

**MgSAFE Career Planning and
Application-Training
22-24 November 2021**

Agenda

Monday, 22 November 2021		
9:00 – 9:15	Welcome	
9:15 – 12:30	Career planning & application training <ul style="list-style-type: none"> • My motives, strengths and development areas • Which kind of job suits me best? • Ways to find a job • How to read a job ad 	Robert J. Degenhardt, Thomas Römer
12:30 – 13:15	Lunch Break	
13:15 – 17:30	Career planning & application training <ul style="list-style-type: none"> • Comparing my CV to actual requirements • Importance of the Cover letter • Feedback rules • Getting in contact with an employer by email • Getting in contact with an employer by telephone / online • Preparing for application tests • Closing of day 1 	Robert J. Degenhardt, Thomas Römer
19:00	Dinner	all

Tuesday, 23 November 2021		
9:00 – 10:30	Career planning & application training <ul style="list-style-type: none"> • Welcome & Questions • Leaving a positive and competent impression • General hints on successful communication • Preparing for an application interview • Coping with stressful situations 	Robert J. Degenhardt, Thomas Römer
12:00 – 12:45	Lunch Break	
12:45 – 16:35	Career planning & application training <ul style="list-style-type: none"> • Practicing application interviews • Shaping the first 6 months in a new job • Feedback and end of the workshop 	Robert J. Degenhardt, Thomas Römer
	End of the day	

Wednesday, 24 November 2021		
9:20	Meeting at S Nettelburg station	
10:00 – 12:30	Hereon biometals manufacturing tour	Dr. Björn Wiese, Dr. Thomas Ebel
12:30 – 13:30	Lunch Break	
13:30 – 16:00	Hereon BioLab tour	Dr. Heike Helmholtz
	End of the day	

Venue

Day 1	DESY Seminar room (1 st floor) Building 94
Day 2	Notkestrasse 85, 22607 Hamburg Germany
Day 3	Helmholtz-Zentrum Hereon GmbH Seminar room 403 (3 rd floor) Building 47 Max-Planck-Straße 1, 21502 Geesthacht Germany
Dinner	Alt Helgoländer Fischerstube Fischmarkt 4 a-c D-22767 Hamburg Germany