Technician and Research Assistant Leadership Development Programme

We recognise the lack of opportunities for continuous personal and professional development at offer when you are a Research Assistant or a Technician. To address this, the Faculty of Brain Sciences (FBS) in collaboration with Institute of Neurology (IoN), have partnered up with Dr. Magdalena Bak-Maier, Founder and CEO of Make Time Count, to develop a bespoke Leadership Programme to support our Research Assistants and Technicians positioning themselves for success in their future careers. The Programme started as an IoN initiative and the pilot was delivered in 2021/22. This academic year (2022/23), the IoN partnered with FBS to open up the Programme to all Institutes and Divisions of the Faculty of Brain Sciences. The number of places offered to each department reflects the size of each Department and adopts the place allocation percentages of the UCL Leadership Programmes.

Participant Feedback:
“This is a must-have course for technicians and assistants at every stage of their career! It empowered me in a way that my industry has been unable to do before. Support for us is so important and this course has been great for me!” – 2022 IoN cohort.

“The course has given me such clarity and has transformed my ability to juggle different tasks and demands in my life. I love how it has taught me to think holistically about leadership both personally and professionally.” – 2022 IoN cohort.

Why focus on leadership?
The word leadership is featured 58 times in UCL’s Academic Careers Framework. UCL’s Ways of Working document features the words Lead/Leadership 7 times. Leadership is an enabling and transferable skill. As you become more senior, the leadership aspect of your role becomes more relevant. As such, it is clearly important that we equip our members of staff with the tools that will enable them to progress in their careers.
1) Eligibility
The Leadership Development Programme is open to all Faculty of Brain Sciences Institute and Division:

- Research Assistants (UCL grade 5-7)
- Technicians (UCL grade 5-7)
- part-time PhD students with work commitment in technical/research support roles (UCL grade 5-7)

2) Structure and Timeline of the programme
The programme is comprised of:

a) 1 Career Development Masterclass
b) 3 full-day training sessions
c) 1 follow-up Reflection/Celebration session

More specifically:

a) January 2023: Career Development Masterclass (120 minutes - online)

**Number of places:** 30 per session - everyone is welcome and encouraged to register and join

**Dates:** Participants may choose between one of the following dates

- Thursday 19th January, 10:00 am – 12:00 pm (GMT)
- Tuesday, 24th January, 2:00 pm – 4:00 pm (GMT)

**Content:** This masterclass workshop is designed to provide time and space to begin to reflect on and explore the topic of career management in general, pinpoint what’s needed and create a mini-action plan for next steps to take.

**Registration:** To attend please fill in this form [https://www.eventbrite.com/e/career-development-masterclass-tickets-486770412407](https://www.eventbrite.com/e/career-development-masterclass-tickets-486770412407)

A joining link will be sent to you the day after the Registration Deadline below. In the meanwhile, save the date in your calendar.

**Registration deadline:** until session capacity is reached (waiting list available)

b) March – May 2023: 3 full-day Training Sessions (1 per month - online)

**Number of places:** 10. Ten (10) staff members will continue to complete the full programme and participate in 3 sessions.

**Dates:** Participants need to block their calendars for the following dates

- Session 1: Tuesday, 7th March, 09:30 am – 4:30 pm (GMT)
- Session 2: Wednesday, 26th April, 09:30 am – 4:30 pm (GMT)
- Session 3: Friday, 19th May, 09:30 am – 4:30 pm (GMT)

**Content:** The sessions include mini lectures, experiential learning elements, small-group discussions, mini practicals and bespoke PDF worksheets that focus on Personal leadership (Session 1), Boosting overall
effectiveness (Session 2), Charting a viable career path (Session 3). Please look below for detailed information on aims and content.

**How to apply:** You may apply through this form: [https://bit.ly/LeadershipDevProgramme](https://bit.ly/LeadershipDevProgramme). Please look below for detailed information on the application and selection process. We recommend that you attend one of the two Career Development Masterclasses in January 2023 before applying for the full programme.

