11.00 Pauze

11.15 Bedenk met wie je een netwerk gesprek zou willen houden  
Bedenk je introductie voor het gesprek

11.30 Oefenen Netwerkgesprek in twee groepen  
(evt. aantal plenair)

NETWORK INTERVIEW

12.30 Lunch

13.30 **Middag in 2 subgroepen  
  
Beslissingen in teamverband**

Consensus oefening WILDERNISSPEL

Korte nabespreking plus antwoorden

14.00 NASA uitleg plus laten spelen INSTRUCTION NASA GAME

Twee groepen

14.25 Goede oplossing geven

1. Rondje maken: Hoe vond je dat de groep het deed, en wat vond je van je eigen bijdrage. Eigen observaties geven.

Model voor goede besluitvorming bespreken

Verschillende aspecten van groepsbesluitvorming bespreken

(inhoud, procedure, interactie)

Verschillende aspecten van procedure bespreken

(stemprocedure, voorzitten, tijdindeling, agenda, notulist, …)

15.00 Pauze

15.15 Wat kan je verbeteren in je eigen werkbesprekingen?

15.30 Communicatieoefeningen en beïnvloedingsstijlen

16.15 Plenair  
Huiswerk: Netwerkgesprek voeren, afspraak loopbaangesprek met leidinggevende plus communicatie-actie.

Start portfolio PORTFOLIO

Evaluatie GOOGLE FORMS LINK

Intervisie 10 mei  
 25 mei  
9.30 – 12.30 uur of 13.30 – 16.30 uur.

Masterclass 2 2 juni  
 16 juni

9.30 **Onderhandelen**

Onderhandelspel OPDRACHT KNIP & PLAK  
 KNIP & PLAK SPULLEN

10.15 Pauze  
11.00 Bespreking onderhandelstrategieën :

Inventarisatie middelen zelf

Inventarisatie middelen anderen

Taakverdeling

Communicatiestijlen

Tijdmanagement

Atmosfeer

Creativiteit

Samenwerking andere groepen

Vals spelen

Vastleggen afspraken

Bespreking Harvard-theorie ONDERHAND. UITG.PT

11.30 Zelf indelen dominante type persoonlijke stijl CONFLICT HANT OPDR

Conflicthantering 4 STIJLEN CONFLICT

Bespreking voor- en nadelen

In welke situatie, welke stijl?

Keuzegesprek voorbereiden en oefenen

12.30 Lunch

13.30 Oefenen met acteurs (2) in 2 subgroepen

16.30 Deelnemers formuleren hun eigen huiswerk in de vorm van een aantal concrete acties voor de komende weken.

16.50 Evaluatie GOOGLE FORMS LINK

Masterclass 3 13 oktober  
 3 november

9.30 - 12.30 Bepreken huiswerk

Bespreken portfolio

Gastspreker(s) van het UMC Utrecht: Career opties

Maken actieplan met SMART(IES) acties SMART(IES)

13.30 – 17.00 Deelnemer interviewen elkaar over   
voortgang en toekomstige acties

Maken certificaat CERTIFICATE

Presentaties Actieplannen

Evaluatie GOOGLE FORMS LINK

**Answers wilderness Survival Game**

Here are the solutions to the situations from ‘Surviving in the wilderness’. These answers have been taken from a course about surviving in the forests, given by the Monroe Country Parks Department, New York State.

1a. Call ‘help’ in a deep voice – Deep tones carry farther in a thick forest. There is a greater chance you will be heard if you shout in a loud but deep voice. High tones carry farther in an acoustically ‘poor’ environment, such as bare mountain tops and at sea. The word ‘help’ clearly conveys to your fellow travelers what you need. Yelling or screaming would not only quickly make you become hoarse, it could also, like whistling, be mistaken for animal sounds if your friends are far away.

2a. Make a lot of noise with your feet – Snakes are scared of people and will do anything they can to get away. Unless you accidentally corner a snake, there is a very good chance you will never see even one snake. Most snake species have poor eyesight, but are sensitive to vibrations (stamping feet!). Some snakes look for food at night. So there is a chance that you may step on a hungry snake at night, as well as twisting your ankle in the dark.

3c. Place a small piece of the plant on your lower lip for five minutes: if it seems okay, try to eat little bits of it – The best option, of course, would be to only eat plants that you know are safe. If you are in doubt and terribly hungry, you can try the lip test. If the plant is poisonous, you will have a very uncomfortable sensation on your lower lip. Red berries don’t say much either way about the edibility of the plant. Birds have a different digestive system, with a much shorter intestine, so that poisonous substances (such as seeds) will not be absorbed by their bodies.

