Professional Development
Grab your opportunity!
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Is it important for you to have challenging work? Do you want to be equipped with skills that will make you even better in what you do? Or are you looking for a toolbox that will prepare you for your next career move?

TU/e considers it important that employees are given the opportunity to grow and to further develop their professional career. An important pillar in this is training. Within the TU/e, Personnel and Organization (DPO) is responsible for offering training to the employees. Within DPO, you can contact the unit Professional Development for diverse, high-quality training programs, tailored to the various groups of TU/e employees and adapted to the specific situation at TU/e.

Something for everybody

With four different training programs, Professional Development offers something for all TU/e employees.

Research and Knowledge Valorization

Conducting proper research is one of the pillars of TU/e. However, you need to have more to offer in order to become a successful scientist. You need to get other people excited about your research, to sell your research and to be able to formulate a strong subsidy application. You are also expected to know your way around in the business world and to steer your research project in the right direction. Furthermore, you are expected to be acquainted with the written and unwritten rules regarding scientific integrity.

The Research and Valorization Training Program focuses on reinforcing these skills. The program offers training courses for the more experienced researchers, but it also offers a PROOF program particularly developed for PhD students who are just starting their scientific careers.

Education

All employees with a teaching task will agree: teaching is an art. The TEACH Training Program helps novice as well as experienced lecturers perform their teaching tasks as professionally as possible. The courses are specifically tailored to the educational approach of TU/e and offer a platform for exchanging experiences. The training courses focus on all the University Teaching Qualification (BKO) competences, but also on specific skills that are sometimes required for lecturers (such as the Supervising Design Based Learning course). The TEACH trainers can also assist in developing a customized didactical training.

Support Staff (OBP)

Are you an OBP staff member at TU/e? Check out which training courses are offered in the Support Staff Training Program. The OBP training program is focused on increasing your possibilities within TU/e, in the broadest sense of the word. Some of the training courses focus on developing position-related skills, such as training in presentation skills, in ICT skills or in English. Also courses related to work experience, such as Mindfulness/Work-Life Balance, are part of the program. Some of the training courses focus on competences, growth and development, such as the "Career in Your Own Hands" training and the Professional Leadership training. As with all our other training programs, all the training courses are tailored according to TU/e context. You will always follow the training together with other TU/e colleagues, so you will also learn from others and expand your TU/e network.

Academic Leadership

As a scientist, managing fellow scientists is quite a challenge. In addition to research and educational responsibilities, highly-educated academic staff members on our campus also have managerial and organizational responsibilities. TU/e finds it very important that academics are properly prepared for performing these tasks and receive proper support. Not every general management program is suitable or useful in our academic context. That is why Professional Development has developed its own courses in the Scientific Staff Management Training Program that offer academics support on various levels in performing their managerial tasks. TU/e offers leadership training to assistant professors, associate professors, professors and directors.

For example, during these training courses, you will learn to communicate on different levels. Topics such as organizing and delegating will also be discussed. In addition, during the training, participants will be able to raise their own issues regarding relevant situation-dependent ethics, which, combined with theory, will ensure that the acquired skills will be easily applied and implemented in practice.

Why take a training course at Professional Development?

- Opportunity to expand your TU/e network.
- Experienced internal and external trainers from recognized educational institutes that are familiar with TU/e.
- Thorough selection and competitive purchase by Professional Development (quality check).
- Continuous update of the training programs based on development in the discipline, recent developments at TU/e and feedback from the organization.
- Demonstrable value and easy to apply to career tracks, inside as well as outside TU/e.
Research and Valorization Training Program
Conducting proper research is one of the pillars of TU/e. However, you need to have more to offer in order to become a successful scientist. You need to get other people excited about your research, to sell your research and to be able to formulate a strong subsidy application. You are also expected to know your way around in the business world and to steer your research project in the right direction. Furthermore, you are expected to be acquainted with the written and unwritten rules regarding scientific integrity.

