

## Project Management for Postdocs

### Objective

As a postdoc you juggle a lot of different projects and responsibilities. One of the key competencies for dealing smartly with this multitude of tasks is an adequate project and time management.

### Description

This online workshop provides you with basic strategies and tools for an effective and efficient project management. You will work on your own project schedule and reflect whether a traditional milestone plan or a more flexible approach is better suited for your situation. We discuss how to adjust plans when time is tight. You also think about your own priorities and how to implement them over the course of a day, a week, or even longer time-periods.

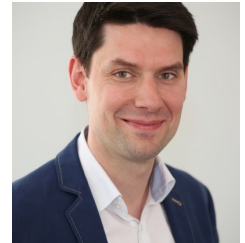
Contents in brief:

- Milestone plans
- Agile Principles and Methods
- Time-Boxing
- Adjusting Plans
- Setting Priorities
- Pragmatism & Productivity
- Daily and Weekly Structures

### Methodology

- Input and discussion
- Individual and group work
- Coaching techniques

### Trainer



**Dr. Jan Stamm**  
Impulsplus, Köln

Jan Stamm is a trainer and coach with years of experience in academia. His target groups are PhD candidates, postdocs, and professors from all disciplines. He studied philosophy, linguistics, and economics at the Universität Dortmund, the Humboldt-Universität zu Berlin, and the Nottingham University. He finished the interdisciplinary graduate program of the Berlin School of Mind and Brain with a philosophical PhD. His major focus is time- and project-management for researchers. He is also an expert on stress competence and supports PhD candidates, postdocs, and professors in their dealing with pressure and strain. The third pillar of his work is the viva defense workshop.

### Organizational Information

Language / Format	English / Online
Target group	Postdocs from all faculties
Date	Tuesday, 16 January 2024, 9:00 – 17:00
Registration	<a href="#">For registration click here</a>