

Helmholtz Advance – A Year for Your Career

Helmholtz Mentoring Program

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MPY1 Group Meeting, 2020-07-21



Helmholtz Advance: Support for career development

- Helmholtz Association strongly **encourages and supports personal and professional development** of its staff
- **Helmholtz Advance**
 - Designed to support talented, motivated staff who
 - Find themselves in a **phase of orientation at an early stage of their careers** and
 - Strive to engage in further **professional development**
 - Begins each fall, runs over a period of just under **one year**
 - Combination of **qualification opportunities, mentoring and optional coaching**
 - **Workshops** to explore career options (e.g. expert, management, project careers)
 - Plan further **professional development** and reflect on next steps
 - Supported by **mentors** and, optionally, **professional coaches**
 - Career planning **within and outside** of Helmholtz Centers and the academic system
 - **Variety** of participant perspectives: from all areas of the Helmholtz Association with different disciplinary, professional and personal backgrounds

Target group

- **Scientists** who completed their doctorates between one and six years ago
- **Administrative, technical and management staff** who have
 - Completed at least a B.A. degree
 - Acquired between two and eight years of relevant professional experience at an institution of the Helmholtz Association after the award of their highest academic degree
- All participants
 - Must currently be in an **orientation phase** about their future careers and have a strong interest in further professional development
 - Must be **employed** at a Helmholtz Center or at the Helmholtz Association Head Office for the duration of the program
 - Commit to **continuously participating** in the program and its various elements
- Program offered in both **German and English**

Program content

Workshop program

- Reflect on **professional development** so far, unique strengths and talents as well as aspirations, options and goals
- Provides information on **career options** within the field of science and beyond, helping to plan next steps
- Develop **personal skills** and learn methods of self-management, communication, conflict management, self-marketing and network building
- **Three 2½-day workshops** in the greater Berlin area
- Three fixed **groups of about 15 people**, each
- **Networking** within the group and with mentors
- Between workshops: pursue workshop topics autonomously and as part of mentoring

Workshops

- Workshop I: Taking stock
 - Introduction to **mentoring**
 - **Self-assessment**: Personal analysis of potential and motives (career anchors)
 - Develop **career plans** and identify possible professional fields, goals for mentoring
- Workshop II: Self-management
 - Interim assessment of **mentoring** process, prepare further mentoring activities
 - Explore various **professional fields** and **career paths**
 - **Success factors** and **career obstacles**, equal opportunities and diversity
 - Tools and methods of **self-management** (e.g. prioritizing, giving/receiving feedback)
- Workshop III: Communication
 - Summarize **mentoring** experience, prepare bilateral conclusion in mentoring tandem
 - Professional **communication methods**, especially in conflict & negotiation situations
 - **Power processes** and **unconscious patterns of thought**
 - **Confidence and assertiveness** in difficult situations

Mentoring & Coaching

- **Mentoring tandem** pairing junior staff with more experienced staff who are comparably well-established in their careers
- Mentors support their mentees in **personal and professional development**
- Experts from **Helmholtz Centers, science organizations and the private sector**
- Meetings to be arranged individually between mentee and mentor
- Workshop program includes support for the mentoring relationship
- In addition: one-on-one **coaching** sessions complementing the workshops and mentoring
- Up to **six hours**
- Allow to address topics considered important for the **professional development** (e.g. career decision support, individual skills, dealing with conflict situations)

Network

- Program promotes **networking** of participants in academia in general and within the Helmholtz Association in particular
- Participants from **different Helmholtz Centers and work areas**
- Meet **other mentors** at the workshops
- **Alumni network:** Annual meetings reuniting alumni and introducing them to current mentees and mentors

Program financing

- Program financed from Helmholtz Association's Initiative and Networking Fund
- Funding covers the costs of participating in the workshop, including accommodation and meals
- Participant contribution of 300€ per person
- Up to six hours of coaching financed by the Helmholtz Association
- Costs of traveling (workshops, meetings with mentor and/or coach) to be borne by the participants or their employers
- As a rule, the participant's Helmholtz Centers cover the travel costs and the participant contribution

How to apply

- **Two-stage** application process
 - Pre-selection at the Helmholtz Center
 - A limited number of applicants per Helmholtz Center are permitted to apply at the Helmholtz Association level
- If interested in applying: Contact the person who will organize the pre-selection at your center
- S/He can inform you about the procedure and which documents need to be submitted
- Generally needed (guidelines provided by pre-selection contact person):
 - Letter of motivation
 - Resume
 - Letter of support from your manager/PI
 - In addition for second stage of application process: online profile form

Timeline (example)

by May 15, 2020	Application with the mentoring contact person of the Helmholtz Center
May 16-June 14, 2020	Pre-selection process within the Helmholtz Center
June 15, 2020	Nomination of the pre-selected candidates to the Helmholtz Head Office
by June 30, 2020	Application at Helmholtz Association level
Aug 26, 2020	Steering committee selection meeting
Aug 31, 2020	Applicants notified of the success of their applications and of the allocation to the workshop groups
November 2020	Participants notified about their mentor
Dec 02-04, 2020	Workshop I – Group 1 (in German)
Dec 07-09, 2020	Workshop I – Group 2 (in German)
Dec 14-16, 2020	Workshop I – Group 3 (in English)
Apr 28-30, 2021	Workshop II – Group 1 (in German)
May 05-07, 2021	Workshop II – Group 2 (in German)
May 17-19, 2021	Workshop II – Group 3 (in English)
Sep 08-10, 2021	Workshop III – Group 1 (in German)
Sep 13-15, 2021	Workshop III – Group 2 (in German)
Sep 22-24, 2021	Workshop III – Group 3 (in English)
Oct 28-29, 2021	Network meeting including award of certificates (optional participation – accommodation costs are not covered by the program)
until end of Nov 2021	Final talk in the mentoring tandem
until end of Dec 2021	Availability of coaching

Further questions

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Thank you