The Research and Valorization Training program focuses on reinforcing these skills. The program offers training courses to academics at all levels, including more experienced researchers. However, it also includes the PROOF program, which is aimed at PhD students who are just starting their scientific careers.

Training Programs
Curious as to what kind of training course you can attend in this learning trajectory? Look on intranet.tue.nl/professionaldevelopment for the training programs. We continuously update the range of courses, so check the intranet regularly! You will find information about the following training courses and more:
- Exploitation of Research Results and Knowledge Transfer
- Scientific Project Management
- Competing for a Research Grant
- Scientific Integrity
- Mindfull in your Work & Life

PROOF Program
PROviding Opportunities For PhD students
Your doctoral period is a time of scientific development. In four years, under the supervision of experienced academics, you will develop into an independent researcher. In addition to this TU/e finds it important to invest in personal development. That is why TU/e offers its PhD students the PROOF program (PROviding Opportunities For PhD students). This program consists of various courses and training sessions that will greatly enhance your academic skills and develop your social and communication skills as well. In addition to this, during the training you will collaborate closely with PhD students from other departments, which allows you to rapidly create a personal network within the university.

PROOF Program
1st year
- Skills in Analysis
- Taking Charge of your PhD project
- Intercultural Communication & Cooperation
- Scientific Integrity
- Information Literacy and Research Data Management
- Poster Pitch - Designing and Presenting a Poster

2nd year
- Giving an Audience-Focused Presentation
- Writing Articles and Abstracts
- Supervising Master Students
- Teaching Skills for PhD students

3rd year
- Individual Personality Analysis
- How to start your own business
- Career Consult

4th year
- Career Consult
Scientific Staff Management
Training Program
As a scientist, managing fellow scientists is quite a challenge. In addition to research and educational responsibilities, highly-educated academic staff members on our campus also have managerial and organizational responsibilities. TU/e finds it very important that academics are properly prepared for performing these tasks and receive proper support.

Not every general management program is suitable or useful in our academic context. That is why Professional Development has developed its own courses in the Scientific Staff Management Program that offer academics support on various levels in performing their managerial tasks. TU/e offers leadership training to assistant professors, associate professors and to professors and directors.

What to expect during the training?
For example, during these training courses, you will learn to communicate on different levels. Topics such as organizing and delegating will also be discussed. In addition, during the training, participants will be able to raise their own issues regarding relevant situation ethics, which, combined with theory, will ensure that the acquired skills will be easily applied and implemented in practice. A mutual feature of all the courses related to academic leadership at TU/e is that they combine a coaching-oriented style of training with critical, open and honest feedback. During the training, you will reflect on your own conduct, which will create a good basis for further development of your personal management style.

Training Program
Professional Development offers academic staff members the following management training courses:
- Academic Leadership for Assistant Professors
- Academic Leadership for Associate Professors
- Academic Leadership for Professors and Directors

In the future, we will expand our offer of training courses in the field of general management and organizational skills. So keep an eye on intranet.tue.nl/professionaldevelopment.
Support Staff (OBP) Training Program
Werk je als OBP-er binnen de TU/e? Kijk dan eens welke trainingen er binnen het Support Staff Training Program worden aangeboden.


In een aantal trainingen staan competenties, groei en ontwikkeling centraal. Bijvoorbeeld tijdens de training Loopbaan in Eigen Hand en de Leergang Professioneel Leiderschap.

Alle trainingen zijn afgestemd op de TU/e-context en je volgt bovendien de training samen met andere TU/e-collega’s. Hierdoor leer je ook van de ervaringen van anderen en kun je je TU/e-netwerk uitbreiden.

Hieronder een greep uit het huidige aanbod.

Het opleidingsaanbod is en blijft in ontwikkeling zodat het steeds blijft inspelen op de behoeften die bijv als OBP-er hebt. Check dus regelmatig het aanbod op intranet.tue.nl/professionaldevelopment.

