



Giving feedback

Assignment

1. What feedback would you like to give to your PhD-student / technician about the process of her/his PhD project?
Use the results of your homework assignment

2. How will you put it into words?

3. Discuss this in your group of three and help each other

4. Practice giving feedback to your PhD student / technician
 - one person is the supervisor
 - one person will act as the PhD student / technician
 - one person will be observing and giving feedback (about the feedback)

Take:

- 10 minutes for the exercise
- 10 minutes for feedback (use handout feedback rules)

Switch roles between the three of you every 20 minutes.



Golden rules for project management

- Plan from back to front, you usually know when things need to be ready; as a PhD student you are in a four year schedule.
- Use milestones; make your own extra deadlines.
- Keep in mind the difference between time you need to work on the different steps and the total duration of the project (this is usually longer).
- Plan types of activities, like teaching, writing, making a presentation for a conference.
- Use the plan to identify what is still unclear.
- Start writing ASAP; don't wait until the final results.
- Make a risk analysis: where are the potential dangers that could cost a lot of time? Do you have an alternative plan?
- Keep some space in your time schedule; you can use it for opportunities and things that go wrong. Golden rule: one hour per day and one day per week.
- Also plan your holidays.
- Block at least one day per week in your diary for your core task. Don't make any appointments, don't read email and don't answer the phone. Do not miscalculate the time you can spend on core tasks.
- Adjust your plan frequently.



Planning a research Project

Assignment

Step 1

Take a flip-over sheet and divide it into four years.

Make a 12 month division for every year.

Make a planning of your project by putting the little cards on the sheet.

Use blank cards when you need extra items.

If you want to take a photograph.

Step 2

What are the unknown factors?

What are the risky parts in your planning?

Create alternative scenarios for those risky parts.

Step 3

What issues do you want to discuss with your supervisor?