

Overview of the workshop programme

Project & time management in academia

Tools of the trade for challenges

HERD PhD summer school 2018

University of Copenhagen [Denmark], Centre for Herd-oriented Education, Research and Development [HERD]

20 August 2018 [9.00 – 17.00] and 21 August 2018 [9.00 – 16.00]

Target group: PhD candidates

Trainer: Dr. Simon Golin, GOLIN WISSENSCHAFTSMANAGEMENT, Berlin [Germany]

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 and 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 and time 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
- >> Doctoral research as a process:
Setting priorities, defining milestones
- >> My own project in context:
Aligning objectives with the supervisor
- >> Expect the unexpected:
Strategies for dealing with difficulties and the unplannable
- >> The tools of the trade:
Methods for structuring time
- >> Projects in the higher education sector:
What are the idiosyncrasies of academia?
- >> Keeping the bigger picture in mind:
Self-assessment and evaluating objectives
- >> Project & time management:
My next steps

Dr. Simon Golin, Berlin [Germany], heads the consultancy company GOLIN WISSENSCHAFTSMANAGEMENT. For more than 25 years now he has been involved with not-for-profit management – with a focus on science, education and the foundation sector. Amongst other things, he has been managing director of the “Deutscher Studienpreis” at the Körber foundation, secretary general of the German National Ethics Council and secretary general of the Academy of Sciences and Humanities in Hamburg.