



PROJECTMANAGEMENT

Basic principles for project experts



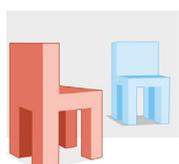
Methods and skills for project management

Project management plays an important role in the globalized world; projects become more complex and more international. Projects facilitate fast and flexible reactions to changing market situations or requests for organisations. The key challenge besides project coordination and organization is communication.

Projects in scientific or expert environments are subject to different rules than economical projects. They are generated from unanswered questions rather than from economical needs. Scientific projects vastly do not create consumer products but reveal new findings, new methods or concepts.

Deployment of professional tools, as applied in industry, support objective attainment, effective project control, risk reduction and structured communication. The challenges are to adjust techniques and methods from project management to the demands of expert organisations.

This workshop conveys basic project management knowledge, methods and competencies. Practical exercises provide an insight in the deployment of project management tools. Additionally the roles and responsibilities and the skills set of a project manager will be outlined.



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

TOPICS

Project management in science and industry: similarities and differences

Particular challenges in expert organizations

Principles of project planning and controlling

Deployment of project plans

Project leadership: roles, responsibilities, skills

Traditional vs. agile project management: opportunities and limits

Toolbox: techniques and methods of project management

LEARNING OUTCOME

Understanding and applying positive effects of a structured project planning

Knowledge of the opportunities and limits of project management

Application of methodical project management skills

OPTIONAL: PROJECT REVIEW. *Follow-Up day for the individual assessment during project flow.*

The project-review-day builds up on the basic course and offers participants the opportunity to work focused on their own projects, to discuss individual questions, identify possible pitfalls and to develop solution approaches.

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



PROJECT LEADERSHIP

Intercultural leadership skills for project managers



Leadership competencies for cross-cultural and international working environments

Cross-border project management is a rising demand in international and interdisciplinary cooperations. Interculturality is key to align and agree success factors, communication principles, cultural values and behaviours in international teams.

Intercultural leadership skills enables to master these special challenges resulting from internationality and interdisciplinary. A comprehensive understanding of intercultural leadership, communication and values are essential to keep projects on track. Intercultural leadership competencies support in identifying resolving issues in cross-cultural cooperation, communication and mutual understanding.

This workshop bases on your existing leadership skills and enhances them with an intercultural component. Reflection units and practical exercises will demonstrate how to adopt and deploy methods and interventions flexible to current needs.

TOPICS

Roles, responsibilities and skills in intercultural project management

Areas of deployment: individual intercultural leadership competencies

Complexity of intercultural projects and stakeholder management

Intercultural communication: managing differences, discussions, contradictions

Self-perception and conflicts in multi-cultural project management

Skills development: from empathy to persistence

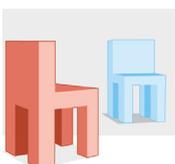
Toolbox: Leadership and intervention techniques in cross-cultural working environments

LEARNING OUTCOME

Understanding challenges of cross-cultural project leadership

Reflection of own leadership understanding

Enhancing intercultural leadership skills



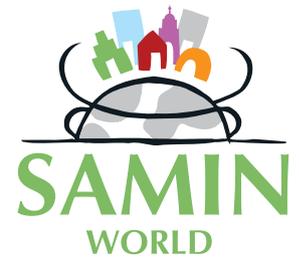
SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



CROSS-CULTURAL TEAMWORK

Facilitating collaboration

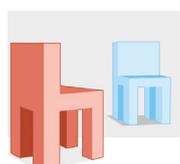


Facilitating cooperation in intercultural projects and virtual settings

Cross-cultural teams can achieve crucial benefits in knowledge and innovation, presumed a trustful and open communication culture is effectively established. However, effective collaboration in teams composed of people from diverse and versatile cultural backgrounds, disciplines, mindsets, working and thinking styles is challenging and can easily cause frictions and tensions within a team.

Different understanding and perspectives on commitments as well as collaboration through different time zones or languages provide special challenges for teams. Working styles in cross-cultural environments often develop their own dynamics, that are hardly predictable and not easy to manage. A flexible skillset of leadership and intervention methods provides crucial impulses for better cooperation and supports to remain focused on common goals and objectives.

This workshop supports in establishing methodological impulses for a constructive collaboration in cross-cultural and virtual working environments.



