

## Program Taking Charge of your PhD project

### Day 1: **Morning:**

10.00–10.20	Introduction by the ElroyCOM trainer
10.20–10.45	Discussing success factors in the PhD project
10.45–11.15	Expectations and clarifying project conditions
11.15–11.30	Coffee break
11.30–12.15	Professional and social help network
12.15–13.00	Planning: the 4-year helicopter view

**Afternoon:** Practising cases with the actor. The participants practise conversation skills such as giving and receiving feedback, negotiation and conflict, with the help of a professional academic training actor.

14.00–14.15	Preparing individual cases
14.15–15.15	Giving feedback: theory, exercises and cases
15.15–15.30	Coffee Break
15.30–16.15	Peer-to-peer coaching on individual cases
16.15–17.00	Receiving feedback: cases

**Homework:** Discuss the form 'Clarifying PhD project conditions' with your supervisor(s). Write down the answers on the appropriate form and bring it to the second course day. Read the reader.

### Day 2: **Morning:**

10.00–10.30	Discussing homework and reader
10.30–11.00	Time management and personality traits
11.00–11.15	Coffee break
11.15–12.15	Setting priorities and planning your ideal day and week
12.15–12.30	Concentration and focus
12.30–13.00	Exercises in duos

**Afternoon:** Practising cases with the actor. The participants practise conversation skills such as giving and receiving feedback, negotiation and conflict, with the help of a professional academic training actor.

14.00–14.15	Preparing cases
14.15–15.15	Negotiation skills: theory and exercises with the actor
15.15–15.30	Coffee Break
15.30–16.15	Conflict management: difficult cases with the actor
16.15–16.50	Peer-to-peer coaching on individual cases
16.50–17.00	Evaluation