



**LEARNING
BY DOING**



24/25

SUPERVISOR'S MASTERCLASS

OF THE TRANSLATIONAL EDUCATION PROGRAMS

Join our high quality educational program to learn the methods of translational medicine.



tmalapitvany



TMFoundationHQ



transmedkozpont

TM-CENTRE.ORG

**SEMMELWEIS UNIVERSITY
CENTRE FOR TRANSLATIONAL MEDICINE**

PROGRAM SUMMARY

BASIC INFORMATION ABOUT THE PROGRAM

Welcome to the "**Supervisor's Masterclass**" a comprehensive course designed to equip the participants with the essential skills for supervisory success in any field, especially in academic and research settings. Supervisors in these environments face unique challenges that require a robust set of skills to manage teams, communicate effectively, and lead with confidence. This course will help the participants develop the skills to inspire and guide their team.

This course is particularly vital for individuals engaged in graduate or postgraduate education, especially for those working within universities and research institutions.

Our program includes **13 topics, 184 engaging video lectures and 8 interactive workshop days**, ensuring a balanced approach to both theoretical knowledge and practical application. Each workshop focuses on key areas such as time management, communication, adaptability, leadership, and team collaboration. Participants will also gain valuable insights into crisis management, article writing and management, grant writing, and entrepreneurship.

Enroll now and take the first step towards becoming a successful supervisor, capable of leading with excellence and making a significant impact in your academic and research endeavors.

WHAT WE'RE OFFERING

- Learn the important skills to succeed in any field
- Specific important information for success in research (grants, articles) "
- Interactive practice days

TIME COMMITMENT OF THE PROGRAM

- Each workshop is 8 hours long, approximately once a month from October - June
- 24 hours of lecture materials (184 videos, 1783 slides)

STRUCTURE OF THE PROGRAM

The course consists of 184 videos comprising a total of 1783 slides. Each video addresses one topic and the course is designed specifically to consist of short videos, which can be watched during convenient times throughout the day. These videos are complimented by 8 workshop days of 8 hours each, occurring from October until June, on Tuesday, Wednesday or Thursday (attendance on a particular day is by personal choice).

PROGRAM DIRECTOR

Péter Hegyi

ORGANIZERS

Centre for Translational Medicine & Semmelweis University

WHO WE ARE

ABOUT OUR INSTITUTE



SEMMELWEIS UNIVERSITY

Semmelweis University's history started more than 250 years ago in 1769. Today SU is one of the leading institutions of higher education in Hungary and the Central European Region in the field of medicine and health sciences. At SU, our core commitment is based on the integrity of education, research and medicine that makes the University an internationally recognised centre of excellence.

PARTNER INSTITUTIONS

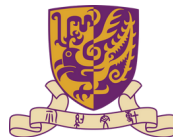


Established in 2023

Translational
European-
Asian
Net



TRANSLATIONAL
MEDICINE
Foundation



THE HISTORY

OF TRANSLATIONAL MEDICINE IN HUNGARY

The Translational Medicine (TM) “learning by doing” education model was launched in Hungary in 2016 under the leadership of Péter Hegyi, who is the course director of this uniquely developed **SUPERVISOR'S MASTERCLASS PROGRAM**. In the past five years, almost 50 PhD students and residents have participated in our programs. In this period, more than 300 high quality publications have been published through scientific research and translational patient care initiated and supported by the Translational Medicine Foundation, the University of Pécs, the University of Szeged and the Semmelweis University (*Nature Medicine*). The results have made it possible to develop and supplement a number of treatment guidelines and to immediately apply scientific results in patient care.

Semmelweis University aims to rank among the best universities in the world and recognized the importance and the high potential in the translational medicine. Therefore, in 2021 this programme was invited to function in a much bigger scale than before, now under the umbrella of Semmelweis University. As a result, the training at SU already enrolled more than 240 PhD students, and almost 100 undergraduate research students.



