TUTECH
ACADEMY

WORKSHOPS offered by TUTECH INNOVATION GMBH

Contact and further information

Tutech Innovation GmbH

Dr. Margarete Remmert-Rieper
Consultancy & Competence Development

Harburger Schloßstr. 6-12
21079 Hamburg, Germany

☎ + 49 40 76629-6353

🖷 + 49 40 76629-6359

✉ academy@tutech.de

tutech.academy

OUR INTENTION

To meet the growing demand for complementary skills training, Tutech offers a range of workshops on topics relating to technology transfer and research and innovation management. These workshops are derived from our own practical experience as research managers and technology transfer professionals. Tutech has been a pioneer in offering services to assist researchers in establishing and managing international collaborative research projects. We have considerable experience in coaching researchers from a wide variety of backgrounds, disciplines and experience as well as nurturing those doing PhDs, participating in graduate schools or in the early stages of career development. Our workshops serve the needs of industry professionals as well as experienced and early-stage researchers.

Workshops are offered on Tutech's premises and at other locations. We are committed to providing not only training, but also a useful networking opportunity. Our aim is that each workshop should attract participants from a variety of disciplines and cultural backgrounds.

Below is an overview of workshops offered on a regular basis. Dates and venues are published on our web page tutech.academy. We also give in-house seminars at the request of clients.

If you are interested in hosting one of our workshops please ask for a detailed offer. We are also happy to provide tailor-made workshops subject to time available. Charges for the preparation of these are subject to negotiation.

Workshop outlines

The following provides a short description of standard workshops in our portfolio. Example programmes are available on request, as are proposals for variations.

For further information please visit tutech.academy or send your enquiry to academy@tutech.de.

TUTECH ACADEMY ONLINE TRAINING

TUTECH ACADEMY also offers online workshops or seminars to meet the specific training needs of companies, research institutes or public institutions, including for larger groups. These online trainings can be booked with us immediately.

TUTECH ACADEMY offers a range of seminars as standard. They are the result of over 25 years of experience as a technology and knowledge transfer company. We constantly update our programme to reflect new research areas and developments. Each webinar is adapted to the target group, whether technical managers in a commercial enterprise, early career researchers on postgraduate programmes or university administrators.

We would be happy to work with you to design tailor-made seminars to meet your needs. Please contact us. We can either send you a detailed programme of our standard workshops or quote for your specific requirements.

For further information please visit http:\\tutech.academy or send your enquiry to academy@tutech.de.

STANDARD OFFER

- **Business contracts in English**
- **Advanced business contracts in English**
- **Drafting & Understanding Commercial Contracts in English**
- **Grant acquisition – How to produce a winning proposal**
- **How to produce a winning proposal in Horizon Europe**
- **How to approach grant acquisition for multi-partner projects**
- **Harnessing universities for innovation**
- **Talking to the media: An introduction to science communication**
- **Get funded! English for grant writing**
- **English presentation skills for academic purposes**
- **Management of collaborative research projects**
- **Creating value from knowledge** An introduction to innovation management
- **Start up: Setting up your own company**
  How to start a successful business
- **ReMaT**
  Research management training for early-career researchers
- **Mapping the future**
  How to consolidate an international research career
- **How to develop a strategic plan for funding your research**
- **Skills training on networking**
- **Train the trainer:** How to support researchers in grant acquisition, project management and exploitation
- **How to get topics into the work programme**
  Lobbying in national and international research
- **Ethical issues in information and communication technology (ICT) research & development**

BUSINESS CONTRACTS
in English

This seminar is intended to provide a better understanding of the basics of modern application of so-called ‚boilerplate clauses'. It is based on numerous ‚case studies', from business life, which provide the highest degree of ‚hands-on' experience in linguistic usage. It starts with an analysis of the basic steps in contract design and discusses the different types of boilerplates applied. Participants will receive „sample boilerplates" during the seminar.

Target group	Those who are involved in international contracts in their company or institution.
Duration	*2* days
Language	English, German explanations are given if necessary
Trainer	*1*

ADVANCED BUSINESS CONTRACTS
in English

For those with a basic understanding of how Common Law contracts and agreements are set up, applied and interpreted in English, this workshop is designed to develop your skills and knowledge further. We will deal with the principles of 'boilerplates' and standard types of contract clauses along with issues of liability. We will look at the purpose behind the typical boilerplate clauses as well as the preferred formulations and, where relevant, discuss the relevance of the Common Law clauses in the German/ Civil Law context.

