

PROGRAMME

WEDNESDAY | 19 SEPTEMBER

09.00 - 09.15	Course Introduction
09.15 - 10.45	Role of the KTO within the organisation This session will help you understand the current evolution of the KT function. Discuss the role of the KTO within the organisation, the key objectives and the tasks performed. Study the expectations of the stakeholders and the policy/legal context. Reflect on your situation in small groups, explore KT mandate and objectives, the tasks of the KTO, stakeholder expectations and management, and critical success factors.
10.45 - 11.15	Coffee Break
11.15 - 12.45	Organisational models for a KTO Understand the different models for organising a KTO and possible funding models. Explore the skills and staff profiles required to effectively run the office and, in groups, reflect upon the organisational models of the participants. How does the model support the mandate and objectives of the KTO and how to improve them?
12.45 - 13.45	Lunch
13.45 - 14.45	Panel Discussion – KTO organisation Participants are invited to present the result of the previous group discussions and share with the panel.
14.45 - 15.30	KTO activities reporting This session will be about the current state of national and international reporting activities in Europe. Established KPIs as well as new metrics for demonstrating impact will be discussed.
15.30 - 16.00	Coffee Break
16.00 - 17.00	Case study on the topic of the day
17.00 - 17.15	Round up of day 1 What did we learn today? Time for reflection, hands-on examples, exercises, Q&A. Course Team
19:00	NETWORKING DINNER

THURSDAY | 20 SEPTEMBER

09.00 - 09.45	Incentivising and engaging academics Understanding what strategies can be used to engage with academics and incentivise them to work with the KTO. This session will look at: Invention Disclosure Forms, organising internal training schemes, raising awareness, revenue sharing schemes, internal scouting processes and conflicts of interests.
09.45 - 10.45	The KTO practice-based maturity model This session will consider a new approach for holistic internal KTO performance management. Topics included : strategic management of KTO practices, holistic performance management, a conceptual and practical practice-based maturity model.
10.45 - 11.15	Coffee Break
11.15 - 12.15	Managing a patent portfolio - decision criteria and tools This session examines the criteria for setting priorities and making decisions, and help familiarise you with the tools that facilitate IP management. Includes due diligence, using external databases, managing expectations, the tools and databassd available to track the application process and the tools to help you decide which patents to continue with.
12.15 - 13.30	Lunch
13.30 - 14.15	Managing research contracts Effectively managing research contracts can be challenging. This session will provide an overview of the procedures and tools to assist KTO managers.
14.15 - 15.00	Managing licensing agreements Understand the process of following up a license agreement. In this session you shall explore: post-license follow up, managing licensing income, compliance with agreed terms, auditing, and royalty distribution.
15.00 - 15.30	Coffee Break
15.30 - 16.45	Panel discussion – KTO processes Participants are invited to share the operational aspects of their own organisations and discuss these with the panel.
16.45 - 17.30	Round up of day 2 What did we learn today? Time for reflection, hands-on examples, exercises, Q&A.

FRIDAY | 21 SEPTEMBER

09.00 - 9.45

Building strategic partnerships

This session will help you understand the value of strategic partnerships and how to align these with the internal strategy of your institution. You shall explore: public private partnerships and alliances, VIP networks, fundraising, the importance of a strategic agenda and collaborative road mapping.

9.45 - 10.30

Finding external partners

From public private partnerships/alliances, strategic account management, lobbying, to the use of alumni networks, VIP networks, fundraising, strategic agendas, to collaborative road mapping; there are many ways to build a strategic partnership.

10.30 - 11.00

Coffee Break

11.00 - 11.45

Managing proof of concept schemes

What are proof of concept schemes and how can you manage these effectively? This session will discuss the aims, evaluation processes, and how to engage academics to establish a successful PoC.

11.45 - 12.30

Managing investment funds

This session will help you understand the aim of investment funds and how to manage these effectively. Prepare to explore the investment process, how to engage with VCs and investment committees.

12.30 - 13.00

Wrap up

[Course Team](#)

13.00 - 13.30

Lunch

Course End