

CRC 1114 PhD workshop

Final Program

20th to 24rd July, 2020

Location

This year's Phd retreat of the CRC 1114 will take place at home. We will use Webex for the online seminars. The links will be sent out later. If you haven't used Webex yet, please make yourself familiar with it. Information in German and English is provided here: <https://wikis.fu-berlin.de/pages/view-page.action?pageId=1037667239>

Equipment

Since the seminar will be an online seminar, you will need a stable internet connection, a webcam and a headset. Moreover, it is beneficial if you also have a quiet working space, and you do not sit with a window behind your back.

Preparation

Material for the project management seminar will be sent out in advance. Furthermore, both trainers will send out surveys to find out your needs and expectations.

Socialising event

We could meet outside, if this is possible at the time when the PhD-Workshop takes place. Another idea is to meet online on Discord and play something like 'Jackbox Party Pack'. If you have ideas regarding a socialising event let us know via the E-Mail stated below.

Program committee

Abbas, Andrea, Marius, Roya
contact: phdworkshop20@lists.fu-berlin.de

Monday, 20th July 2020

- 9:14** Arrival at home
- 9:15** Making sure your set-up works
- 9:30** Beginning project management seminar
- 13:00** End project management seminar

Tuesday, 21st July 2020

- 09:30** Beginning project management seminar
- 13:00** End project management seminar

Wednesday, 22nd July 2020

- 09:30** Beginning stress management seminar
- 12:30** End stress management seminar

Thursday, 23rd July 2020

- 09:30** Beginning stress management seminar
- 12:30** End stress management seminar

Friday, 24rd July 2020

- 09:30** Beginning stress management seminar
- 12:30** End stress management seminar
- 12:31** Departure
- 12:32** Arrival at home

Project Management seminar

by Dr. **Johanna Havemann**

<https://access2perspectives.com/team/jo-havemann/>

Recording and keeping track of the results is fundamental when trying to get a Phd. The aim of this seminar is to learn how to detect, collect and organize progresses and to structure them in such a way that they will be easily accessible when the process of writing the thesis will come. To ensure goal-oriented and time efficient management of both raw data and scientific projects in general, we will discuss selected established as well as emerging tools and techniques complementing the basic principles of classical project management.

Contents

- Concepts and basics of Project and Time management
- Efficient Time Management
- Digital tools for Science Project Management
- FAIR Data Management & Open Data
- Agile Kanban for Science
- Project Monitoring & Evaluation

Stress Management seminar

by Dr. **Andrea Szameitat**

<https://www.drszameitat.com/>

It is common feeling that life as a Phd student can be stressful, that is why we thought about calling someone to help us dealing with it. Dr. Andrea Szameitat will teach us how to manage stress and prevent burnout from a psychological point of view. A special emphasis will be put onto the usefulness and practicability of the strategies in daily life.

Contents

- Knowledge about stress (e.g. physical, cognitive and mental processes connected to stress),
- Create awareness about the present personal situation (incl. intercultural aspects), stress triggers, stress reactions,
- Identify existing coping strategies, functional/dysfunctional coping,
- Influence of working styles, time management skills, short & long-term stress management strategies,
- Resilience and mental strength,
- Create awareness about one's own existing resilience and ways to increase it.