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

TOPICS

Phases and cultural dimensions
in collaboration

Typical challenges and conflicts
in cross-cultural teamwork

Establishing standards and agreements for
a successful collaboration

Promoting confidence and trust,
strengthening relationships

Handling of differences, discussions and
contradictions

Critical roles and responsibilities
in collaboration

Cultural aspects
when using planning instruments

Coordination of knowledge management

Toolbox: methods and techniques for
cross-cultural collaboration

LEARNING OUTCOME

Understanding special working conditions in
intercultural and virtual teams

Assessing method knowledge for constructive
collaboration

Enhancing leadership skills in cross-cultural
project management

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



GROUP LEADERSHIP

Managing group dynamics



Establishing frameworks and moderating communication

Moderating working processes can pave the way to profound learning, creative thinking and collaborative work. Aims could be manifold like leading a discussion, joint elaboration of results, opening floor for reflection or supporting decision-processes. Group work opens room for exchanging knowledge, new ideas, synergies but also for arising disagreements, opposition, criticisms and feedback.

Relationships between participants, tensions and disguised conflicts could interfere in group dynamics and makes communication and moderation a challenging task. At the end, topics and content should be presented in a goal-oriented, understandable and visualized form.

This workshop aims to establish a method based setting for group collaboration, to understand group dynamics and not to lose sight of the central theme despite possible stressful situations.

TOPICS

Establishing frameworks for groups and topics

Responsibilities, roles, relationships, dependencies in group dynamics

Moderating discussions, differences, disagreements and contradictions

Reflecting roles, communication and stress patterns

Interventions and suitable action possibilities during groupwork

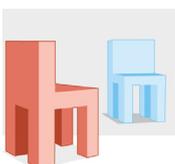
Toolbox: moderation and coaching techniques

LEARNING OUTCOME

Obtaining methodical expertise for group work

Reflection of roles, attitudes and communication

Handling strategies in the role of group leadership



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



CULTURAL BAZAAR Awareness raising for cross-cultural communication



Challenges in collaboration are growing with the increasing internationality and interculturality of cooperations. Especially in knowledge intensive working fields, diverse learning and teaching styles, different didactical experiences and education cultures are affecting working relationships, supervision, knowledge transfer, communication and collaboration.

New cultural standards for a respectful conduct have to be set when collaborations are to be established in multi-cultural working groups or teaching settings. A fundamental understanding of intercultural communication patterns, teaching, learning and working cultures helps to reflect the own cultural awareness. It paves the way to better deal with ambiguities and insecurities during intercultural collaboration and teaching.

This workshop enhances intercultural competencies, and promotes the ability to maintain security in cross-cultural situations. Reflection units and practical exercises open room for own experiences how to adjust communication flexible to intercultural working environments.

TOPICS

Reflection of identity and cultural values

Models of intercultural competence and their classification

Conduct with diversity, commonalities and unfamiliarity

Coping with diverse learning cultures and working styles

Awareness of time, power, authority, conflicts and values

Establishing trust, promoting confidence in cross-cultural work

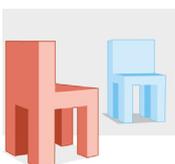
Toolbox: methods and skills for intercultural interactions

LEARNING OUTCOME

Reflection of own attitudes towards other cultures

Better understanding of intercultural influences in collaboration

Development of bridge building handling strategies



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



PEACE TALKS

Staying mindful in difficult conversations



Mindful communication and Conflict Management

A good basis for a fruitful understanding is a honest, authentic and open exchange. This succeeds best when partners respect each other and take their requests seriously. Collaboration becomes challenging, when tensions or conflicts interfere in communication.

Personal opinions and perceptions could obstruct a clear view on essential issues. Analysing and understanding what is truly causing and maintaining tensions in communication shift the focus away from personality clashes and divergent positions to the hidden needs of people and causes of miscommunication.

This workshop aims to reflect the own communication, to understand better conflict patterns and to develop alternative resolution strategies fostering mutual understanding.

TOPICS

Empathic communication, respectful dialogues

Assessing conflicts, resolving constructively, developing conflict expertise

Stress patterns in communication: attitudes and stumbling blocks

Fostering collaboration, responding to non-collaboration

Interventions and strategies in communication

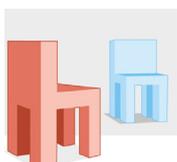
Toolbox: communication techniques, conflict resolution strategies

LEARNING OUTCOME

Better understanding of empathic communication and conflict development

Reflection of own communication patterns and development of new forms of collaboration

Strategies to deescalate tensions and to solve conflicts constructively





HEARTBEAT & LIVERFEAR

Resonances in collaboration and communication

Mutual resonances and individual sensitivities appear at places where people work together. Emotions are expressed through bodily sensation.

Experiences from homeland, cultural imaginations and physical perceptions are transferred through generations and brought to life. They influence individual actions and communication.

The body reacts especially in conflict or load situations and calls memorized experiences. Feelings and physical reactions take their way and have direct impact on communication.

This workshop offers room for resonance in interactions, encounter and contact in situations of difficult collaboration. Reflection units offer impulses for relieving communication strategies.



