Project management skills for doctoral research

Target group
PhD candidates from all disciplines, preferably in the first year of their research. This course aims to introduce PhD candidates to the principles underpinning effective project management and the application of these principles to their dissertation projects. Various aspects of planning, implementation and monitoring will be addressed, as well as the personal and organisational context of PhD research. Participants will leave the course with a concrete research plan and a clear understanding of what is required to implement it.

Goal & results
‘Failing to plan is planning to fail.’ Experience shows this to be true for dissertation projects. Often, PhD students suffer from a lack of foresight: many of them run out of time. This problem can, in part, be solved by proper planning and monitoring. In this course, project management theory and practice are applied to the tasks facing PhD candidates. Participants will interactively familiarise themselves with the principles and techniques of project management, translate these into a (revised) research plan, and learn to generate feedback about its implementation.

Course content
Subjects to be addressed will include:
- Basic principles of project management and their application to research projects
- Techniques for planning work on your dissertation (and other tasks)
- Analysing your work habits, strengths and challenges
- Identifying ‘opportunities’ and ‘threats’ in your environment
- Pitfalls, priorities and personal effectiveness
- Giving and receiving advice and feedback in ‘intervision’ (peer review)

Working method
Prior to commencing the course, participants are expected to submit their research proposals and, if possible, their (preliminary) plan. During the course, they will familiarise themselves with key project management concepts and planning techniques, both from a theoretical and practical point of view. These insights will be translated into a (revised) plan, which will be finalised and submitted between day one and day two of the course, and will subsequently be discussed in class. The course will be completed with a series of three peer review sessions, during which the participants and the tutor tackle issues relevant to the realisation of the dissertation projects at hand.

Enrolment and dates
Courses in English

Courses in Dutch
18 November + 2 December 2016,

Venue of all courses: Academy Building/Faculty Club, Rapenburg 73, Leiden. Registration is only possible with the consent of your manager. This training is provided by the University of Leiden. You can register directly through this link.

Costs
PhD-candidates (Leiden University and LUMC): no charge. Others: €750,00

Cancellation within two weeks before the first date results in a fee of €200.

Course tutor
Mr. R. (Ruben) Verheul MA, lecturer and trainer and Mrs. M.J. (Marie) Klaren MA, onderwijsmanager, Institute of Public Administration, Campus The Hague.

Experiences from participants
This average grade for this course was 8.6. The course offers tools and methods to cope with the ‘daily stuff’ you encounter when doing research. A
very useful and practical course to make you feel more in control.