

# IEEE Region 8 Workshop Programme Report 2001 – 2005

## History

In 2000 Kurt R. Richter (KRR) and Margaretha Eriksson (MKE) were appointed by the Region 8 director Levent Onural as trainers for the workshops on “Development of Leadership Skills (LS)” and “Project management (PM)”, respectively. Both attended the Train the Trainer workshops in Atlanta, GA in USA organized by RAB Section & Chapter Support in February 2001.

The first workshops were given during EUROCON 2001 in Bratislava, Slovakia. Since then the content of the workshops was further developed and prospered very well.

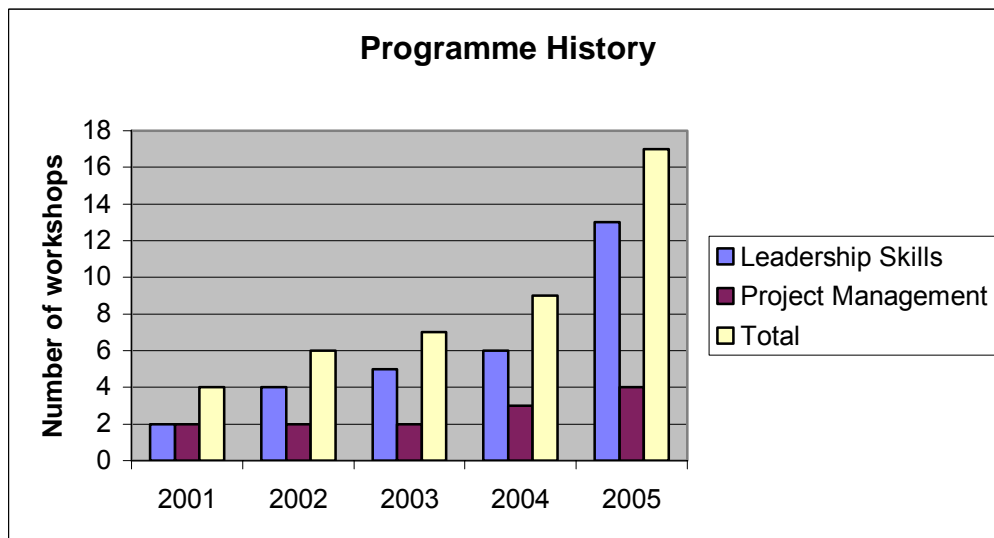


Fig. 1

The steady increase of the number of workshops per year can be seen in *Fig. 1*. From 2001 to 2003 all workshops were given by the Senior Trainers (KRR and MKE).

In 2004 MKE and KRR, respectively, gave a Train the Trainer Workshop in Zagreb organized by the IEEE Croatia Section (Chairman: Aleksandar Szabo). Ten people participated in the Train the Trainer Workshop. These participants came from Croatia, Serbia, Turkey, Slovenia and UK and were recruited at earlier Leadership and/or Management workshops in Region 8.

Since the expenses of the Zagreb workshop was a pilot project the costs were fully covered from the budget allocated by the Region 8 Committee to the annual budget of the workshop programme. This is the reason of the peak expense in 2004 in the expense review in *Fig 3*.

In 2004 and 2005 these Junior Trainers gave their first workshops under the supervision of KRR who rather assisted than supervised the trainers. After these workshops the new trainers received certificates as Local Trainers. They rather should be called Junior Trainers. Some of them have already held their own workshops most of them locally. In 2005 two of the Junior Trainers assisted KRR during the workshops in Istanbul, Turkey, with 165 participants (Basak Yuksel), and in the United Emirates and Bahrain where five full-day workshops were held within 7 days (Dr. Matej Zajc), respectively.

## Workshop Contents

Over the years, of course the courses were further developed and their content was adjusted according to didactic aspects and new material which resulted from discussions with various psychologists and professional Trainers in non-IEEE Coaching and Leadership workshops. The module structure of the workshops make it easy to adjust the workshops according to

the respective audience or request of the organizers. In the following a short description of the workshops is given:

#### **DEVELOPMENT OF LEADERSHIP SKILLS**

This workshop will introduce participants into interpersonal, group, team and leadership skills. The format for the workshop is through interactive participation, using several exercises and case studies. The skills developed are appropriate for application in management or leadership positions in various types of organisations including business, industry or volunteer activities.

An important part will deal with problem solution and co-operation with difficult team members by a proper involvement in the process of problem solving and decision making. In the workshop the different types of conflicts as well as various strategies and its consequences will be analyzed. Choosing the right team is a preventive measure to minimise the causes of conflicts and during controversial discussions it is important to have a team which acts as objectively as possible by keeping to the facts and weighing the consequences of the decisions. To select the right person for a position it is very useful to know and to categorise its personality. Self tests and its evaluation as well as case studies will help to understand a scheme of personality types presented.

