

# BNF Weiterbildungsangebot 2024



## METHODENKIOSK

### KURSE MIT DEM FOKUS BEWERBUNGSKOMPETENZEN

Kurstage

#### **Communication [CO] — Are you aware how you communicate?**

It is not possible not to communicate, said Paul Watzlawick. This course will improve your communication skills

2

#### **Competency Awareness [CA] — What can I do and how do I present it?**

Competence awareness – the core of a substantial application

2

#### **Erfolgreich im Arbeitsmarkt [ER] — Eigene Persönlichkeit kennen und stärken**

Evaluieren Sie Ihre Werte, Stärken und Ziele. Agieren Sie fokussiert im Arbeitsmarkt und überzeugen Sie in Vorstellungsgesprächen

3

#### **Job Application [JO] — Turn employers' Attention, Interest, Desire, Action !**

Use a self-marketing approach to rebrand your CV and cover letter. Understand and answer recruiters and market needs

2

#### **Networking [NE] — Let's talk about networking**

Define goals / realistic hopes / helpful contact / self-perception

1.5

#### **Principles of Management [MC] — What does a manager really do?**

Learn how to manage the variety of managerial tasks effectively and efficiently. Gain or increase managerial competency

3

#### **Stress Management [SM] — Getting to know your own stressors**

New ways of dealing with yourself and your environment / Strategies for difficult times

2

#### **Successful Conversations and Negotiations [SC] — Are you able to negotiate well and hold crucial conversations?**

This course will help you to become proficient in both

2

#### **Visualizing ideas [VI] — Shaping and developing ideas, using visuals, for your project and presentation**

Use the benefit of pictures and images, let them talk, use them for working processes all by yourself or in groups

2



## FACHSPEZIFISCHE KURSE

Kurstage

### **Molecular Biology [MO] — Widely used methods in research laboratories**

Principles / RNA-isolation / cDNA-synthesis / PCR / gel electrophoresis

5

### **Biosicherheit [BI] — Unabdingbar bei Tätigkeiten mit biologischen Agenzien**

Gesetzliche Regelungen / Mikrobiologische Grundlagen /  
Risikobewertung / Abfallmanagement

1

### **Introduction to Regulatory Affairs [RA] — Gain an overview into regulatory affairs, within the pharmaceutical industry**

What is RA? What do RA-Professionals do and where do they work? / Drug development Process /  
Marketed Products / Pharmaceutical Guidelines / Practical Case Studies

2

### **Medical Devices [MD]**

An introduction to quality, regulatory and clinical affairs for medical devices

2



## FACHÜBERGREIFENDE KURSE

Kurstage

### **Project Management [PR]**

Waterfall and Agile project Management approaches, an overview of PMI,  
IPMA, Scrum methodologies

10

### **Project Management Preparation to PMP® certification [CPM]**

Prepare for your PMP® certification

5

### **Sozialversicherungen [SO] — Die persönliche Situation besser verstehen**

Das Sozialversicherungssystem der Schweiz / Wie bin ich versichert? /  
Welche Leistungen erhalte ich?

1

### **Social Insurances [SI] — Helps you to better understand your own personal situation**

Switzerland's social security system – an overview

1

### **Intellectual Property [IE] — Various types, focus on patents**

Introduction and history / Patent — requirements, script, applying, research

1



## INFORMATIK-KURSE

Kurstage

### **Excel für Fortgeschrittene [EX] — Kenntnisse vertiefen**

Bestehende Kenntnisse vertiefen und fortgeschrittene Funktionen erlernen

3

### **InDesign [IS] — Professional layouts**

Document grid / Text threads / Basic typographic rules / Get ready for print

3

### **Adobe Illustrator [AI] — Visualize your data**

Designing charts, graphs, icons, maps and other infographics

2

### **Photoshop [PS] — Edit, enhance and optimize images**

Working with layers resolutions / Colour modes / File extensions / Contrasts and sharpness

2

### **Word für Fortgeschrittene [WF] — Für wissenschaftliche Publikationen**

Gliederung / Indexe / Abbildungen / Zitate / Noten / Verzeichnisse

1