



## Zurich Life Science Week

### Summary

**Aim:** Train life scientists in how to best seize job opportunities outside academia

**Program:** 5 Days with evening classes 5 pm to 7 pm and a dinner at the end.


**Venue:** Seminar room on UZH's Irchel Campus or ETH's Campus Hönggerberg (TBA).


**Date:** November 19-23, 2012.


**Participants:** 20 life scientists: PhD students and postdoctoral fellows


**Partners:** ETHZ Career Center (ETHZ CC), University of Zurich Career Services (UZH CS), Dr. Monika Clausen & Netzwerkpartner.

### Trainers

	<p><b>Dr. Roger Gfrörer – Head UZH Career Services</b></p> <p>Since the foundation 2008, Roger Gfrörer is head of the UZH Career Services. Before, he worked in the HR Department of the UZH. There he moved 2007 after having finished his PhD in Human Resource Management at the Chair in HRM (UZH), where he was senior assistant for 5 years. In the 1990s, he worked 5 years at Tamedia, 4 years at IBM Switzerland and 2 seasons as a ski instructor. Roger Gfrörer has a deep understanding of research and teaching processes at the university and has profound knowledge of the Swiss education system as he also teaches at the university of applied science and a higher vocational college. His approach is to empower the students for their next career steps, helping them to focus on their resources.</p>
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	<p><b>Dr. Monika Clausen – Personal Development Trainer and Career Consultant, Dr. Monika Clausen &amp; Netzwerkpartner</b></p> <p>Dr. Monika Clausen is engaged as a trainer and coach at universities, in the private industry and with individual clients. She has a PhD in biology, a Bachelor in Business Administration and training in leadership, adult education and solution focus coaching. Her professional experiences outside science include assignments as a headhunter for highly educated individuals as well as working experience as an expert and line manager. She uniquely links natural sciences and management knowledge with a resource oriented and solution focused attitude.</p>
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	<p><b>Martin Ghisletti – Head ETH Career Center</b></p> <p>Before joining ETH he worked in a variety of management positions in Human Resources. At Hewlett Packard Switzerland and AXA Winterthur he was HR Director and a member of the extended management board. Martin Ghisletti has a degree in business administration from the University of St. Gallen (HSG). Martin Ghisletti has an extensive knowledge of the jobs market, and is familiar with what companies think and do as part of their university recruitment and general careers management activities. His valuable skills and experience have been built up on the basis of many performance reviews and interviews, and he is happy to share them with students and doctoral students, both in personal counseling and at events, helping them to plan their careers.</p>
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	<p><b>Evelyne Kappel – Career Advisor / Project Manager, ETH Career Center</b></p>
	<p>Evelyne Kappel has been working at ETH since 2008. Up to the end of 2009 she worked on the ACAP (Academic and Career Advisory Program) pilot project with responsibility for careers advice and employer relations. Since then Evelyne Kappel has advised and supported more than 400 ETH students and doctoral students on starting their careers, and has organized several careers events for students and companies. Before joining ETH, Evelyne Kappel spent more than three years with an executive search company specializing in finding and placing proven management talent.</p> <p>Evelyne Kappel has a wide knowledge of the Swiss jobs market and of the relevant requirements made of graduates. She is happy to share this knowledge, based on many years of counseling and recruitment experience, with students and doctoral students in order to advise them on starting their careers and to give them individual support.</p>

### Program Outline

Day	Content	Trainer
Mon, 19.11.2012 17-19h	<b>Career Resources - An approach to a self directed career management I</b>	UZH CS <i>Roger Gfrörer</i>
Tue, 20.11.2012 17-19h	<b>Searching for Job opportunities: Hidden labor markets</b>	<i>Dr. Clausen &amp; Netzwerkpartner</i> <i>Monika Clausen</i>
Wed, 21.11.2012 17-19h	<b>Writing a successful CV and a cover letter</b>	ETHZ CC <i>Martin Ghisletti</i> <i>Evelyne Kappel</i>
Thu, 22.11.2012 17-19h	<b>Preparation for Job Interviews and Interview Simulations</b>	ETHZ CC <i>Martin Ghisletti</i> <i>Evelyne Kappel</i>
Fri, 23.11.2012 17-19h	<b>Career Resources – an approach to a self directed career management II</b>	UZH CS <i>Roger Gfrörer</i>
Fri, 23.11.2012 19-21h	<b>Wrap up dinner with all the trainers and participants</b>	ALL

### Detailed program

#### Career Resources - An approach to a self directed career management I

You are often told that you should “care about your career”. But what is actually a career? And how can you manage it by yourself? We assume that a self-directed career is the highest aim of individuals. And we also assume, that it is helpful to know how a career could look like before you start navigating your own career. Therefore we offer you a module in two parts. In a first part, we want to inform you about the basics of career management. You will get information on:

- Contemporary career theories
- Market vs. Resources: View or why employability is not enough
- Career Resources – a framework for the self directed Career Management
- Ideas how to use these resources
- 14 ways to find a Job

#### Goals: Participants

- know different paths
- develop an awareness for different approaches and for their career resources
- are prepared for the career week



### **Searching for Job opportunities: Hidden labor markets**

“How to find a job?” is a question that every student faces upon graduation. There are obvious and less obvious channels to get jobs. When starting a job search most of us use a re-active approach missing out on all the job opportunities given by the hidden labor market. While tackling the hidden labor market people are concerned with many questions: Does it exist? Why do companies not announce open positions? In what environments are spontaneous applications welcome? And last but not least what does it take to be successful in applying for your dream job?

### **Writing a successful CV and Cover Letter**

The first part of this session gives insight in how to prepare application documents. The lecturers take up the most important questions that come up when writing a CV and a cover letter and they give answers and explanations. During the second part of the seminar the lecturers will discuss real application documents of one or two participants in front of the plenum from recruiters' / managers' point of view. Based on this the students will get a better understanding of the employer's / recruiter's thoughts and methods and will be able to emphasize the proper content in their application.

### **Preparation for Job Interviews and Interview Simulation**

The participants will be sensitized for DO's and DON'T's during job interviews. During the first part of the session the students get important background information about first interviews, telephone interviews, different interview methods and interview preparation. In the second part of the session the students will experience a live interview with 1-2 selected participants. The interview will be discussed and commented afterwards.

### **Career Resources – an approach to a self directed career management II**

In a second part, you will dedicate time to discover your career management resources, to discuss the findings and to develop the possible next steps on your career path. You have time and access to resources: your peers will support you (as long as you're supporting them too). Session content:

- Develop your resources (bring your CV with you!) (Groupwork)
- Find different ways to use the resources (Groupwork)
- Let your ideas get challenged! (Plenum)
- What are the missing career resources and what are your next steps (Individual Work)

Goals: Participants

- get a first overview over their personal resources
- develop next steps
- get those ideas challenged
- determine the missing resources

### **Contact information**

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