FIND MORE INFORMATION ABOUT THE CENTRE FOR
TRANSLATIONAL MEDICINE HERE

THE IMPORTANCE

OF TRANSLATIONAL MEDICINE

The major goal of TM is to turn scientific results for community benefits. Why is this necessary? It is very simple: we currently use scientific findings in everyday medicine with very poor efficiency. The European Statistical Office of the European Commission has recently reported that 1.7 million people under 75 years of age died in Europe in 2016, with around 1.2 million of those deaths being avoidable through effective primary prevention and public health intervention. Therefore, Academia Europaea, one of the five Pan-European networks that form SAPEA (Science Advice for Policy by European Academies), a key element of the European Commission's Scientific Advice Mechanism (SAM), has launched a project in 2018 to develop a model to facilitate and accelerate the utilisation of scientific knowledge for public and community benefit. During the process, leaders in the field, including prominent basic and clinical researchers, editors-in-chief of high-impact journals publishing translational research articles, TM centre leaders, media representatives, academics and university leaders, developed the TM cycle, a new model that we believe could significantly advance the development of TM. This model focuses equally on the acquisition of new scientific results healthcare, understandable and digestible summation of results, and their communication to all participants. The authors, including senior officers of Academia Europaea, produced an [important paper](#) to serve as a basis for revising thinking on TM with the end result of enabling more efficient and cost-effective healthcare.



YOU CAN FIND FURTHER INFORMATION
ON OUR YOUTUBE CHANEL AS WELL

STRUCTURE

OF THE TRAINING



PUBLIC SPEAKING AND PRESENTATION SKILLS

Scientists and physicians may need to present their findings at conferences, to patients, or to the public. Effective public speaking and presentation skills can enhance their impact and credibility.

1. practice and preparation
2. strategy planning
3. clear message and purpose
4. structured content
5. seek feedback
6. audience analysis
7. engaging opening
8. meta-communication
9. voice management
10. visual aids
11. body language
12. eye contact
13. adaptation to the audience
14. closing strong
15. time management
16. cultural sensitivity



COMMUNICATION SKILLS

Effective communication is paramount. Physicians need to convey complex medical information to patients and their families, while scientists must communicate research findings to colleagues, funders, and the general public. Listening skills are equally important to understand patient concerns or collaborate effectively with other researchers.

1. clear strategy
2. respect and courtesy
3. active listening
4. positive attitude
5. reaction vs response
6. strategy (email, personal, phone, letter)
7. being nice
8. adaptability and flexibility
9. empathy and compassion
10. nonverbal communication
11. feedback and confirmation
12. difficult communication
13. magic words
14. cultural sensitivity
15. honesty & transparency



ADAPTABILITY & FLEXIBILITY

The fields of medicine and science are ever-evolving. Professionals must adapt to new technologies, treatments, and research methodologies. Being open to change and continuous learning is essential.

1. adapting DISC personalities
2. resilience
3. analysis
4. tolerance
5. risk taking
6. continuous improvement



TIME MANAGEMENT

Managing time efficiently is crucial, as physicians and scientists often juggle multiple responsibilities, from patient care to research projects. Effective time management ensures that tasks are completed promptly and with quality.

1. basic rules (relationship time-money)
2. vision-priorities-specific goals
3. forget to-do-list, plan your calendar
4. procrastination
5. controlling communication
6. not to do list
7. building a calendar
8. review and revise
9. set deadlines
10. apply single handling, batch tasks
11. stay healthy
12. action plan
13. Increasing efficiency
14. Increasing time amount
15. feasibility



LEADERSHIP & MANAGEMENT

As one progresses in their career, leadership skills become increasingly important. Physicians may lead medical teams, and scientists might lead research projects or teams. Leadership qualities like decision-making, delegation, and mentorship are valuable. However operational management, often referred to as operations management, is the process of designing, overseeing, and controlling the day-to-day activities and processes within an organization to ensure efficient and effective operations. It involves coordinating resources, processes, and people to achieve organizational goals.