- Leadership
- Brainstorming
- Active listening: barriers to communicating
- Conflict styles
- Negotiating commitment
- Developing a priority list and getting consensus
- Image of a Leader
- Personal interactive skills
- Developing group skills
- Teambuilding
- Conflict Management
- Overcoming resistance

#### **PROJECT MANAGEMENT SKILLS**

This workshop is for everybody who wants to use Project Management to accomplish, in IEEE, at work, home, or in the community. You learn basic project management techniques, and how to apply them in real life!

This workshop is highly interactive with several exercises.

In this workshop you will learn about the basic success factors of project, to create a vision, boil it down and express the vision into a project plan and a preliminary budget. We will define the characteristics of a good Project Manager, where to find this person and how to gather a good, strong project team of dedicated members.

During the project the Project Manager needs to create trust and delegate work, check performance according to the goals, prepare and run meetings and report to the project sponsors, as well as to the project members. Project members and meeting attendees need to do their job too, to advance the project.

Risk assessment and risk management is essential in working in projects. If things go terribly wrong, how to handle the situation? When the project is finished, how do we recover the knowledge we have gained? Project evaluations are important and saves time and money in future projects.

Format:

- What is a Project?
- The lifecycle of a project
- How to start a great project
- The Project Plan and Budget
- Characteristics of a Project Manager
- The Team members
- Delegation and follow-up
- Run effective meetings and reports
- Risk management and closing a project
- Evaluation

### **Participants:**

Since the beginning of the programme the total number of participants has increased to **1644** over the five years. Most of them were students (about 75%). The others were young engineers (GOLD about 15%), university teachers, leaders and managers from small and medium enterprises (about 10%) depending on the organizing entity as there are Sections, Student Branches and Chapters.

The strong annual increase can be seen in Fig.2 which, of course, is corresponding to the numbers of workshops. The optimum number of participants would be between 20 and 25. The workshop style had to be properly adjusted to the particular number of participants which varied between 10 and 64. However, an extreme of 165 participants attended the Istanbul workshop organized by the Turkish Student Activities Committee at the Turkish Student Branch Congress in 2005.

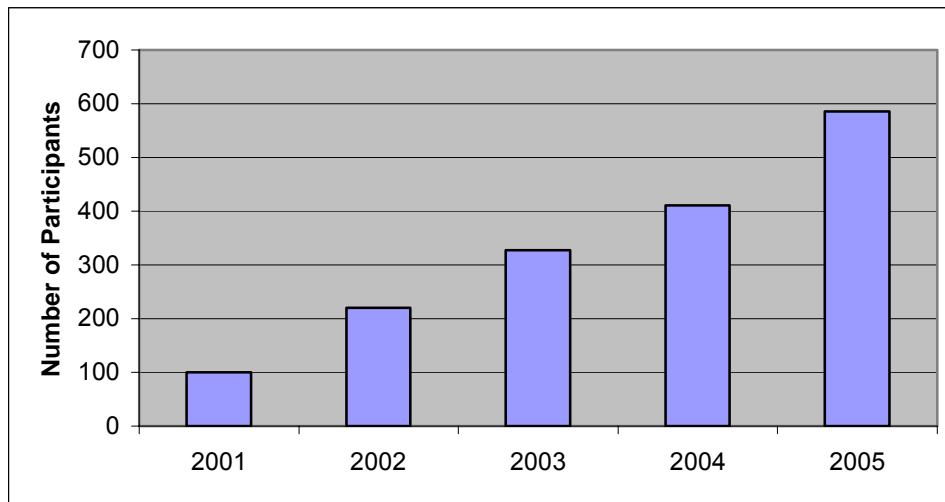


Fig. 2

**Evaluation:**

At the end of each workshop evaluation sheets were distributed which were anonymous and evaluated by either the organizers and/or the trainers.

The questions were as listed in *Table 1*:

|  |
|--|
| <ul style="list-style-type: none"> <li>• What did you learn?</li> <li>• I would like to hear more about .....</li> <li>• Other comments:</li> </ul>  |
| <p><u>Overall Rating:</u></p> <p><input type="checkbox"/> very good                      <input type="checkbox"/> good                      <input type="checkbox"/> average                      <input type="checkbox"/> fair                      <input type="checkbox"/> poor</p> |
| <p><u>Did you find the workshop useful?</u></p> <p><input type="checkbox"/> very useful                      <input type="checkbox"/> useful                      <input type="checkbox"/> not useful</p>  |

Table 1

Most comments indicated that a full day workshop is too short and should be extended to at least 1 ½ days. The experience, however, showed that before they know the workshops the organizers are mostly hesitant to have even a full day workshop instead of an half-day one.

