

Geachte heer/mevrouw,

Hierbij stuur ik u een brochure van de **cursus: 'Organization and Leadership for PhD students'** die wellicht ook interessant zou kunnen zijn voor de AIO's en OIO's (PhD students) van uw Onderzoeksinstituut.

In deze cursus krijgen de cursisten de mogelijkheid om organisatieprocessen te begrijpen (waarom zijn dingen georganiseerd zoals ze zijn) en leiderschap (hoe kan ik deze processen beïnvloeden) te ontwikkelen. Daarnaast worden praktische vaardigheden aangeleerd die hen helpt beter te functioneren in hun rol.

De cursus staat open voor AIO's en OIO's (PhD students) van alle universiteiten en zal in het voorjaar van 2010 starten bij het departement Bestuurs- en Organisationswetenschap (USBO).

Zou u deze informatie willen verspreiden tussen de AIO's en OIO's (PhD. students) en hoogleraren van uw instituut?

Zie in de bijlage Pdf: informatie, programma, data en aanmeldingsformulier of bekijk: www.uu.nl/usbo/emp > overige opleidingen> Organization and Leadership for Phd Students

Mocht u nog vragen hebben dan kunt u contact opnemen met drs. Bianca Kooij; projectassistente b.t.m.kooij@uu.nl of tel: 030 253 9088 of drs. Niels van Steenbergen; cursusleider n.m.vansteenbergen@uu.nl of tel 030 2538629.

We zouden het op prijsstellen als u ons op de hoogte zou willen brengen of u dit bericht doorstuurt.

Bij voorbaat hartelijk dank.

Met vriendelijke groet,
mede namens drs. Niels van Steenbergen

drs. Bianca Kooij
Executive & Masterprogramma's

drs. B.T.M. (Bianca) Kooij | Executive & Masterprogramma's | Universiteit Utrecht | Faculteit Recht, Economie, Bestuur- en Organisatie (REBO) | departement Bestuurs- en Organisationswetenschap (USBO / USG) | Kamer 1.24 | Bijlhouwerstraat 6 3511 ZC Utrecht | tel: 030 2539088 | fax: 030 2537200 | e-mail: B.T.M.Kooij@uu.nl | www.usg.uu.nl/emp | afwezig: woensdag

In English:

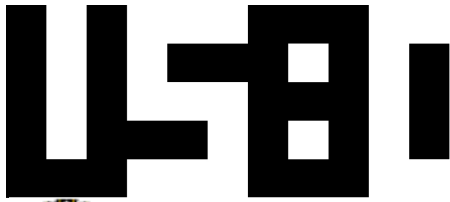
Dear Sir/ Madam,

In attachment you see information about the management course 'Organization and Leadership for PhD. students'. Maybe this information is interesting for the PhD students at your graduate project. Please will you send this information to the PhD. students? If you have any questions you can ask Bianca Kooij MA project assistant tel: 030 2539088 or Niels van Steenbergen MA course leader tel: 030 253 8629.

Look also at www.uu.nl/usbo/emp > overige opleidingen> Organization and Leadership.

Best regards,

Bianca Kooij MA
Executive & Masterprogramma's



Universiteit Utrecht

Utrecht University / School of Governance

Organization and leadership for PhD students

management course

Spring 2010

*Utrecht University
School of Governance
Executive & masterprogramma's*

*Bijlhouwerstraat 6
3511 ZC Utrecht
T (030) 253 81 01
F (030) 253 72 00*

Introduction

Professionals such as PhD. students are increasingly expected to take on a leadership role in the organization such as being a coordinator of a project. The course 'Organization and Leadership' is meant for PhD. students who are interested in taking up this role in their present and future work.

The course lasts nine days and gives participants the opportunity to learn about organization processes (why are things organized, or not organized, as they are?) and leadership (how can I influence these processes?). In addition, course participants are given the opportunity to learn practical skills that can help them to function better in a leading role.

Shape of the course

The course will take nine days.

Working method

During the course we will work with personal experiences of the participants, simulations, reflections, tests, role-play, theory exchange and assignments. Concrete examples will be used to explain theoretical frameworks. The perspectives and skills that are practiced in this course are directly applicable to present-day professional practice (organization of the actual research project, supervising assistants, negotiations with clients etc.).

Certification

A student must be present all nine days (100% attendance) to be awarded a certificate of completion.

Utrecht University / School of Governance

The course is organized by Utrecht University School of Governance (USG).

School of Governance is an academic knowledge centre of Utrecht University. Its courses, research and consultancy activities focus on current issues facing public service organizations. Special areas of interest include politics, governance, organization, culture, HRM and communication.

www.uu.nl/usbo/emp

Participants

The course is meant for PhD students from all universities and research schools in the Netherlands. In nine days participants obtain practical insights and concrete skills in the field of organization and leadership.

In the past 14 years more than 400 students have participated in this course. The number of participants is limited so as to allow for the maximum possible learning effect. The participants are expected to be willing to explore and to work on their own functioning in organizations.

Literature

In the course we will work with a reader

Program

1. Organizing and leadership (day 1-3)

Primary task: exploring organization and leadership processes in relation to your self and your own working situation

- Leadership qualities and pitfalls
- Organization in the Mind
- Organization Role analyses

2. Communication skills (day 4-6)

Primary task: learning communication and social skills necessary to function as an effective leader.

- active listening skills
- feedback skills
- job evaluation conversations skills
- 'Bringing bad news' conversations skills

3. Conflict and negotiating skills (day 7-9)

Primary task: learning conflict and negotiating skills necessary to function in a leader's role.

- conflict diagnosis
- conflict styles
- conflict intervention skills
- negotiation skills

4. Coaching conversation (optional)

Practical information

Dates of the course 2010:

May 19th and

June 2nd, 3th, 14th, 15th, 16th, 28th, 29th, 30th

4 ECTS

Course leader: Niels van Steenbergen MA (030) 2538629 (n.m.vansteenbergen@uu.nl)

Admission requirements: university graduate

Charges ca. € 1750, - (with a proviso) materials, coffee and tea included.

Enrolment: see attached form

Information: Bianca Kooij MA, project-assistant (030) 253 9088 (b.t.m.kooij@uu.nl)



Utrecht University School of Governance

Application form
'Organization and Leadership for PhD. students' spring 2010

May 19; June 2, 3, 14, 15, 16, 28, 29, 30

Name / initials/ title

Given name

Date & place of birth

Nationality

University

Faculty

SAPcode (only for PhD. students University Utrecht).....

Address

Work Phone

Private Phone

Fax

E-mail

Date

Signature & name participant and signature employer of
participant

.....
Undersigned registers himself/herself for the course 'Organisation and leadership for PhD. Students' spring 2009 and agrees with the terms and conditions stated below including annulment regulations.

- * We will register you as a participant for the course when we receive this completed form.*
- * Registrations are treated in order of date of received submission.*
- * A waiting list will be set up if the course is oversubscribed.*
- * Only written cancellations will be accepted. A complete refund (with the exception of an administrative fee of € 175,-) will be given up till four weeks prior to the beginning of the course. After that participants will be charged the full rate of € 1750,-.*
- * The USBO reserves the right to cancel the course in case of insufficient enrolment. The course fee that has been paid will then be returned to you.*
- * Please return this Application form with signature as soon as possible to:
USG, B.T.M. Kooij (MA) Bijlhouwerstraat 6, 3511 ZC Utrecht.*