

PRBB Intervals Course Proposal

Course Title: Working in the world of science: how to manage self and build resilience

This programme will help you consider what has helped you so far to reach your current professional situations and what still needs to be done to reach your long-term goals in the research environment. We will take both a short- and long-term view of how you organise yourself and consider what needs to be changed or realigned to assure the success you are hoping for.

This programme is an opportunity for self-reflection, where you will consider what is going well and what skills need to be developed to ensure that you manage yourself more effectively: your work, the people around you, and the wider environment in the best possible way. We will consider some time management techniques, how you show up when faced with stress and what will help you become more resilient and to speak up when necessary.

Proposed dates: 2th & 9th March 2023

Course Language: English

Course Leader and very brief summary of relevant qualifications and experience

Louise Schubert works as an executive coach, coach supervisor, consultant, and trainer and is accredited as a resilience coach. She supports professionals from all disciplines to improve their overall performance management and leadership skills.

Rationale for course (why is this course of interest for the PRBB staff?)

The impact of COVID, economic upheaval at a world level, changing work habits and digitalisation are some of the factors that compound the already eroded boundaries in our lives. Many people suffer from feelings of being overwhelmed and disempowered. They find it difficult to carve out time for the things that are important in their lives. They also struggle to focus on one task at a time. These pressures can cause frustration, and a lowering of self-esteem.

Course aim – general

This programme is an opportunity for some deep reflection, sharing with others in a safe and protected environment (confidentiality is agreed before we start). It is not about quick fixes but rather it is about reflecting on who you are, what you really want and what holds you back.

Specific learning outcomes (what new skills, knowledge &/or attitudes will participants take away from the course?)

- Be clear about professional and personal ambitions and with these in mind discover more efficient ways of working to increase overall performance.
- Address any serious work/life balance issues
- Review the way you organize yourself, reflect on your own assumptions with a view to finding long lasting solutions.
- Decrease feelings of stress and build resilience in the work and home environment

Course contents (outline of topics to be covered)

- What is going well now? How do I organise myself and what are my pitfalls?
Individual reflection and work in pairs to consider themes arising from the pre-course preparation exercise.
- Individual reflection on knowing myself:
 - Purpose: what are my professional goals?
 - Personal strengths: what are the associated time management issues?
 - Life scripts: how do these impact my approach to time management?
- Personal organization, setting priorities, boundary management and influencing others.
- Dealing with stress: Self-management in challenging situations.
 - Developing resilience and self care.
 - Introduction of basic mindfulness and self-awareness exercises.
- Handy hints on how to improve control of time from now on.
- Action plan and how to carry it forward.

Training methods

While there is some theory, the facilitator adopts a coaching approach where participants are encouraged to unlock the answers that are waiting to be discovered.

During the programme: Individual exercises, sharing and discovery with others, in depth discussions over key areas of concern and viewing of a short video.

A relaxation exercise is introduced in the second part and at the end participants will be invited to draw up action plans and think about the support that they need to make the desired changes in their day to day and over a longer period of time.

Target group in PRBB (Senior scientists, postdocs, predocs, management/admin staff, all residents)

Open to all PRBB residents - scientific and support staff

Number of participants (maximum)

12 per group

Total course hours

Note: only the direct training hours will be included in the post-course certificate.

Number of hours of class time: 8 hours

Number of hours of self-study: 1.5-2 hours

Distribution of course (hours/days)

2 sessions: 2 x 4hrs

Pre-course preparation and/or homework between sessions

Participants will be asked to complete a pre-course questionnaire and to observe themselves using the time log over a period of 5 working days. **Please note that this is an essential pre-course task as the course content will draw on this.**

Material participants need to bring (laptops, etc...)

Preparatory work and reflections.

Relevant background reading/ audiovisual/websites or other materials

View the Steven Covey video clip on "[The seven habits of highly successful people](#)"

"Four Thousand Weeks" by Oliver Burkeman.

Details will be given during the course.