

Overview of the workshop programme

Project management in academia

Tools of the trade for challenges

Universität Hamburg, The Hamburg Center of Ultrafast Imaging [CUI], Graduate School

13 February 2023 [9.00 – 17.00]

Format: Online workshop

Target group: PhD candidates

Trainer: Dr. Alexander Egeling, GOLIN WISSENSCHAFTSMANAGEMENT, Berlin

New, time limited and complex – such are the tasks generally undertaken as projects. A work environment without project work is almost unimaginable nowadays. And this is not only true for the non-academic sector: Even the doctorate is a project!

Proven project management tools pave the way for the professional development and planning of projects, for competent guiding of their implementation and for their successful completion. With the help of these tools even difficult steps in the project journey can be safely navigated.

During the workshop the participants familiarise themselves with the most important project management methods and instruments. The following topics are at the core of the workshop:

- >> Basics of project management:
From design to completion of a project
- >> It is all about direction:
Setting objectives for my projects
- >> How to handle the unforeseen:
Strategies for dealing with difficulties
- >> Projects in the higher education sector:
What are the idiosyncrasies of academia?
- >> Strengthen your strengths!
How can I exploit the strengths of my project?
- >> Stakeholder analysis:
Where do I find support for my project?
- >> Project management:
My next steps

Dr. Alexander Egeling, Berlin, Dipl.-Kfm., studied and worked at universities in Germany, Australia, and Canada. He is a professional trainer [dghd-certified] and coach [ICF-certified] and has been working with scientists for more than 10 years. His expertise spans topics in management [like time and project management], communication [like academic writing and presenting], and career planning.

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Time management in academia

Aligning time and goals

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Teaching, part time work, professional development, private arrangements and not least the thesis: Time pressure results in many things only being half done. In the end there is not enough time for the important tasks and you are left with the uncomfortable feeling of again not having managed everything.

It is however not difficult to improve dealing with the personal time budget. Through the implementation of established time management methods, individual disturbances can be minimised, priorities can be set and planning horizons can be determined in order to make the own work more effective.

During this workshop the participants learn the fundamentals of time management and deal mainly with the following topics:

- >> Basics of time management:
Setting goals and priorities
- >> Efficiency versus effectiveness:
The subtle difference
- >> Important or urgent:
My projects in the Eisenhower diagram
- >> Structuring your time:
My planning horizon
- >> Would 'ave, could've, should've:
Disturbances & time-wasters – both self-inflicted & caused by others
- >> Expect the unexpected:
Strategies for dealing with the unplannable
- >> Time management:
My next steps

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