

Trainer



Dr. Jan Stamm

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Jan Stamm is a trainer and coach with more than a decade of experience in academia. His major focus is time- and project management for researchers. He is also an expert on stress competence and supports PhD candidates, postdocs, and professors in staying calm and collected under the permanent pressure to perform. He is co-author of the book *Mental Health in Academic Leadership*.

Project Management for Postdocs

Objective

As a postdoc you juggle a lot of different projects and responsibilities. One of the key competencies for dealing smartly with this multitude of tasks is an adequate project and time management.

Description

This online workshop provides you with basic strategies and tools for an effective and efficient project management. You will work on your own project schedule and reflect whether a traditional milestone plan or a more flexible approach is better suited for your situation. We will discuss how to adjust plans when time is tight.

You will also think about your own priorities and how to implement them over the course of a day, a week, or even longer time periods.

Contents in brief:

- Milestone plans
- Agile principles and methods
- Time-boxing
- Adjusting plans
- Setting priorities
- Pragmatism & productivity
- Daily and weekly structures

Methodology

- Input and discussion
- Individual and group work
- Coaching techniques

Organizational Information

Language / Format	English / Online
Target group	Postdocs (R2/R3) from all faculties
Date	Thursday, 4 February 2027, 9:00 – 17:00
Registration	For registration click here