Target group	Those who are involved in international contracts in their company or institution.
Duration	*2* days
Language	English, German explanations are given if necessary
Trainer	*1*

Drafting & Understanding

Commercial Contracts in English

It is essential to understand how to formulate and develop contracts and other legal documents in English. Whether we are writing an email, a letter or negotiating a contract, Legal English and legal writing skills are essential.The special rules of interpretation and traditional styles of drafting need to be contrasted with the dangers of ambiguity.

Target group	Those who are involved in international contracts in their company or institution.
Duration	*2* days
Language	English, German explanations are given if necessary
Trainer	*1*

GRANT ACQUISITION
How to produce a winning proposal

This workshop gives a practical view of how to develop proposals using the EU Research and Innovation Programme Horizon Europe as a model, but the skills acquired are transferable to other programmes supporting research.
The workshop is conceived for researchers wishing to learn about the principles of developing multi-disciplinary collaborative research projects.

Target group	The workshop is offered both for experienced researchers and in a form for PhDs/ early stage postdocs.
Duration	1 day
Language	English
Trainer	1

HOW TO PRODUCE A WINNING PROPOSAL
in Horizon Europe

This workshop is a version of the above more specifically focussed on developing proposals for collaborative projects in Horizon Europe.

Target group	The Workshop is offered both for experienced researchers and in a form for PhDs/ early stage postdocs.
Duration	1 day
Language	English
Trainer	1

FORMING RESEARCH PARTNERSHIPS How to approach grant acquisition for multi-partner projects

.Researchers need to fund their research which means making approaches to funding bodies. Funding bodies are under pressure to their stakeholders to show the impact of what they are funding. This means they are increasingly expecting the involvement of potential users / exploiters as well as generators of knowledge i.e. non-academic as well as academic partners. Researchers and their host institutions are expected to play a stronger role in transferring knowledge.

The goal of this workshop is to provide a practical training on how to engage with different types of organisation to form collaborative research projects. How to make others aware of your expertise, and how to develop the skills needed to work across disciplines and organisational interests.

Target group	early career researchers intenting to apply for funding.
Duration	1 day

HARNESSING UNIVERSITIES FOR INNOVATION

This workshop focuses on the core skill of achieving effective transfer of knowledge and expertise between people operating in contrasting organisational cultures and formulating ways of doing it. It also examines the processes and management issues encountered in working with universities with the aim of enabling strong and lasting partnerships that allow innovation to flouish. The workshop will provide an opportunity to reflect on the role of universities and what it takes to establish mutually beneficial sustainable relationships. We will look at the process of transferring knowledge from research to innovation both from the perspective of working relationships and formalised contracts. The topic of how best to work in multi-stakeholder consortia and how to win funding will also be covered.

Target group	Those working in companies involved in setting up and man aging contracts with universities.
Duration	1 day
Language	English or German
Trainer	2

TALKING TO THE MEDIA: *An introduction to science communication*

If you've made an important research breakthrough, other people should know about it. Of course your peers are important, but what about the wider world? The terms of your research funding may also require you to disseminate your results publicly. This workshop looks at how journalists work and at how to tell your story succinctly and clearly so that a non-specialist audience will understand you. It also covers press release writing, dealing with controversial issues and devising a media strategy and incorporates several hands-on practice sessions.

Target group	Early-stage researchers, e.g. PhD candidates or postdocs; research project partners responsible for disseminating results
Duration	1 day
Language	English
Trainer	1

Get funded! ENGLISH FOR GRANT WRITING

Winning research funding is a competitive business. With much funding now targeted at international cooperation, the ability to write effectively and convincingly in English is a requirement of any researcher. This workshop is designed to help those who do not have English as their native language, to improve their ability to write research proposals especially for European funding programmes. Participants will learn how to identify good models and develop effective writing strategies to target an interdisciplinary readership and put their message across in English. Participants will be introduced to the ‚grammar-free' semantic approach to developing their writing skills, followed by a ‚hands-on' practice session.

Target group	Those who wish to improve their ability to write research proposals in English. The level of English should be intermediate or above.
Duration	1 day
Language	English
Trainer	1

ENGLISH PRESENTATION SKILLS *for academic purposes*

Active participation in debates and at conferences considerably enhances your visibility in the field. Any presentation invites valuable instant responses that written communication cannot provide. Yet presenting your research project in English can be a daunting prospect. This workshop is designed to help those who do not have English as their native language master the art of the successful presentation. Participants will learn how to identify good practices and models and develop effective strategies to present to an interdisciplinary audience and put their message across in English. The use of a presentation phrasebank' will be explained and applied in a ‚hands-on' practice session. The ‚starter-kit' phrasebank can be developed beyond the workshop as a self-learning technique for building a portfolio of versatile expressions that can be used in any oral communicative situation.