TOPICS

Traditions and sensitivities in communication

Body archive in focus: cultural identity in stressful situations

Anticipating critical phases, focusing attitudes, clarifying communication

Considering **self-care**, strengthening resources, keeping empowerment

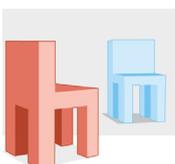
Possibilities and **limitations** in contact and interaction

LEARNING OUTCOME

Understanding about perpetuations of cultural identity

Reflection of resonances in collaboration and interaction

Development of relieving communication



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



SCIENCE COMPASS Navigation course through German Higher Education



Research and teaching in German Academia

Conducting research and teaching in German universities is a challenge for every international scientist. Supervising students, participating actively in research and teaching and integrating into administrative processes of a different academic working culture are challenging tasks.

A key for successful collaboration is to recognize the German Academic system. Many misunderstandings in the common work between supervisors, colleagues and students are based on different experiences and perceptions of teaching, learning and communication.

Understanding German Academic traditions, scientific working culture and related expectations between supervisors, colleagues and students can reduce available tensions in scientific collaboration.

This workshop aims to feel more confident within the German Higher Education system by having insight in requirements and expectations in research, teaching and supervision. Furthermore, this workshop will help to draw clear picture about structures and career paths within German academia.

TOPICS

The German Higher Education System:
traditions, rules and structures

Managing and controlling
of scientific projects

Teaching and Learning cultures
in the German academic system

Supervision and bilateral expectations
in research and teaching

Handling of differences, discussions and
contradictions

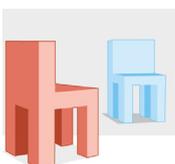
Intercultural communication in academic
collaboration

LEARNING OUTCOME

Insight in structures, traditions and hidden
rules in German Academia

Overview about requirements and expectations
in research and teaching

Understanding of collaboration in academic
working environments



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



MIGRATION & EDUCATION

From conflict area into a new Higher Education System



The journey from the crisis area to the guest country succeeded successfully. Many hopes are linked with the new role of being a student or visiting scholar in the new Higher Education System.

After the initial euphoria an important finding becomes evident: the new Higher Education System and involved expectations differ fundamentally from previous experiences. Simultaneously the new security in everyday university life could be interfered by disturbing news from the home-land. Individual traumata and concerns about the family left behind are influencing work and progress on own academic developments.

These experiences could create insecurities and stress not only for affected persons, but for supervisors, colleagues and other supporters in common work.

This workshop offers a reflective framework for supervisors, colleagues or supporters who collaborate with people from conflict areas. It addresses also first orientation to scientists from conflict affected areas who want to settle down and integrate themselves in the German Higher Education system.

TOPICS

From conflict area into the new Higher Education System

Settling down in the new role as a student and scientist

Awareness of signs of impending crisis in teaching, supervision and advisory

Establishing collaboration and communication in given crisis

Role of cultural identity in stress situations

Reflection of roles and communication patterns

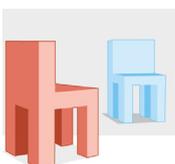
Handling strategies and limitations in a given crisis

LEARNING OUTCOME

Understanding origins and educational backgrounds

Reflection of roles and responsibilities in a given crisis

Approaches to adjust communication to the needs of people



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org



LESSONS LEARNED

Academic collaboration with Afghanistan



Establishing academic cooperation with partners in conflict areas

Scientific cooperation with partners from conflict affected areas offer chances for building up academic infrastructures and improvement of its quality. Academic development cooperation contributes in the long-term to a sustainable progress of society and economy. Involved scientists gather lots of experiences and qualifications which enable them to fill in later key positions and become multipliers in international collaboration.

There are reasons why several countries are engaged in the academic reconstruction of Afghanistan's universities since 2002. But working in conflict areas demands a price. Unexpected political developments, ongoing conflict situations could threaten the international cooperation and pose special challenges for all involved participants.

This workshop aims to give insight into the challenges of academic development cooperation and offers a setting for related questions.

TOPICS

Frameworks, possibilities, limitations

for cooperation with fragile countries

Development of agreements, critical roles and responsibilities

Establishing mutual trust under critical environment conditions

Dealing with misunderstandings, conflicts and situations of crisis

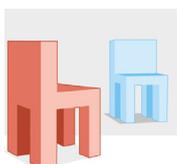
Sustainability of curriculum and capacity development

LEARNING OUTCOME

Understanding environmental conditions in conflict or post-conflict areas

Development of a framework for cooperation and establishing exchange relationships

Experiences from the academic reconstruction in Afghanistan



SAMINWORLD oHG
Kronprinzenstr. 59
40217 Düsseldorf - Germany

Fon +49 211 2392 1786
Mail office@saminworld.org
www.saminworld.org