Staff selection, biases and stereotypes

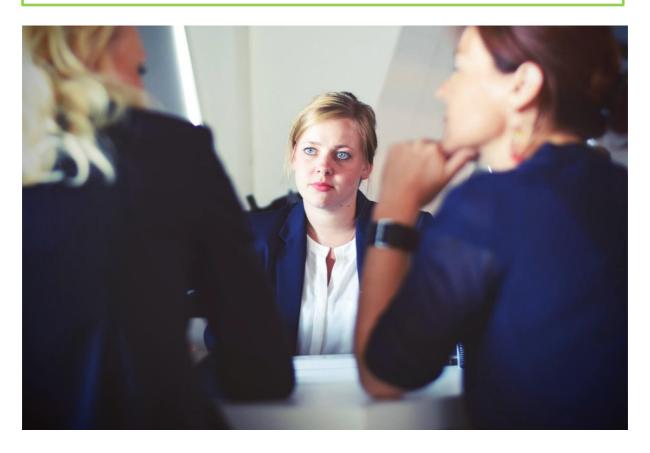|	
Topic area:	(Self-) management
Setting:	Online or in-house workshop
Workload:	2 webinars of 2-2.5 h each = 1 workshop day
Trainer:	Philipp Gramlich
Target group:	Postdocs and junior group leaders

Most hiring processes are hotbeds of biases. Very often, we try to hire clones of ourselves, either deliberately or subconsciously. This in turn, destroys any notion of wanting to hire 'the best'. In this workshop, we'll identify steps in the hiring process, where these biases arise and how we could eliminate them to really hire 'the best'. It's a relevant exercise for everyone interested in how biases influence our work, not just hiring managers.

We'll focus on practical aspects, which can be used to improve our work environments. We'll look at stereotypes and biases and how these influence our behaviour and how our environment perceives us. The result will be actionable steps to change our hiring practices. Much of the knowledge we gain about biases and stereotypes can also be used in other work contexts.

info@naturalscience.careers
Tel: +31 (0) 6 1960 0588 (Karin); +31 (0) 6 824 54 258
or +49 (0) 152 0600 5189 (Philipp)
www.naturalscience.careers

In this course you will learn…

- How biases influence our decision-making processes

- How to identify weak spots in the overall hiring process from criteria all the way to the negotiation phase

- How to reach out to potential applicants without tilting the playing field

- How to use best practice examples of interviewing techniques

Course flow online

Day 1	Day 2	Day 3-21
Live webinar - Kick off - Biases and stereotypes - Your own hiring process: overview and formation of working groups	Live webinar - Debriefing homework - Optimise the hiring process step-by-step	Individual written or oral feedback from the instructor
Individual and group course work (online and offline)	Individual and group course work (online and offline)	

About making notes during the course

All participants receive a script of the course in PDF format for offline and future use so that they can work through the material offline as well as after the course.

*This course can be used in the context of **gender and diversity**: why are we prone to hire people that resemble ourselves? How can we nudge our work processes so that all voices are heard, not just the loudest ones?*

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