

Tuesday, 4 July 2017

09:00 Welcome

- *Clarification of expectations*
- *Presentation of the program*
- *Ensuring confidentiality*

09:15 Doing a PhD

- *Does it always mean the same?*
- *Where are the differences?*
- *Setting individual goals for ones's PhD*

10:30 Coffee Break

10:45 Milestone-Planning

- *Introduction of milestone-planning*
- *Defining work packages & intermediate steps*
- *Scheduling the project*
- *Missing timelines - what to do next?*
- *When to say good-bye?*

12:00 Using PI's resources (experience, knowledge, network)

- *Asking for support without appearing incompetent*
- *Organizing support for one's project*
- *Negotiating with PIs*

12:45 Lunch

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13:30 Saying „no“, „never“ or „not for the moment“, „later“

- *Exercise to say no*
- *Reflecting the consequences*
- *Role play to train specific situations*

15:00 Coffee Break

15:15 Creating Win-Win-Situations

- *Negotiating support*
- *One hand washes the other*

16:15 To climb a mountain starts with the very first step

- *My Change project*
- *The first little steps*

16:45 Open Questions and Feedback

Notes

Topics

The feeling of being stressed is widespread amongst PhD students. This feeling is caused by the variety of tasks they have to fulfil and by the many expectations they have to meet, often under tight deadlines and without sufficient resources at hand.

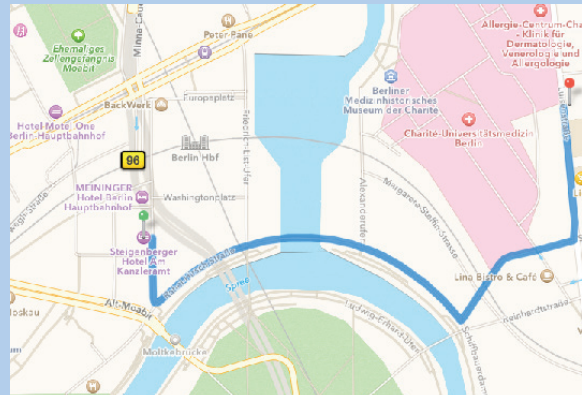
The work on their PhD projects often includes learning new techniques before creating useful results or implementing new methods in labs with no one to turn to for advice. As employees of the university they have to fulfill teaching obligations and supervision. At the same time, they have to take over some general duties in their labs like maintaining devices, ordering consumables, or organizing working processes. And they are asked to voluntarily organize conferences, meetings, and retreats just to gain some social experience and a warm handshake by their PIs. Finally they are expected to be supportive and helpful if other PhD students need their advice.

When many tasks have to be fulfilled within a short timeframe, before retreats, meetings or conferences, PhD students often don't know where to start. Instead of getting help from family and friends, the stress continues at home.

Setting priorities, having discipline, and being able to say "No" are some of the skills we will practice in this workshop. We will discuss the prerequisites to focus on personal goals and will train how to handle distraction and interruptions without being impolite.

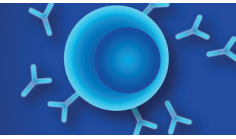
Venue

Langenbeck-Virchow-Haus (LVH)
Seminar room „Rudolf Virchow“ - 2. floor
Luisenstr. 58
10117 Berlin



green pin:
Steigenberger Hotel am Kanzleramt
Ella-Trebe-Str. 5
10557 Berlin

red pin:
Langenbeck-Virchow-Haus
Luisenstr. 58, 10117 Berlin



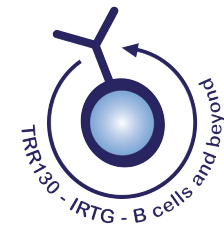
TRR 130
B cells: Immunity
and Autoimmunity

**Reducing stress thanks to
good time management and
communication**

Dr. Kristina Böhlke

KEPOS

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Berlin



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