1. leader vs manager
2. vision, mission (creating – following, etc)
3. specific goals
4. alibis vs results/success
5. team building diversity
6. inspiration, motivation, commitment
7. transparency
8. building trust
9. leading by example
10. willpower
11. feeling + conditions vs values + decisions
12. empowerment and delegation
13. empathy and emotional intelligence
14. self-development
15. others development and coaching
16. results orientation
17. problem solving
18. decision makings
19. resource allocation
20. capacity planning
21. workforce management
22. customer focus (student, patient)
23. key performance indicator



TEAMBUILDING & COLLABORATION

Collaboration is integral in both professions. Physicians work in multidisciplinary teams, and scientists often collaborate on research projects. Being able to work effectively with others, delegate tasks, and share credit is essential. Team building is the process of enhancing the cohesion, collaboration, and performance of a group of individuals working together toward common goals. Effective team building involves various elements and activities to create a positive and productive team dynamic.

1. group vs team (videos)
2. diversity of expertise
3. clear roles responsibilities
4. common motivation
5. win-win: synergies
6. transparency
7. psychological safety
8. building trust
9. burning vs building bridges
10. conflict resolution
11. ethical integrity
12. recognition and reward
13. social cohesion
14. cultural competence
15. celebrating milestones
16. investment (training, knowledge)
17. feedback and evaluation



CRISIS PREVENTION & MANAGEMENT

Crisis management at a personal level involves a set of strategies and actions to effectively respond to and navigate challenging or unexpected situations. Here are the basic elements of personal crisis management.

1. resilience and stress management
2. assessment and recognition
3. safety first
4. gather information
5. set priorities
6. plan development
7. seek help
8. emotional resilience



THINKING SMART

"Thinking smart" typically refers to the use of cognitive processes and strategies that lead to effective, efficient, and insightful thinking. While there isn't a standard list of "elements" for thinking smart, here are key components or principles associated with smart thinking:

Positive, beneficial forms:

1. Creative thinking
2. Logical thinking
3. Critical thinking
4. Systems thinking
5. Analytical thinking
6. Systems thinking
7. Holistic thinking
8. Divergent thinking – Brainstorming
9. Convergent thinking – Decision making
10. Ethical thinking

Negative, harmful forms:

11. Habitual thinking
12. Black and White thinking
13. Emotional thinking



SECRET OF SUCCESS

Achieving a high level of success in any area of life typically requires a combination of skills, traits, and habits. While success can be subjective and vary greatly from person to person, there are several fundamental skills and qualities that can contribute to a person's ability to reach their goals and aspirations.

1. goal setting
2. proactivity-reactivity
3. synergy
4. self-discipline
5. resilience, willpower
6. critical thinking
7. continuous learning
8. motivation - commitment
9. innovation, risk taking
10. health well-being
11. gratitude and positivity
12. simplicity vs complexity
13. blame games, gossips vs solutions, facts
14. ethical behavior



ARTICLE WRITING

Writing articles in medical sciences requires precision, clarity, and adherence to established scientific conventions. These elements are crucial for effectively communicating research findings and contributing to the advancement of knowledge in the field.

1. article formats (AE article)
2. elements of an article (title, etc)
3. authorship and contributions
4. story building
5. implication
6. conclusion
7. title
8. results
9. discussion
10. introduction
11. abstract



ARTICLE MANAGEMENT

Managing articles in medical sciences, from journal selection to publication, involves a series of steps and considerations to ensure the quality and dissemination of research findings.

1. journal metrics
2. journal selection
3. journal structure and roles
4. open access, submission & publication fee
10. peer review
11. conflict of interests
12. revisions
13. resubmissions

5. manuscript preparation
6. manuscript development (versions)
7. manuscript submission
8. follow up manuscript
9. first decision
14. publication
15. proof reading
16. copyright and licensing
17. promotion and dissemination
18. post publication activities



GRANT WRITING

Grant writing is a specialized skill that involves preparing a persuasive proposal to secure funding for a project, program, or research endeavor. Whether you're seeking grants from government agencies, foundations, or private organizations, successful grant writing requires attention to detail, clear communication, and a compelling case for funding.