4c. Drink as much as you need, when you are thirsty – The danger here is dehydration. Once that starts, your liter of water won’t be able to do much to stop it. Saving it or rationing it will not help much, especially not if you are unconscious with sunstroke or dehydration. So use your water as you need to, and look for water sources.

5c. Digging at the outer edge of a bend in the riverbed – This is where the river runs fastest and is the least silted and the deepest. This is also the last part to fall dry, so you won’t have to dig deep here. Why would you dig up roots if you cannot get water out of them? Moreover, the water level in the ground is lower around shrubs and trees.

**NASA assignment: The key**

matchbox 15 You cannot use matches on the moon, there is not enough oxygen.

tinned food 4 Necessary daily food ration.

nylon rope 6 Helpful for transporting wounded and for mountain climbing.

parachute silk 8 Protection against the fierce sun.

heater 13 Only helpful when you are landed at the dark side of the moon.

2 pistols 10 Maybe they can be useful by constructing an apparatus for transportation.

powdered milk 11 Food, mixed with water it is drinkable.

oxygen tanks 1 You need to breathe.

moon map 3 One of the most important objects to decide on your direction.

rubber boat 9 CO2 bottles can be useful for transportation; boat can be used as an

insulated emergency area for ill of wounded crewmembers. They can be left there, and picked up later.

compass 14 There is no magnetic field similar to the earth so it is useless.

20 l water 2 Necessary to survive: addition of the water loss due to transpiration

rockets 12 Can only be used with enough oxygen in the atmosphere.

first aid kit 7 Pills and injections are useful to treat wounds etc.

transmitter 5 for transmitting S.O.S. signals probably also for transmission to the

mother ship

**Why networking?**

"Science is politics," says **Alexander Heyl**, a genomics researcher at the Max Planck Institute in Berlin, Germany. And networking is part of the politics. "Networking is important because it keeps you current in your field and makes you aware of what others are doing and what are the opportunities out there."

It’s not just finding a better job and not just about networking with people higher up in the hierarchy.

For instance your peers are:

* going to hire you later,
* going to review your papers
* and your grant proposals

And furthermore you want to network because:

* you are seeking collaboration
* looking for exchange of information
* being asked as a board member (side jobs)
* panel discussions

**What is networking and what isn’t?**

It’s not about selling yourself but it’s actually much more like building relationships, friendships. An evening like this is an excellent networking opportunity, as long as you don’t just talk to the people you already know very well.

Quote from a CEO recruiting company, specialized in the Sciences

*"Networking isn't about marketing, it's just about staying in touch with people and offering to help them. Eventually they'll offer to help you."*

But on the other hand it’s also not all coincidence; it’s somewhere in between.

**selling networking coincidence**

need to know nice to know don’t know

circulate meet people stay alone

take / get offer / give don’t exchange

keep contacts share contacts what contacts?

expose yourself be interested don’t talk to strangers

against the other collaborate alone

win - lose win – win loose (maybe win)

attached in contact detached

**Tips for networking**

1. Join a club or branch organization

2. When going to a conference, decide beforehand who you want to speak to

3. Have your own ‘one minute story’ ready

4. Be generous to others: bring people together

5. Be yourself; don’t fake

6. Never critique other people while talking to someone

7. Write some topics you’ve discussed on the back of business cards

8. Keep in touch; maintain your network

9. Evaluate your contacts twice a year

**Network interview**

**Networking is exchanging information on a certain subject  
  
Networking is doing research**

**Networking is not applying for a job**

Have a clear introduction

Ask only for one hour

Do some research beforehand

Discuss the aspects you find important in an organisation/in work

Ask if a person with your skills would fit in this company

Have your own presentation (with good examples) ready

Ask feedback on your plans

How do they advertise for new jobs?

Ask if they know anybody else they would suggest you could interview

Have a resumé at hand if they would like one (with adress and numbers where to reach you)

Write a report of the interview (for your own administration)

**Make a network interview an interesting event for both parties**

**Nodig voor onderhandelspel**

Extra liniaal

Opdracht Knip & Plak (geplastificeerd)

Gevulde onderhandelingsenveloppen

Envelop 1: Schaar, liniaal, 2 potloden, 2 vellen geel  
Envelop 2: Schaar, nietmachine, 4 vellen rood, 2 vellen blauw  
Envelop 3: Plakband, 3 vellen groen, drie vellen oranje

Envelop 4: 3 vellen wit, 1 vel rood