Target group	Academics who wish to improve their presentation skills in English. The level of English should be Intermediate or above.
Duration	1 day
Language	English
Trainer	1

MANAGEMENT OF COLLABORATIVE *RESEARCH PROJECTS*

This classic workshop has been delivered in various forms for well over a decade, but remains extremely popular as a hands-on introduction to the art of managing multi-disciplinary, multi-organisational research projects. The Framework Programme is used as a model, but the approach is applicable to multi-partner projects. It is targeted at researchers and management support staff who may find themselves in a management role, but also those who perhaps just need to know about what management involves. This workshop is also suitable as a complementary skills course in project management for young researchers.

Target group	Researchers and support staff with little previous experience of project management. Can be delivered in a form tailored to PhD students as part of a complementary skills programme.
Duration	1 –2 days
Language	English
Trainer	1

Creating value from knowledge
AN INTRODUCTION TO INNOVATION MANAGEMENT

The workshop aims to give an understanding of what it means to translate knowledge, or ideas, into something that creates economic and societal benefit - in other words innovation. The workshop will develop the participants' ability to relate to how business views knowledge and give an understanding of what it takes to exploit knowledge for commercial gain. It also looks at the role of different functions such as technology transfer offices in universities to help this process that is immensely important to society.
The workshop is very practical and interactive in nature, giving participants skills and understanding that they themselves can apply rather than business theory, though current business approaches to innovation will be discussed.

Target group	Particularly for early-stage researchers, e.g. PhD candidates or postdocs. Also relevant for those who have little experience of business thinking.
Duration	1–3 days depending on version. 2-days recommended
Language	English
Trainer	1

START UP: SETTING UP YOUR OWN COMPANY
How to start a successful business

The idea of this workshop is to explore in a hands-on manner what it means to build a business and the tools needed. The workshop is very practical and interactive in nature, giving participants skills and understanding that they themselves can apply to develop their own business ideas. The workshop is based on current entrepreneurship approaches, including the business model canvas. Participants may bring an idea of their own (including social entrepreneurship). A case study will be provided otherwise. No previous knowledge of business skills or innovation management is required.

Target group	Early-stage researchers, e.g. PhD candidates or postdocs.
Duration	1 day
Language	English
Trainer	1

ReMaT : *Research management training for early-career researchers*

Responding to the ever increasing demand for complementary skills training for those starting their research career, ReMaT is an intensive two-days workshop comprising five modules which introduces students to research management topics and skills now considered essential for a career in research, or to make the transition from research into other functions. The modules cover: contexts of modern research and career perspectives; project management; intellectual property rights; grant acquisition, and exploitation and commercialisation of research. Implicit in the workshop is skills development in social interaction and networking. This workshop was developed with EU funding in collaboration with Helmholtz Association Brussels Office and Oxford University on the basis of evaluation of requirements assessed by European focus groups.

Target group	Early-stage researchers, e.g. PhD candidates or postdocs.
Duration	2 days
Language	English
Trainer	2

Mapping the future – **HOW TO CONSOLIDATE AN INTERNATIONAL RESEARCH CAREER**

Risk and uncertainty typify the development of a research career at the postdoctoral stage. Promising research careers often have to be abandoned because of insufficient planning, systems knowledge or professional management skills rather than a lack of subject know ledge or research excellence. This workshop provides strategic orientation and guidance for postdoctoral researchers to steer through critical situations and prepare for future research independence and leadership. The programme addresses the particularities of conducting research in an academic environment, explores essential research management skills to become an effective researcher and raises pivotal issues in career development. Topics include the broader higher education and research context, the impact of current trends on career perspectives making decisions with respect to geographic and thematic mobility, work-life balance, career development planning and research management. The workshop aims to help to assess the current postdoctoral position, to identify career goals and to develop a road map for achieving them in the individual setting.

Target group	This workshop is designed for postdoctoral researchers with one to four years of research experience after the PhD degree.
Duration	2 days
Language	English

HOW TO DEVELOP A STRATEGIC PLAN FOR FUNDING YOUR RESEARCH

The continuity of research funding often makes or breaks a research career at the post-doctoral stage. As institutional core funding diminishes and external funding becomes more and more competitive, how do you build your re-sources systematically and mitigate the risk of gaps in funding?
The workshop explores the concept of strategy in the research context. Having a clear idea of your research direction facilitates aligning even small projects to larger goals and makes individual proposals more compelling. It also helps to avoid the trap of letting funding dictate your research focus, which may lead to a fragmented track record. The goal of the workshop is to provide guidance on how to approach the development of a strategic funding plan in the individual research setting. Participants will identify a portfolio of funding opportunities to be pursued in the coming years and manage the grant life cycle systematically to build the resources and capabilities necessary to deliver long-term sustainable research. A specific focus is on integrating national and EU funding sources, including both MSCA Fellowships and ERC Starting Grants.