1. choose the right grant
2. project planning
3. roject description and objectives
4. preliminary/start up data
5. the importance of the problem
6. the importance of implication
7. specific goals
8. specific methodologies
9. budget and financial information
10. organizational information
11. HR information
12. collaborations
13. pitfalls, feasibility
14. sustainability and long-term impact
15. community or stakeholder involvement
16. supporting documents
17. proofread, submission, follow-up



ENTREPRENEURSHIP

Entrepreneurship is a broad and multifaceted field, and covering its basics in a training session can be quite beneficial. Here are some key topics and points you can include in your training on entrepreneurship:

1. identifying opportunities
2. market research
3. business planning
4. legal and regulatory considerations
5. financing and funding
6. risk management
7. marketing and sales
8. team building, network
9. leadership
10. adaptability of innovation

WORKSHOPS

OF THE POSTGRADUATE CERTIFICATE COURSE

WORKSHOP NAME	DATE RANGE
Translational medicine soft skill course I. Time management, communication	October 28 - 30, 2024
Translational medicine soft skill course I. Thinking smart, secret of success	December 16 -18, 2024
Article writing	February 10-12, 2025
Translational medicine soft skill course II. Part I. Adaptibility and flexibility, Crisis management	February 24 - 26, 2025
Article management	March 10- 12, 2025
Translational medicine soft skill course II. Part II. Leadership and management, Teambuilding and collaboration	April 7 - 9, 2025
Translational medicine soft skill course II. Part III. Grant writing	May 19 - 21, 2025
Translational medicine soft skill course II. Part IV. Entrepreneurship	June 9 - 11, 2025



Each workshop is held on three separate days, it is up to participant discretion which of the days the wish to attend.

CERTIFICATE

REQUIREMENTS

COURSE NAME	E-LEARNING (HOURS)	PRACTICE DAYS
Translational medicine soft skill course I. Time management, communication	3.5	1
Translational medicine soft skill course I. Thinking smart, secret of success	4.5	1
Translational medicine soft skill course II. Part I. Adaptibility and flexibility, Crisis management	2	1
Translational medicine soft skill course II. Part II. Leadership and management, Teambuilding and collaboration	3.5	1
Translational medicine soft skill course II. Part III. Grant writing	1	1
Translational medicine soft skill course II. Part IV. Entrepreneurship	1	1
Article Writing	2	1
Article Management	1	1
Overall Supervisor Course Time Commitment	18.5	8
Minimum attendance requirements	100%	75%

APPLICATION

INFORMATION & HOW TO PARTICIPATE

TUITION FEE

3000 Euros
1500 Euros for Semmelweis University affiliates

APPLICATION DEADLINE

October 1st, 2024

ELIGIBILITY

Completed Graduate degree, such as MSc, MD, PhD

AVAILABLE PLACES

15 person / course

ENTRANCE INTERVIEWS

The interviews will be held in the first week of **October, 2024**.

PAYMENT

You should send the course fee to the following bank account:

- Account holder: Semmelweis University
- Account number (IBAN): HU51 1176 3842 0088 0888 0000 0000
- Bank name: OTP Bank Nyrt.- Bank address: Nádor u. 16., 1051 Budapest, Hungary
- SWIFT Code (BIC): OTPVHUHB

Please put the information stated below into the subject field: Name, Title of the course, Semmelweis University Centre for Translational Medicine

APPLY NOW

Scan the QR code below to get to the application form.



APPLICATION FORM



MORE INFORMATION

Should you need any further information, please do not hesitate to contact us:
tmk@semmelweis.hu

SU, Centre for Translational Medicine | HU-1085 Budapest, Baross Street 22, BC22 Office,
4th floor

[Our website](#)





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