

UNLOCK YOUR POTENTIAL



We support you in meeting your current and future professional objectives and to realise your potentials. We offer you a diverse portfolio of target group-specific initiatives and offers for all your needs.

HUMAN RESOURCE DEVELOPMENT
@TU GRAZ



For Junior Researchers

Specifically for Predocs

Meeting Point Dissertation [eng]

Information and networking initiative plus workshops

High Potential Coachings [eng, ger]

Group coachings to support the dissertation process and career planning

TU Austria Summer School [eng]

A multiple universities cooperation for the development of competencies tackling different topics each year

Career Planning for Predocs [eng]

Workshop to analyse and reflect on future career opportunities

Management of (Research) Projects [eng]

Training to develop and expand project management competencies

Competence Corner [eng, ger]

A workshop series with changing topics to expand competencies for a successful doctorate and beyond

Business Management for Young Professionals [ger]

Modular structured training to develop essential management-know-how

Young Leaders Programme [eng]

A modular programme to prepare for leadership tasks

Application Support [eng, ger]

Training to prepare for application processes and interviews plus career planning and an application check

More information:

tu4u.tugraz.at/go/career-predocs

Specifically for Postdocs

Management Development Programme [eng]

Modular structured training to develop essential competencies for growing leadership responsibilities

Coaching for Postdoc Researchers [eng]

Group coaching to increase concentration and productivity

Meeting Point Habil [ger]

Information and networking initiative on the topic of habilitation at TU Graz

Career Planning for Postdocs [eng]

Workshop to determine career paths and career planning

Appointment Training for Prospective Professors [eng]

A workshop to support your preparation for an appointment procedure

More information:

tu4u.tugraz.at/go/career-postdocs

For Leaders

After Work Leadership Forum [ger]

Specialised talks with a particular focus on leadership topics, with subsequent discussion and networking opportunity

Advanced Leadership Programme [ger]

Basics and focus modules for academic leaders to expand their leadership knowledge, to reflect their leadership role and to perfect their leadership competencies

Leadership Coaching [ger]

Individual coaching to tackle professional and personal occupational challenges

Expert Leadership Programme [ger]

Modular training for administrative personnel leaders to develop their leadership success

Expert Leadership plus [ger]

Modules to expand knowledge on different leadership topics for administrative personnel leaders

More information:

tu4u.tugraz.at/go/initiativen-fuehrungskraefte

For Administrative Personnel

Project Management for staff of the support units, staff units and dean's offices [ger]

Training to develop and expand project management competencies

Future.Work.Skills. [ger]

Modular structured programme to develop relevant future work skills

Professional Office Management [ger]

The qualification boosting programme for experienced secretaries

Wissenstalk [ger]

A series of online keynote speeches on varying topics with follow-up discussions

More information:

tu4u.tugraz.at/go/initiativen-allgemeines-personal



Collegial Cooperation

The Lunch Lottery

Informal initiative for networking and exchange across team boundaries

① tu4u.tugraz.at/go/lunch-lottery

Team Development

Offers for promoting collaboration, cohesion and an excellent working atmosphere

① tu4u.tugraz.at/go/teamentwicklung

Future Skills

Future Skills to go

Self-learning platform for flexible use including different formats (e.g. on the topics of creativity & innovation, digital skills, empathy, resilience, ...)

Future Skills Nuggets

Aquiring various future skills in a compact form

① tu4u.tugraz.at/go/future-skills

Individual Offers

TU Graz-Mentoring

Support from mentors for the individual development of researchers

① tu4u.tugraz.at/go/tu-graz-mentoring

Potential Analysis

Offer for junior researchers to discover their own strengths

① tu4u.tugraz.at/go/potenzialanalyse

Coaching

Support from external coaches for overcoming personal-occupational challenges

① tu4u.tugraz.at/go/coaching

Conflict Consulting

Diverse offers to accompany conflicts (e.g. mediation)

① tu4u.tugraz.at/go/konfliktberatung

Moderation

Support for choosing a suitable external moderator from a moderator pool

① tu4u.tugraz.at/go/moderation

In a Nutshell Guidelines

Tightly consolidated guidelines and information on the following topics:

- Strategy of TU Graz
- Project Management
- Successful Teamwork
- Conflict Management
- Leading from a distance and virtual collaboration
- Strategy development

① tu4u.tugraz.at/go/kurzundbuendig

Support Services and Feedback [Documents and advice]



Appraisal interview

Helpful documents to support an advantageous conduction of appraisal interviews



Employee survey



Entry and exit documents plus feedback



References

Information and exemplary documents on phrasing and interpreting references



Human Resource Development

Brockmanngasse 29

8010 Graz

personalentwicklung@tugraz.at

www.tugraz.at/go/personalentwicklung

Version: November 2024