Target group	This workshop is designed for postdoctoral researchers with one to four years of research experience after the PhD degree. It is limited to 12 participants.
Duration	2 days
Language	English
Trainer	1

SKILLS TRAINING ON NETWORKING

In a global world personal contacts become more important. Knowing and being known to a wide range of people provides substantially more opportunities to carry out top level research and win grants.
This workshop will serve to convey strategies for developing effective personal networks and to explore how to approach people from organisations outside your own.

Target group	Early-stage researchers, e.g. PhD candidates or postdocs.
Duration	1 day (or 0.5 days in combination with Lobbying)
Language	English
Trainer	1

TRAIN THE TRAINER: *How to support reseachers in grant acquisition, project management and exploitation*

Research management support has become an important function in its own right, but there is little formal training that can prepare people for this important service function. The purpose of this workshop is to share experience. It will examine the role of the research support manager, how to perform this role effectively, juggle the many demands and look at the possibilities for personal development and advancement. The workshop is designed for those whose job it is to advise researchers on how to get grants

Target group	Those whose job it is to support researchers.
Duration	1 day
Language	English
Trainer	1

How to get topics into the work programme
LOBBYING IN NATIONAL AND INTERNATIONAL RESEARCH

Whether or not money is available to fund a research topic depends very much on it being known to those who decide how research budgets should be spent. This workshop provides researchers with the chance to reflect on the way research programmes are formed, especially at the European level and shows how to influence the content of programmes and calls. This workshop will have a particular focus on the Framework Programme – both existing and forthcoming. The workshop is designed for researchers who wish to understand more about the current policies towards formation of research programmes.

Target group	Those whose job it is to support researchers.
Duration	1 day (or 0.5 days in combination with Networking)
Language	English
Trainer	1

ETHICAL ISSUES
in information and communication technology (ICT)

Increasing attention is being paid to ethical issues relating to ICT development. All projects submitted to Horizon Europe must respect fundamental ethical principles in order to be funded though these may not be so obvious for many engaged in ICT. This workshop aims to introduce the topic of ethics to ICT practitioners, explaining what the issues are and, through the use of case studies, to show what some of the pitfalls might be in the case of advanced technology and applications development. The workshop is particularly suitable for those whose work is likely to be subjected to ethical review. This includes researchers, research managers involved in ICT and especially those who are applying for funding from the European Commission.

Target group	Researchers and research managers in ICT
Duration	1 day
Language	English
Trainer	1 or 2

TRAINERS

The core team of trainers comprises Monica Schofield and Dr Margarete Remmert-Rieper whose profiles are given below. We also work with specialist trainers carefully vetted by us to offer the wide range of topics.

Monica Schofield

CEng FIET, Director International Cooperation, has over thirty years' experience of innovation management. She worked in industry large and small in Sweden, UK and Germany in the field of robotics and automation before joining Tutech in 1999. At Tutech she is responsible for leading a team providing services for researchers at Hamburg University of Technology and external clients, including many SMEs, to help them make optimal use of the opportunities provided by European funding programmes for research, innovation and regional development. She also consults widely on organisational development. She has been delivering workshops across Europe since 1995.

Monica is the co-founder of a robotic sensing company, founding editor of the International Journal of Medical Robotics and Computer Assisted Surgery, and has been a board member representing a major investor in an advanced software company. Since 1993 she has been an expert advisor in various capacities to the European Commission on matters relating to research and innovation policy. Monica Schofield was born in Oxford, UK to Swedish-British parents. She has a degree in engineering science from the University of Durham, is a Chartered Engineer and Fellow of the Institution of Engineering and Technology. She is a member of the Programme Planning Committee of the European Industrial Research Management Association EIRMA (eirma.org) for which she also leads a task force on responsible innovation. Over the past decade, she has focused her interests on the role of universities in the knowledge economy. She has a keen interest in issues relating to linking public policies, research, wealth creation and society.

Dr Margarete Remmert-Rieper

joined Tutech in 2006 as a Senior Consultant for EU-funded projects. She now heads up business development activities on research and innovation-related training programmes. She has coordinated a number of regionally and EU-funded projects aimed at strengthening SMEs in their innovation management competencies. She has coordinated projects aimed at helping early career researchers gain complementary skills in research management and entrepreneurship, including the Lifelong Learning Erasmus Knowledge Alliance in the area of entrepreneurship training (HEKATE).
Currently Margarete is a consultant for INNOKAM Services offered through the Enterprise Europe Network aimed at helping SMEs develop a more strategic approach to innovation. Her consultancy assignments include supporting the city administrations of Hamburg and Copenhagen on Smart City projects relating to sustainable urban solutions.

