



Career & Gender Factsheet – Activities and Planning

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Introduction

This is the second of a series of three factsheets produced by the Career and Gender Committee. This factsheet focuses on activities proposed by the committee to the URPP GCB members, which address issues of career and gender. The following categories of activities will be supported throughout the programme:

- Semi-annual project assessments
- URPP GCB Sponsored courses, workshops
- Speakers career talks
- Family supports for events

Project-based feedback

PI and line managers are invited to organise semi-annual performance and development reviews for long-term view with their junior peers (Phds, Postdocs). This should be in from of a co-assessment.

Courses and workshops

These activities are aimed at bridging the transition between different career stages and should address the gaps that emerge during different career stages. A portfolio of transferable skills activities is currently offered to PhDs and Postdocs by the Graduate Campus and the Gender Office. We will send notice on a regular basis about these courses.

Courses currently offered on a regular basis by the graduate campus and that could be either co-sponsored by or disseminated through the URPP GCB are:

- Successful funds acquisition for researchers
- Leadership skills for postdocs
- Project management for successful postdocs
- Project management for research
- Leadership competencies for doctoral candidates
- How to give presentations effectively and persuasively
- Negotiation and moderation techniques

In addition, the following workshops will be organised by the programme possibly in collaboration with the graduate campus/gender office or with the existing graduate schools:



- How to publish in peer-reviewed journals
- How to apply for academic jobs
- How to write successful proposals
- Managing interdisciplinary projects

We plan to organize one to two workshops per year related to career and gender issues within a broader context of global change and biodiversity. An example could be to invite the editor in chief of a relevant journal to hold a publication workshop.

We provide ad-hoc support to members who do not envisage an academic career. We foster the creation of links and preparedness for other type of trajectories through:

- Promote participation of URPP GCB junior members in policy dialogues
- Promote participation of URPP GCB junior members in policy related events
- Foster participation of junior staff in third party calls with the private and public sector
- Develop CV writing and interview skills

Speaker's Career Talks

Each invited speaker will be asked to give a talk separate from the scientific presentation about her/his career development. This type of talk will be aimed at more junior staff (PhD and Postdocs)

Family Support

The GCB strive to create a family friendly environment. All meetings and activities will be organised as much as possible during reasonable working hours (with exception of the retreats) and between 9am-5pm. We will offer support to GCB members on family related issues and on an ad-hoc basis, also with the help of the KIHZ (<http://www.kihz.ethz.ch/>). Support in finding appropriate childcare options will be offered to new URPP GCB members, who are relocating in Zurich and surrounding for the purpose of the programme. This will be done through the KIHZ (eventually by using the KIHZ consultancy services).

Family friendly activities will be promoted throughout the program, such as family gatherings in form of summer barbeques or Christmas parties.

Material & Resources

We provide reference material on our dropbox folder (/OperationalManagement/Career&Gender/Literature) as well as information on external activities on career development and gender.

Contacts of interest for proposed events:

Tress & Tress, Offers several transferable skill courses: <http://www.tress-tress.com/>

Peer Mentoring/Graduate Campus: www.grc.uzh.ch/calls/grants.html

Mike Hochberg on Publishing: <https://sites.google.com/site/perspectivesinpublishing/teaching>

Foundation for Childcare in Zurich University Area, KiHZ: <http://www.kihz.ethz.ch>