



Sep. 30, 2020	Working effectively and efficiently – time and project management for postdocs (Live Online Workshop)
Institution	Human Resources Development
Seminar Language	English
Target Group	Postdoctoral candidates and Research Managers
Goals/Contents	<p>You will learn...</p> <ul style="list-style-type: none"> • project and time management skills to use the resources available to you in the best possible way • how to manage a wide variety of projects (research, tutoring, teaching and spending sufficient time with your own family etc.) • various methods and strategies with a focus on real-life situations and acute needs • to reflect on the way you organize your work and yourself and make pragmatic changes so that you are able to make the most efficient use of your time and deal with the highest-priority projects on time in the best possible way.
Number of Participants	max. 12
Date/Time	Wednesday, September 30, 2019 From 9 am to 5 pm
Venue	Online - Zoom
Speaker	Dr. Jan Stamm – impulsplus www.impulsplus.com/
Registration Deadline	Friday, September 11, 2020
Registration Process	Fill in the application form and send it by e-mail to: pe-karriere@uni-bonn.de
Costs	The costs are covered by Human Resources Development
Contact for Queries	Petra Best, Human Resource Development Tel.: 73-68768 E-Mail: petra.best@uni-bonn.de