Margarete has a PhD in chemistry and an additional graduate qualification in economics for scientists. She has lectured in environmental protection and run her own consultancy giving SMEs advice on environmental matters and innovation. She has been an evaluator for the EU Framework Programme. Margarete has over twenty years' experience as a trainer.

TRAINERS

Stuart Bugg

B.A., LL.B (Hons), M.Jur (Dist) was born in Kingston-upon-Hull, England. He read politics and law at the Victoria University, Wellington and the University of Auckland, New Zealand. In 1982 he became World Universities Champion in 'Public Speaking and Debating' at the University of Toronto, Canada. Since 1983, Stuart has been resident in Germany, having completed his thesis and dissertation on comparative aspects in Anglo-German law. In 1985 he was a tutor in law at University of Auckland and since that time has also lectured at the University Erlangen-Nuremberg in Legal English and at the University of Maryland (European Division) in Business Law. Stuart Bugg is a Solicitor (England and Wales) and a Barrister (New Zealand). He now practises law in Nuremberg, Germany with German colleagues and is a member of the Law Society (England & Wales), Deutscher Anwaltverein, New Zealand Law Society (N.Z.) as well as the Nuremberg Regional Law Society (Rechtsanwaltskammer Nuremberg).

Dr Thomas Koch

Based in Munich, Germany, Thomas Koch offers expert training and consultancy services for research management in the context of international higher education. Holding a PhD in physical chemistry from the UK, he has more than ten years of experience as a researcher throughout Europe and 13 years of experience as a professional in research management and administration. He held a variety of senior positions at Ruhr University of Bochum (2002 – 2011) and at Ludwig Maximilian University of Munich (2011 – 2015) delivering high-level support and advisory services for both researchers and university top management in the areas of research strategy, external research funding, knowledge and technology transfer as well as the development of early-career researchers. Since 2008 he has also been working as an independent expert and consultant, e.g. for the European Commission, the European University Association and the Helmholtz Association

Katharina Elsner

Katharina is the General Counsel of Tutech. She is responsible for all legal issues for the company and is the legal officer responsible for contracts negotiated by Tutech on behalf of TUHH for industry-university collaboration, services for industry and transfer of intellectual property. Katharina joined Tutech in 2016 after 6 years of working as legal counsel in the healthcare sector at a university hospital.

TRAINERS

Jo Dawes

Jo Dawes is a British journalist with an honours degree in modern languages and has worked since 2006 as a self-employed writer, editor and translator.

After graduating with a BA (Hons) in German and French from the University of London, she worked for ten years on the editorial teams of a leading London picture agency and specialist publications in the agricultural and countryside sector.

She has lived in northern Germany since 1994 and ran the press and public affairs section of the British Consulate General in Hamburg until its closure in 2006.

Dr Nina Stedman

has many years of experience teaching English for Academic Purposes at the Institute of English and American Studies (IAA) at Hamburg University. Before taking up her current position in 2003, she was the director of the theatre workshop at the Institute. She now focuses on British and American politics, media and history and specialises in module and syllabus design, as well as serving on the departmental quality assurance committee and the interdepartmental 'Ausschuss für Lehre und Studium'. Nina Stedman, who is British by birth and bilingual by upbringing, holds an M.A. in English and modern languages (German and French), and a PhD. in English Literature. Beyond her university teaching, her passion for scientific discourse has led her to develop and teach many workshops on a variety of academic language skills, among others at Tutech, DESY, Landesinstitut für Lehrerbildung, Medizinische Hochschule Hannover, Jahrestagung der Deutschen Shakespeare Gesellschaft, and at the joint British Council/DAAD lecturers' seminar

TUTECH INNOVATION GMBH

Tutech Innovation GmbH is a company owned jointly by Hamburg University of Technology (TUHH) and the Free and Hanseatic City of Hamburg whose mission is to promote effective transfer and exploitation of scientific and technical knowledge.

TUTECH ACADEMY workshops on technology transfer and innovation and research management equip participants from research and business with the right skill sets to do new work in their fields. Tutech Innovation GmbH has considerable experience in coaching researchers from a wide variety of backgrounds, disciplines and experience as well as nurturing those doing PhDs, participating in graduate schools or in the early stages of career development.

tutech.de

Contact and further information

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