

Workshop

Project and Time Management

Organizational details

Instructor: Dr Dirk Palm
Date: April 27, 2015, from 09:00 to 16:30
Location: GGL seminar room no. 24, Leihgesterner Weg 52, 35392 Giessen
ECTS: –

Objective

The seminar is designed to enable doctoral students to plan their PhD project and other academic projects. Apart from successful planning, the seminar looks at tools to actually adhere to the time frame one has set out for oneself. Moreover, the seminar deals with work-life-balance as an essential for successful work.

Content

The topics dealt with in this course will include:

1. **Academic studies and doctoral theses as projects**
What is a project? – What are the advantages of efficient project management? – Project clarification through mind mapping – How can I define targets? – How can I define an appropriate time frame? – Documentation of project progress – How can I control the realization of the project?
2. **Management of typical academic projects for junior researchers**
Presentations in seminars and meetings – Presentations at conferences - Projects with more than one participants - Papers and theses - Disputation
3. **Time management and work-life balance**
How can I prepare for the career I am looking for? – Urgency and importance of tasks – Effective time planning

Target group

Doctoral candidates at the GGS and the GGL

Course language

English

Please note: As this is not an English language course. Proficiency in English at the C1 level of competency is required.

Registration

For GGS members: By **March 10, 2015** via e-mail at info@ggs.uni-giessen.de.