Project Management for Scientists

Objective
The course will
- introduce the participants to effective goal definition,
- provide skills in designing and planning projects,
- teach participants how to run and control projects,
- teach participants how to use project management tools effectively,
- convey skills in communication, delegation, motivation and managing conflicts.

Description
Being aware of goals and defining them precisely and clearly is one of the major prerequisites for an efficient and effective project development and time management. This applies as much to the operational goals of scientific projects as to long-term personal goals. The workshop starts with an introduction to goal definition according to the SMART principles.
It then introduces methodologies for efficient work structuring and planning followed by time management techniques which will support the participants in implementing the developed structures. These technical skills will be combined with the necessary skills for efficient delegation and team leadership.

Methodology
Interactive workshop with trainer input and group work, including extensive hands-on exercises, role plays and discussions.

Organizational Information

<table>
<thead>
<tr>
<th>Language</th>
<th>English</th>
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<tbody>
<tr>
<td>Target group</td>
<td>Advanced Doctoral Candidates and Postdocs from all faculties</td>
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<tr>
<td>Date</td>
<td>Tuesday-Wednesday, 25-26 February 2020, 9:00 – 17:00</td>
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<td>Registration</td>
<td>For registration click here</td>
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</tbody>
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Dr. Christina Schütte
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- Co-founder and senior consultant, specialized in grant writing, scientific writing, presentation and scientific project management
- Part-time lecturer at the University of Applied Sciences in Basics of Natural Sciences at Lübeck (since 2008)
- Active as an evaluator for the European Commission within the Marie-Curie funding program (since 2010) and the Health program of FP7 (since 2012)