



UNIVERSITÄT
BAYREUTH



Bayreuth International Graduate School of African Studies

WORKSHOP

Managing your thesis as a project

under the Gender and Diversity Programme

with

Dr Anette Hammerschmidt

Mon, 3 May 2021, 9 am – 5.30 pm

Topics: PhD as a project / Timeline: different phases and tasks /
Risks and risk management / Time management and focus

Tue, 4 May 2021, 9 am – 5 pm

Topics: Managing your stakeholders / Structure for effective
clarification / Clarifying questions / Clarifying dialogs –
Your concrete situations / What is coaching?

Participation **only with prior registration** until **9 April 2021**
(juliane.fender@uni-bayreuth.de).

The number of participants is **limited to 8**.

With regard to the pandemic control measures, the workshop will be held online. Participants will receive the link directly from Dr Hammerschmidt.



Workshop: **Managing your thesis as a project**

Have you ever wondered how it is possible to keep track and manage all the tasks and requirements of your thesis over the span of years and still finish in time? It is quite a challenge! Your thesis is just a project, though a very demanding one with very specific milestones and hurdles to be overcome. If you want to succeed, still have some work-life balance and finish in time this big endeavour needs to be managed like a project.

In this workshop you will have a look at your project from different angles, assess the different phases and challenges of a PhD, learn about long- and short-term time-management approaches, the relevance of milestones and risk analysis in order to steer this “ship” safely into the foreseen harbour. You also will assess your “stakeholders” – their interest and communication needs in order to clarify goals and agreements and avoid misunderstandings to begin with.

The two days are designed as an interactive workshop; short inputs are followed by exercise and practice sessions applying what you have learned immediately on your thesis project.

The workshop is the kick-off to individual one on one coaching sessions that allow you to work on and resolve particular needs and challenges you might be facing in the course of your thesis project. Coaching topics might concern time-management, career planning, cooperation and communication issues at work, unclear or diverging role expectations, work-life balance and similar matters. The objective is to support you to obtain clarity, find viable solutions and gain access to your resources so you can succeed in your project.