

## WIAS Introduction course on personal effectiveness for your PhD

Provisional Programme

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**Date** 27-28-29 January 2020  
**Location** Orion building P6008

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<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
<b>9:00</b> 1 Introduction of the course and getting to know each other.	<b>9:00</b> 1 Supervision: being a supervisor and a supervisee.	<b>9:00</b> 1 Meetings and group discussions
<b>9:30</b> 2 Reflection on skills necessary for successful completion of your PhD and definition of personal learning goals	2 Introduction of the Mindful Communication framework.	2 Practice meetings and group discussions
3 Coffee break	3 Practice with the Mindful Communication framework	3 Coffee break
<b>11:00</b> 4 Introduction of the OEPS framework for giving and receiving feedback	<b>11:00</b> 4 Practice with the Mindful Communication framework	<b>11:00</b> 4 Negotiation framework
5 Practicing the OEPS framework for giving and receiving feedback	5 Mindful communication and cultural diversity	5 Practice negotiation framework
<b>12:30</b> 6 Lunch	<b>12:30</b> 6 Lunch	<b>12:30</b> 6 Lunch
<b>13:30</b> 7 Stress management. Triggers and ways to deal with stressful situations	<b>13:30</b> 7 Mindful Communication and supervision	<b>13:30</b> 7 Time management
8 Practice with the stress management framework	8 Supervision: Practice with a supervisor	8 Time management
9 Coffee break	9 Coffee break	9 Coffee break
10 Practice with the stress management framework	10 Supervision: Practice with a supervisor	10 Practice with the Getting Things Done Framework
<b>16:30</b> 11 Review and wrap-up of the day	<b>16:30</b> 11 Review and wrap-up of the day	<b>16:30</b> 11 Review and wrap-up of the day
<b>17:00</b> 12 End of day	<b>17:00</b> 12 End of day	<b>17:00</b> 12 End of day