



Fundamentals of Time Management & How to effectively Communicate (07/04/2021 - 13/04/2021)

INFORMACIÓ GENERAL

Títol activitat:	Fundamentals of Time Management & How to effectively Communicate - 70000121		
Tipus activitat:	Curs	Hores:	4
Impartit per:	EVA GALLARDO GALLARDO (Associate Professor at the Universitat Politècnica de Catalunya-BarcelonaTech (UPC))		
Sessions:	Dia	Hora	Aula
	07/04/2021	11:30 h - 13:30 h	Face-to-face session via Google Meet. The link will be sent to the enrollees
	13/04/2021	11:30 h - 13:30 h	Face-to-face session via Google Meet. The link will be sent to the enrollees

INFORMACIÓ DETALLADA

PRESENTACIÓ

DESCRIPTION

This course will address several challenges, related to social skills, reported by individuals involved in Ph.D. studies:

- How to effectively manage time (self-time and others time), and get things done!
- How to design and participate in effective (virtual) meetings
- How to effectively communicate
- How to give good presentations

The course comes with practical advice and tips for improving our daily professional performance, and personal interactions.

DESTINATARIS

TARGET

Doctorate students in robotic

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TIMETABLE

- This workshop is facilitated on an online basis.
- 2 interactive online sessions, 2 hours each.
- Platform used: GMeet

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CONTENTS / SYLLABUS

1. Day 1: Fundamentals of Time Management (2h)
 - 1.1. Content
 - 1.1.1. Some rules to effectively manage time
 - 1.1.2. Mastering the meetings at work (basics)
 - 1.2. Learning objectives:
 - 1.2.1. Acquire and learn techniques to effectively manage your time
 - 1.2.2. Design effective (virtual) meetings
2. Day 2: How to effectively Communicate (2h)
 - 2.1. Content
 - 2.1.1. Effective communication: what is it?
 - 2.1.2. Verbal communication: Improving electronic communication - Some tips to give outstanding presentations
 - 2.2. Learning objectives
 - 2.2.1. Identify key barriers to communication
 - 2.2.2. Write effective electronic communications
 - 2.2.3. Design outstanding presentations

CERTIFICACIÓ

CERTIFICATION

The certification to the participants will be subject to the prior registration and acceptance by the established means (electronically through the website) and the positive evaluation of the work proposed by the trainers.

