



30 + 31 Oct 2023, 9:30 – 13:00

## Remote workshop

Svenja Neupert

## Time and Self-Management for Scientists

### Content

#### Day 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

#### Day 2: Time and Team-Management in a Project

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

### Methods:

Input, discussions, small group work

The event is aimed at female PhD students and postdoctoral researchers, max. 16 participants.

### About the trainer

Svenja Neupert, a speaker, coach, trainer, and organisational consultant, is an expert on Future Leadership for more than 25 years. Svenja will help you to discover unconventional approaches to your thinking and coach you to follow your talents. She believes that everyone can realize his or her unique potential in business life and have fun and fulfilment at work. ([www.kompetenzia-international.com/](http://www.kompetenzia-international.com/))

Please register by 16 Oct: <https://fakultaeten.hu-berlin.de/en/mnf/wisskar/wins-adlershof/training/registrierung-2>

Zoom link shared after registration