

## TwentyOne Skills



### Project Management

#### Objective

As a scientist, you will be engaged in a number of projects. Whether these projects are comprehensive or rather small, they will all require proper and professional project management. In this course, we look at the fundamentals of project management, including how to schedule project activities, how to communicate schedules and deadlines effectively, and how to report on the status of projects.

#### Description

- Project management: basics and frameworks
- Project requirements and planning
- Scheduling projects and getting things done
- Communication in projects: methods, planning and efficient meetings
- Reporting and tracking projects correctly

#### Conditions

In cooperation with TwentyOne Skills, GRADE offers about 35 asynchronous online courses.

The 3-month sessions start at the beginning of January, April, July and October. Registration is possible at any time. Confirmed participants can access the courses for 3 months at the online platform of TwentyOne Skills. The current registration link can be found here: <https://tinygu.de/en21skills>

#### Organizational Information

Language / Format	English / Online
Target group	Doctoral Candidates at all stages and Postdocs from all faculties
Duration	Approx. 1h
Registration	<a href="https://tinygu.de/en21skills">https://tinygu.de/en21skills</a>