

## Overview of the workshop programme

# Project management for young scientists

## Taking off as a project pilot

29 April 2010, 9.00 – 17.00

Ludwig-Maximilians-Universität München, Graduate School Life Science Munich: From Molecules to Systems

Trainer: Dr. Simon Golin, GOLIN WISSENSCHAFTSMANAGEMENT, Hamburg

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. Simon Golin [Hamburg] heads the consultancy company GOLIN WISSENSCHAFTSMANAGEMENT. For almost 20 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.

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# Time management in doctoral research

## 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 diagramme
- >> 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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