The overall result of the evaluation was excellent. The overall rating was about 75% very good, 20% good and the remaining 3 rates were less than 5%.

The usefulness was rated about 75% very useful and 25% useful. Three out of 1644 participants did not find it useful at all.

**Funding**

The funding of the IEEE Region 8 Workshop Programme was shared by Region 8 and the organizers as shown in *Table 2*:

|   |  |
|---|--|
| <p><b><u>Region 8</u></b></p> <p><b>Travel</b><br/>plane, train, car<br/>ground transportation</p> <p><b>Time of the trainers</b><br/>(not charged!)<br/>for preparation<br/>for holding the workshop</p> | <p><b><u>Local Organizers</u></b><br/>(Section, Chapter, Student Branch)</p> <p><b>Local costs</b><br/>lecture rooms<br/>projectors<br/>other facilities<br/>printing handout material<br/>coffee breaks<br/>lodging and meals of the trainers</p> |
|---|--|

Table 2

The expenses funded by Region 8 can be seen in *Fig. 3*.

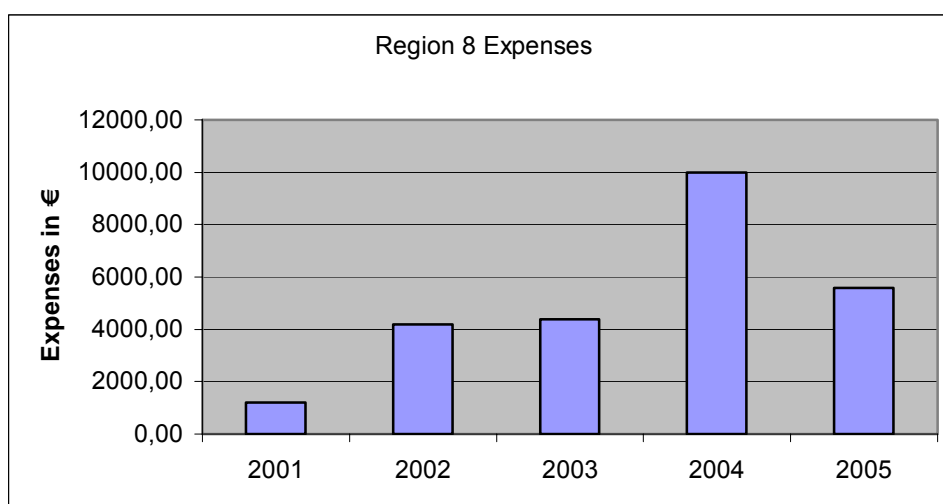


Fig.3

It can be seen that the total expenses for the workshops were never more than € 5,800 per year corresponding to US\$ 6,900. As explained before the reason for the strong deviation in 2004 is the pilot project of the Trainer the Trainer workshop in Zagreb where all expenses for the trainer as well as for participants were covered by the Region. In future, however, it is suggested that the particular Section should cover the travel expenses and accommodation for the participating candidates for local trainers.

Since the Region 8 Committee each year has allocated up US\$ 12,000 and US\$ 15,000 it can be seen that the budget was administrated carefully by keeping the costs as low as possible.

**For all 5 years the costs for the Workshop Programme without the Train the Trainer Workshop sum up to a total of approx. US\$ 26,000. This means for 42 workshops the average expense for the Region is US\$ 619 (€515) or US\$ 16 (€14) per participant. The expenses for one workshop depend on its venue and varies from €50 to €1000.**

### Workshops in 2005

A detailed survey of the workshop costs is given in *Table 3*. The travel expenses to the United Arab Emirate (UAE) and Bahrain for the Senior trainer KRR and the Co-Trainer Dr. M. Zajc summing up to € 2334.13 seem to be quite high. However, it must have to be realized this amount covers the expenses of 3 workshops held in the emirates Dubai, Sharjah, Abu Dhabi as well as 2 workshops in the Kingdom of Bahrain.

| Date | Expenses                                | Account  |
|------|---|----------|
| Apr  | Zagreb KRR                              | € 121,64 |
| Sep  | Istanbul KRR                            | € 721,89 |
| Sep  | Cyprus KRR                              | € 903,72 |
| Sep  | Alexandria Nikola Milivojevic (Trainer) | € 651,00 |
| Nov  | Belgrade KRR                            | € 452,80 |
| Dec  | UAE § Workshops KRR                     | € 835,97 |
| Dec  | UAE M.Zajc (Co-Trainer)                 | € 920,78 |
| Dec  | Bahrain M.Zajc (Co-Trainer)             | € 243,27 |
| Dec  | Bahrain KRR                             | € 334,11 |

