

## **Making the "uncontrollable" tangible – time-management and planning techniques for the initial stage of the doctoral project**

Planning a thesis can be challenging: doctoral candidates in STEM programs often work on a "topic" or in a field and do not necessarily start with an explicit research question - they have to do research first, to find a worthwhile research question. Doctoral candidates in humanities face the challenge of narrowing down the topic and the reading as part of clarifying their research question.

Doctoral candidates should have a plan for their thesis-project - but to be able to plan they have to start working on a research project first. This can lead to frustration if one cannot activate one's ability to adapt in the face of adverse conditions.

Doctoral candidates in that stage of a thesis need resilience (self-management) and techniques for planning something, which cannot really be predicted or planned in the beginning.

### **Contents**

The workshop covers the following topics:

- Reflect on individual strengths and derive motivation
- Tasks that have to be fulfilled before the actual planning starts
- Project management methods for planning a thesis (Work Break Down Structure, Gantt-Chart, Planning Backwards, Network Analysis etc.)
- Managing the supervision of students
- Planning for theory-based projects
- Planning for experimental projects
- Planning for data collection and analysis
- Planning for projects in cooperation with industry
- Methods for setting goals, defining priorities, and developing strategies for process planning and work design
- Self-management: motivation and resilience

### **Didactic aim**

Participants develop a strategy for the first stage of their thesis and learn how to stay focused and motivated.

They acquire a set of methods and strategies for solving current and future time-management challenges.

### **Teaching and learning methods**

- Input by the speaker
- Seminar script for further learning
- Individual and group work, using the individual doctoral project
- Practical exercises, using the individual doctoral project • Individual and group feedback

## **Term and Application**

- November 27, 2018, 9am – 5pm
- Venue: 06120 Halle (Saale), von-Seckendorff-Platz 1, Kolloquiumsraum 5.10 (in the attic)
- Group size: maximum 12.
- Workshop-Language: English.
- **Application period between September 28 and November 20**  
email to: **koordination@ingra.uni-halle.de**
- Applications are considered in chronological order of receipt. You get information.

## **Instructor**

Dr. Eva Reichmann is working as a coach and instructor in teaching centers and at universities. She has many years of experience in academia (literary studies) and as consultant for Human Resource and Organizational Development. Her core areas are amongst others groundbreaking concepts for course design, assessment of learning, and career planning for graduates. Dr. Eva Reichmann is owner of beruf & leben GbR ([www.beruf-und-leben.com](http://www.beruf-und-leben.com)).

<a href="http://www.ingra.uni-halle.de">http://www.ingra.uni-halle.de</a> – <a href="http://www.ingra.uni-halle.de/courses/">http://www.ingra.uni-halle.de/courses/</a>
---