Trainingsaanbod
- De Kunst van het Presenteren
- Engels (diverse niveaus)
- Sharepoint 2010
- Sharepoint 2013
- ICT: een divers en variabel aanbod: Excel, Outlook, etc.
- Loopbaan in Eigen Hand
- Leergang Professioneel Leiderschap voor OBP
- Time & Zelfmanagement
- Projectmanagement
- Mindfulness/Work-Life balance

Het Support Staff Training Program biedt naast trainingen ook intervisie aan.

Talentenprogramma’s

Het Support Staff Training Program biedt een breed aanbod aan trainingen, cursussen en workshops. Ook biedt het twee talentenprogramma’s voor OBP-ers, namelijk het TU/e Opportunity Program en het TU/e Inspiration Program.

Het TU/e Opportunity Program (TOP) richt zich op ambitieuze en talentvolle OBP-ers met leidinggevende ambities en met tenminste HBO werk- en denkniveau binnen de TU/e. Het TOP-programma biedt hen de mogelijkheid en faciliteiten om zich versnel te ontwikkelen om daarna mogelijk op eigen initiatief door te groeien naar een hogere of zwaardere functie.

Het TU/e Inspiration Program (TIP) is er voor OBP-ers met tenminste MBO werk- en denkniveau die hun persoonlijke en professionele ontwikkeling naar een hoger plan willen tillen. Na het volgen van het TIP-programma kennen zij de TU/e (nog beter) in de breedte en zijn zij (nog meer) een inspirerend voorbeeld voor collega’s.

Het Support Staff Training Program biedt ook intervisie aan.
All employees with a teaching task will agree that teaching is an art. Only a small number of teaching staff have actually been formally trained in the profession. Sharing teaching experiences can contribute to your development as a teacher.

The purpose of training courses in the TEACH Training Program is to help novice as well as experienced lecturers perform their teaching tasks as professionally as possible. The courses are specifically tailored to the educational approach of TU/e and offer lecturers a platform for exchanging experiences among each other.

University Teaching Qualification competences (UTQ/BKO program)
The TEACH Training Program relates to the education policy of the university. The training courses include all the University Teaching Qualification (BKO) competences.

- Module: Teaching and Learning in Higher Education
- Module: Designing Courses & Projects
- Module: Assessment
- Module: Teaching Skills
- Module: Evaluation and Reflection
- Intensive Portfolio Program

Training/courses for starting and experienced teachers
Professional Development offers several detailed courses, also intended for more experienced lecturers (such as Performance Skills). Some of the courses in the TEACH Training Program focus on specific skills required for lecturers (such as the Supervising Design Based Learning course).

Training Program
- Formulating Testable Learning Outcomes
- Assessment Analysis
- Supervising Students in Final Bachelor Projects
- Supervising Master Students
- Supervising Students in Design-Based Learning (DBL) groups
- Supervision of PhD students
- Using Clickers in Teaching
- Plagiarism Prevention
- Examination Committee: The Legal Frame work (also available in Dutch: Examencommissie, Kaders van Regels en Richtlijnen)
- Using Technology in Teaching
- Competing for a Research Grant
- Voice Training (also available in Dutch: Stemtraining)
- Performance Skills (also available in Dutch: Theatervaardigheden)
- Performance Skills, follow up (also available in Dutch: Theatervaardigheden, follow up)
- Formulating Multiple Choice + Clicker Questions
- Teaching across cultures
- Smartboard Training

Customized training
In addition to the regular program, the TEACH team offers customized didactical skills training, specifically tailored to the wishes of a specific group of TU/e employees or department. Trainers can also help you with inaugural lectures (individual customized track).
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Is it important for you to have challenging work? Do you want to be equipped with skills that will make you even better in what you do? Or are you looking for a toolbox that will prepare you for your next career move?

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