Getting It Done
How to Complete Your Dissertation – Methods and Motivation

Addressees:
Doctoral candidates in the final year of their PhD

Goals:
The “Getting it Done”-workshop provides you with the tools you need to tackle the final stage of your dissertation with as little hassle as possible: We discuss tried and tested methods which you will use to draw up a realistic project schedule. It is also important for you to keep working continuously until you finally submit the dissertation. To that end, you will learn how to develop strategies which will help you to cope with persistent levels of stress and strain. Depending on the specific needs and interests of the participants we will also focus on techniques for efficient writing, the topic of supervision and support, and questions concerning the defense.

Content Outline:
• Project scheduling: How to draw up a realistic project schedule for the final stage of your dissertation
• Iterative incremental planning
• Basic strategies and tools for an efficient Time- and Self-Management (i.e. Pomodoro Technique, Phases of Productivity, Implementation intentions …)
• Setting Priorities
• Efficient Writing
• Pragmatism and Productivity

Methods:
• Input and discussion
• Individual and group work
• Coaching techniques

Language:
This workshop will be held in English. Good English skills are of advantage but are not a requirement.

Trainer:
Dr. Jan Stamm, impulsplus
Dr. Stamm is a professional communication and behavioral trainer and coach. He has studied philosophy, linguistics and economics at the University of Dortmund, the Humboldt University of Berlin and University of Nottingham. His work focuses in particular on aspects of time and self-management as well as project management in science. He has years of experience in training PhDs. As a coach, he attaches particular importance to clearly bring out the individual concerns and needs of the participants and accurately respond to it.

Date: Thu 15 November 2018 and Fri 16 November 2018, 09:00 am to 05:00 pm
Place: TUHH, Channel 4 (Harburger Schloßstraße 28), Room CH4-0.21

Registration:
Due to a limited number of participants a binding registration is necessary. Please ask your supervisor for permission to participate and then address your registration to https://intranet.tuhh.de/anmeldung/getting_it_done.

For registered participants attendance at the entire workshop is obligatory.

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