

# Become a Research Management Expert: Enhance Your Skills, Strengthen and Expand Your Network. Boost Your Career Dramatically!

We are proud to be able to present this training event to you. It is for you, who have recently entered the world of Research Management, being it in a university, research organisation, funding body, company or any other entity working with research.

You can have a background as a trained researcher moving into research support or being new to world of research. You are welcome!

The training programme is developed over 15 years in collaboration with experts and leaders in the field of research management and administration.

## PRACTICAL INFORMATION

**Date** 10-12 January 2023

**Venue** Best Western Plus Tower Hotel Bologna  
Viale Lenin, 43 40138 Bologna Italy

**Registration** send a mail to  
[jan.andersen@researchadvisory.eu](mailto:jan.andersen@researchadvisory.eu) or on the web  
<http://researchadvisory.eu>

**Price** Early Bird registration (10 Dec. 2023) €725  
Ordinary registration €755

Group discount € 725 (min. 3 persons)

Price includes: lunch 3 days; dinner day 1&2; refreshments and coffee; course material; 10% discount on hotel; and an excellent program.

## Training Course 10 - 12 January 2024 Bologna Italy

- About the training course:
- Develop your professional skills
- Expand your network
- Get first class presentations and case-based training
- Receive hands on learning in workshops
- Meet qualified and experienced trainers
- Engage in professional and social challenges
- Increase your learning output through active participation



## TRAINERS

Susi Poli, Higher  
Education and  
Research Man-  
agement Bologna  
University



Valentina Ro-  
mano, Research  
Manager and  
Head of Division  
at Politecnico di  
Torino



Jan Andersen,  
Director, An-  
dersen Research  
Advisory and  
Senior executive  
Advisor Univer-  
sity of Southern  
Denmark



Andersen Research Advisory

# Program

## DAY 1

10 January

- 12:00 – 12:30 Arrival
- 12:30 – 13:30 Welcome lunch
- 13:30 – 14:00 Welcome and Introduction  
Establishing of a mutual learning environment
- 14:00 – 14:45 Research and the interaction with research management and research administration  
Understanding the research process in context of the research office
- 14:45 – 15:00 Break
- 15:00 – 16:30 Personal skills  
Working with the personal skill-sets necessary for the research administrator
- 16:30 – 17:00 Q&A Session and closing
- 19:00 Joint dinner

## DAY 2

11 January

### Workshop – The Research Office

Group Work: Establishing of personal guides, plans, checklists and procedures

- 09:00 – 09:30 Introduction to the group work
- 09:30 – 10:00 Breakout session in groups  
Group Work: Planning of the work
- 10:00 – 10:30 Open Science, DMP and GDPR  
Understanding how to advise on Open Science. The role of the research administrator
- 10:30 – 11:00 Breakout session in groups  
Group Work: Solving group work tasks
- 11:00 – 11:30 Responsible Research and Integrity (RRI): Research Ethics  
Understanding the concept of RRI, the influence on research and the research office
- 11:30 – 12:30 Breakout session in groups  
Group Work: Solving group work tasks
- 12:30 – 13:30 Lunch Break
- 13:00 – 13:45 Understanding the budget  
Get a grip on key budget issues like, overhead, wages, depreciation and documentation
- 13:45 – 15:30 Breakout session in groups  
Group Work: Solving group work tasks
- 15:30 – 16:00 The lobbying process  
Understanding the stakeholders of the research process. Plan a strategy for influencing
- 16:00 – 17:00 Breakout session in groups  
Group Work: Finalising group work tasks
- 17:00 – 17:45 Group presentations  
Demonstration of outcome of group work, and lessons learned
- 19:30 Joint dinner

## DAY 3

12 January

- 09:00 – 11:30 Research management in perspective  
Establish an understanding of the wider context of research.  
Understanding of the political and organizational framework for research
- 11:30 – 12:00 Evaluation and lessons learned
- 12:00 – 12:30 Closing
- 12:30 Farewell lunch