Table 3

It also should be considered that only in Istanbul and Cyprus just one workshop was held whereas anywhere else always 2 workshops were organized (see *Table 4*).

| Date         | Venue                           | Participants | Trainers                     |
|--------------|---------------------------------|--------------|------------------------------|
| Apr          | Zagreb, Croatia (LS & PM)       | 60           | 4 Junior + K.R.Richter (KRR) |
| May          | Kopaonik, Serbia & M. (LS & PM) | 70           | 2 Junior                     |
| Sep          | Istanbul, Turkey (LS)           | 165          | KRR + 1 Junior               |
| Sep          | Alexandria, Egypt (2x LS)       | 130          | 1 Junior                     |
| Sep          | Ayia Napa, Cyprus (LS)          | 12           | KRR                          |
| Nov          | Paris, France (LS & PM)         | cancelled    |                              |
| Nov          | Belgrade, Serbia (LS & PM)      | 22           | 4 Junior + KRR               |
| Dec          | UAE (3x LS)                     | 105          | KRR + 1 Junior               |
| Dec          | Bahrain (2x LS)                 | 22           | KRR + 1 Junior               |
| <b>Total</b> |                                 | <b>586</b>   |                              |

Table 4

Table 4 shows that most of the workshops took place in the second half of the year. This phenomenon existed in every year before. The reason is that during the first six months the marketing and planning of the workshops coupled with a lot of e-mail correspondence taking most of the time.

Besides of the workshops KRR gave a presentation on "The Region 8 Workshop Programme" during the IEEE Section Congress 2005 in Tampa, FL. In this well attended session there was a lot of interest for this programme in particular from representatives from Region 9.

### Workshops under discussion for 2006

A workshop on Development of Leadership Skills given by KRR will take place in September 2006 in St. Petersburg at a Symposium organized by the local IEEE Section.

Two workshops (Leadership and Project Management) are planned to be held in Paris. These workshops should have taken place in 2005 but had to be cancelled because of local organizational problems.

Two workshops are planned to be held in Maribor, Slovenia whereby the one on Development of Leadership Skills will be held by KRR and the one on Project Management by Dr. Matej Zajc probably assisted by Junior Trainers.

In Dubai and Bahrain a workshop series on Project Management similar to that held in December 2005 on Development of Leadership Skills was discussed. Also a Train the Trainer workshop was considered for about 10 candidates for educating local trainers with 2 candidates from Dubai, Sharjah, Abu Dhabi, Bahrain and Saudi Arabia each.

The planning of further workshops should start right after the Region 8 Committee meeting where the appropriate contacts can be made.

### Final Remarks

I believe that the IEEE Region 8 Workshop Programme can be considered as extremely successful. It is a real service to our members in particular to students and young engineers.

There is a great need for this type of workshops because at most universities no similar information is given. I personally was surprised that this need is the same in the East as well as in the West of Europe. In fact a strong interest exists everywhere in Region 8.

From the workshop evaluation and from discussions with participants and organizers we learned that there is a request for extension of the programme to further topics.

Finally, I would like to cite from the article "AUD develops students' leadership skills" published after the workshop in Dubai on Internet by *Strategiy - Middle East's Largest Portal for Marketing, Advertising & Media Professionals* -

(<http://www.strategiy.com/educationinews.asp?id=20051227011144>):

The American University in Dubai (AUD) in association with the UAE IEEE Section has recently hosted a workshop on the "Development of leadership skills". The workshop, which was open to students and graduates, focused on introducing participants to interpersonal, group, team and leadership skills.

Dr. Khaled Soudki, Dean of School of Engineering at AUD (American University of Dubai) commented, "It is imperative for a university to embed and develop the sense of leadership in its students. In today's competitive work environments leadership qualities are pre-requisites to a successful and productive career."

.....Various topics were tackled and addressed at the workshop, such as leadership, image of a leader to team skills such as brainstorming, developing group skills, and team building.

Other topics also covered were conflict styles negotiating commitment, conflict management, developing a priority list and getting consensus and overcoming resistance.

.....The students who attended expressed their interest in participating in more of these seminars that help strengthen their management skills.

I would like to mention that the IEEE Region 8 Workshop Programme is an excellent opportunity for membership development and to include it into professional, educational, student and Gold activities as well on a reasonable low budget.

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