Svenja Neupert

**Time and self management for researchers**

**Date & Time:** Thursday, 21 March 2019, 9 – 16

**Venue:** Joh. v. Neumann-Haus, Humboldt-Kabinett, Rudower Chaussee 25, 12489 Berlin

**Target group:** female PhD students and postdocs

**Maximum number of participants:** 12

**Content**

Part 1: Self management
- Review of project management
- Basics of self-leadership for project management (stress reduction, focus and overview)
- Ground rules of time management
- Your personal inner strategies and work organization

Part 2: Time- and team management in a project
- Agile project planning in fast-moving times (How to help the partners have better time management)
- Time management and different working styles/personalities within the team
- Productive workload management within the project

**About the trainer**

Svenja Neupert, a speaker, coach, trainer and organisational consultant, is an expert on Future Leadership. For more than 25 years, she has worked closely with clients from national and international corporations and from university and research area. Svenja Neupert will help you to discover unconventional approaches to your thinking and coach you to follow your talents. She believes that everyone can realize their unique potential in business life and have fun and fulfilment at work. ([www.kompetenzia-international.com/](http://www.kompetenzia-international.com/))

Please register until March 10, 2018 by e-mail to: petra.metz@hu-berlin.de