**Application deadline:** Tuesday 7 February, 5PM (GMT)

c) June 2023: 1 follow-up Reflection/Celebration session (90 minutes, face-to-face/on campus)

**Date:** Monday, 26th June, 02:30 pm – 4:00 pm (GMT)

**Content:** This year’s cohort will have a face-to-face get together to reflect on their experience and celebrate.

### 3) Aims of the full programme

The Leadership Development Programme is designed to support the personal and professional development of staff members in Grades 5-7, including PhD students that work as part-time Research Assistants/Technicians.

The Leadership Development Programme will:

- Develop and refine delegates’ personal leadership skills, including the ability to handle difficult situations, influence others and build relationships.
- Teach delegates how to increase their mental and physical capacity when working under pressure.
- Give practical tools and the confidence to support meaningful career moves.
- Catalyse connection with colleagues working in similar roles at the Faculty of Brain Sciences.

### 4) Content and focus of the training sessions

Over the three days of training sessions, delegates explore and workshop important aspects of (1) personal leadership, (2) effectiveness and (3) career management, that are the bedrock of what it means to be a leader. The overall leadership framework is based on the Five Practices of Exemplary Leadership research from the work of James M. Kauzer and Barry Z. Posner with practical elements devoted to three core leadership skills crucial to personal and professional success: [1] How to notice and listen, [2] How to inquire, and [3] How to invite action. To make the learning rich each day touches into all three themes at varying depths. The programme is further supported with an additional 12-month [Goal Getter Bootcamp](#) for longer-term goal planning and pursuit, 3 coach-facilitated small-group coaching sessions and PDF learning worksheets.
Key work and focus by day:

Day 1: Personal leadership

- Practice listening and noticing
- Mapping the unique leadership challenge I am facing
- Exploring leadership and what it means
- Learning how nurturing relationships are made to support career management
- Clarifying values and how to use them to support leadership and effectiveness
- Exploring key motivation and practicing giving acknowledgements
- Action planning to deepen learning and advance forward

Day 2: Boosting overall effectiveness

- Exploring present reality and locating critical resources/ opportunities for growth
- Building up a core leadership skill toolkit
- Creating safety for important conversations to foster mutually effective relationships
- Exploring 5 Leadership Practices and what they can look like in practice
- Clarifying career priorities and possible futures
- Using the Get Productive Wheel to become a wise leader
- Action planning and practical field exercise

Day 3: Charting a viable career path

- Developing a personal leadership narrative
- Working on personal power and authority, including how to say NO
- Exploring the self as instrument to make positive change
- Building presence and resilience skills through work identity and Jungian archetypes
- Constructing a working vision for the future
- Supporting progress with a mini action plan
- Completing the journey

5) How to apply

Expression of interest should be submitted through this form: https://bit.ly/LeadershipDevProgramme

The application deadline is Tuesday 7 February, 5PM (GMT).

Your application should cover the following points:

- What are you hoping to gain from this Leadership Development Programme?
- What can you bring to this Leadership Development Programme and/or to your Institute/Division?
- Broadly summarize your career path and aspirations.
To participate you will need to have the support of your Line Manager. We recommend that you attend one of the two Career Development Masterclasses in January 2023 before applying for the full programme.

6) Selection process

Ordinal ranking of motivation letters and initial shortlisting will be carried by your Institute/Division. Shortlisted applications will be provided to an independent, gender and ethnic diverse jury panel consisted of Faculty of Brain Sciences staff members. The panel will conduct the final shortlisting and application outcomes will be communicated to all candidates by Monday 20 February.

About the trainer Dr. Magdalena Bak-Maier:

Magdalena began her work as a neuroscientist (PhD Caltech) and has gone on to become an internationally recognized teacher and active contributor to psychology, education and therapy, tool developer and facilitator, and founder of Make Time Count Ltd. She is the go-to leadership developer for academics and researchers worldwide, creator of the Grid work-life balance method described as a “complete life-saver” by academics and students, and her productivity and wellbeing tools have been applied to support leadership development at Imperial College London and NASA. Her work and models have been featured at Columbia University Coaching Conference, Positive Psychology Conference, British Psychological Society, Association for Coaching UK, BBC World, NPR, and the Guardian Masterclass 2022 series.

*If you have any queries, please feel free to contact the IoN EDI Project manager, Dimitris Zachos at d.zachos@ucl.ac.uk