Self-Management

Coursetitle:

Self-Management

Course timing:	May 22, 2017
Mode of study:	Intensive training (active learning for the formation and verification of communication skills, e.g. case-studies, business games, thematic exercises and role play),7 hours
Study materials:	Announced 2 weeks before the course

Prerequisites for entering the course:

None

Course summary:

This course is devoted to methods and fundamentals of organization of scientific and everyday activity. The course is taught by the business couch and PhD in Philosophical Sciences *Ivan Zamoshchansky,*Ural Federal University (Ekaterinburg, Russia)

Course outline:

#	Title	Duration	Summary
1	Freedom and self-organization in everyday life	1	Productive activities. Freedom, authenticity, and proactivity. The relationship of discipline and freedom.Articulating life's mission and core social roles. Exercise: «Build the plan of your research career».
2	Technology planning	2	Pitfalls and time sinks. Quantification and the laws of time. Features of the scientific career. Exercise: «Planning of the week» (individual presentation and feedback).
3	Software for planning	1	Overview of software for planning and organizing your work. Using the software to create the week plan.
4	Communication in the group	3	Group dynamics. The structure of a small social group. The laws of social communications. Techniques of self-presentation in the group. Ways of organizing work in a small social group. Negotiation and conflict situation in professional activity and communication. Technology of conflict solution in communication. Case studies: 1) «Conflict in a team» 2) «The conversation with a supervisor» 3) Business game for the group interaction.

Reading:

Covey S. The Seven Habits of Highly Effective People http://www.depts.ttu.edu/upwardbound/books/the-7-habits-ofhighly-effective-people.pdf Kuhn T. The Structure of Scientific Revolutions https://www.marxists.org/reference/subject/philosophy/works/us/kuhn.htm Hoff R. I Can See You Naked: A Fearless Guide to Making Great Presentations

Software:

Trello, https://trello.com/

Course timetable:

Date	Time	Classes
May 22, 2017	11:00-13:00	Training
May 22, 2017	14:00-17:00	Training