

General Information:	
Date	22 till 26 September 2025
Teaching units (90 mins)	12
Location	Münster
Country	Germany
Price	575 €
VAT	19%
Minimum Number of Participants	5
Accomodation	not included / self organised
Your trainer	Dr. Jan Schmidt



Course Description

What do projects in university administration need to be successful? This workshop provides essential project management knowledge and introduces basic PM tools. Beyond the tools, we'll explore key factors crucial for project success: lateral leadership to motivate colleagues effectively and structured communication strategies, including the development of a communication plan and practical tools like the dialogic orientation quadrant. When projects run smoothly and are finished successfully, all team members feel motivated and engaged. This comprehensive approach ensures participants are well-equipped to manage projects successfully in an administrative setting.

<p>Overall objectives of the mobility</p>	<ol style="list-style-type: none"> 1. Understand and apply basic project management tools across the different phases: initiation, planning, realization, implementation, and evaluation. 2. Explore 'soft factors' and their impact on project success, such as motivating team members through lateral leadership techniques. 3. Master communication tools and techniques essential for successfully running projects. 4. Develop leadership skills specifically tailored for effective project management.
<p>Added Value of the mobility (in the context of modernisation and internationalisation of the sending institution)</p>	<ol style="list-style-type: none"> 1. The sending institution will benefit from improved project performance within their organization and in collaborative projects. 2. Participants will share their acquired knowledge with colleagues, peers, and partners, enhancing overall organizational capacity. 3. Projects fostering internationalization will see direct benefits, contributing to the institution's global engagement efforts. 4. Participants will expand their international network by connecting with colleagues from other universities, fostering cross-border collaboration.
<p>Activities to be carried out</p>	<ol style="list-style-type: none"> 1. Interactive methods to engage participants actively. 2. Group work to foster collaboration and collective problem-solving. 3. Working in pairs to enhance peer-to-peer learning. 4. Working on examples to apply theoretical knowledge in practical contexts. 5. Exploring case studies to understand real-world applications.

<p>Expected impact and outcome</p>	<ol style="list-style-type: none"> 1. Participants will improve or refresh their project management knowledge. 2. Participants will gain a better understanding of the dynamics in collaboration with colleagues and partners. 3. They will learn techniques to enhance collaboration within their teams. 4. With projects running more smoothly, participants will be more satisfied with the outcomes and overall performance.
<p>Target group</p>	<p>This workshop is designed for everyone involved in projects within a university setting: team members and project leads alike. It's ideal for those seeking to gain insight into project management or looking to improve or refresh their existing knowledge.</p>
<p>Your Destination</p>	<p>Welcome to the beautiful city of Münster! Awarded the title of one of the world's best cities to live in a few years ago, Münster is known for its many students and its green spaces. The driving force behind this is the University of Münster and several universities of applied sciences: They attract more than 40,000 young people. There is also a vibrant cultural scene just waiting to be explored.</p>

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Monday	Tuesday	Wednesday	Thursday	Friday
09.00-12.30	09.00-12.30	09.00-12.30	09.00-12.30	09.00-12.30
() Kick-off: Welcome and introductions. () Project initiation essentials: Exploring key project management tools to prepare a project (initiation): stakeholder analysis, risk assessment, target planning.	() IT-tools for planning and managing projects: An introduction to ProjectLibre, Jira, and Trello. () Effective project implementation: Managing a project during the realization phase.	() Lateral Leadership in Project Management: How to lead effectively without being the 'boss.' () Understanding and harnessing motivation of involved colleagues to drive project success.	() Communication as a key factor for success in project management. () Understanding basic concepts of effective communication. () Tool No 1: Active Listening.	() Practice Lab: Bring your examples, case studies, and questions for hands-on learning and application.
12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30
<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
13.30-15.00	13.30-15.00	13.30-15.00	13.30-15.00	13.30-15.00
() Taking the next step: Planning a project. - Developing an operation list, creating a work breakdown structure and a Gantt chart for effective project management.	() Agile Project Management: Exploring its potential as an option for universities.	() Free time! Take the opportunity to explore the city of Münster and connect with colleagues.	() Handling difficult communication situations: Introduction to the dialogic orientation quadrant. () Applying knowledge through case studies.	() Time to say goodbye: Wrap up & Departure.
Evening	Evening	Evening	Evening	Evening