

BNF Weiterbildungsangebot 2023



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

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?

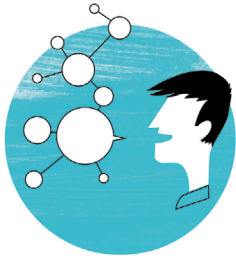
This course will help you to become proficient in both

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

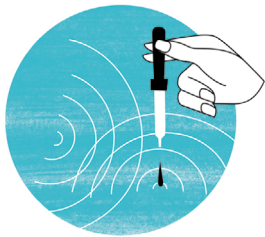
What is RA? What do RA-Professionals do and where do they work? / Drug development Process /
Marketed Products / Pharmaceutical Guidelines / Practical Case Studies

2

Medical Devices [MD]

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

2



FACHÜBERGREIFENDE KURSE

Kurstage

Projektmanagement Modul 1 [PM1] — Grundlagen, Methoden und Werkzeuge

Projektplanung und -steuerung / Methoden und Projektfinanzen / Projektteamführung

7

Projektmanagement Modul 2 [PM2] — Vertiefung und Weiterführung von Modul 1

Grundlagen, Methoden und Werkzeuge, Projektplanung und -steuerung, Methoden und
Projektfinanzen, Projektteamführung

7

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

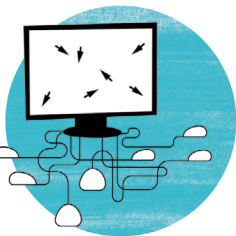
Switzerland's social security system – an overview

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 [WD] — Für wissenschaftliche Publikationen

Gliederung / Indexe / Abbildungen / Zitate / Noten / Verzeichnisse

1