

FURTHER EDUCATION | WORKSHOP

Own Your PhD: Time- and Self-Management

- Instructor:** Dr. Christiane Kasack
- Date & Time:** May 2nd: 9:30 – 5:00 pm & May 3rd: 1:00 – 4:30 pm (with breaks)
- Place:** LifBi, Wilhelmsplatz 3, 96047 Bamberg, Room 01.04
- Registration:** To register, please send an email to weiterbildung@lifbi.de by March 18, 2022. Registration is mandatory. The number of participants is limited to 12.

Short Outline

Designing, researching and writing a PhD thesis calls for specific time and self-management skills that differ in several respects from those required in your MA studies or previous work life. Building on your experience, needs and questions, exchange in the group and input from the instructor, we will explore what you need in this phase of professional life. A main focus of the workshop is on planning and time-management tips – and especially on putting these into action by giving each participant the time to plan their PhD phase, taking the new insights into account. We broach daily and weekly task management as well as reflection and adaption of plans. We will discuss questions regarding the supervision relationship, allowing you to reflect your relationship and develop specific goals. Participants will learn peer coaching methods and will be given the opportunity to form peer groups that continue meeting after the workshop. Participants will receive a detailed handout as well as checklists and templates to use for their own PhD project. The workshop is rounded off with the topic of career planning.

TOPICS COVERED

- **Time-and self-management**
 - Typical structure of PhD phase
 - PhD and daily work
 - Individual work on PhD project plan
 - Make career planning part of your PhD project
- **Life as a doctoral candidate**
 - Tasks and challenges
 - Phases of a dissertation
 - Supervision
 - Peer Coaching Methods



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The workshop is mainly aimed at PhD candidates in the beginning phase of their dissertation – years 1 and 2. In case of any vacant places, it is open to anyone interested.

About the Trainer

Dr. Christiane Kasack works as a coach and workshop facilitator. As a certified business coach and career counsellor, she supports personal development in time- and self-management as well as career planning.

In 2011, Christiane earned a PhD in the social sciences from the FU in Berlin. After two years of post-doc work, she turned to managing the Hertie School's PhD programmes and later, career development programmes for postdocs at the Head Office of the Helmholtz Association.