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Preface

The PhD Course Centre
The PhD Course Centre of the Graduate School of Life Sciences (GS-LS) was established in January 2015 as part of a two year-project funded by the Board of Studies of the GS-LS (deans of the faculty of Veterinary Medicine, the faculty of Science and UMC Utrecht). At present, we are gradually extending both the frequency and variety of courses and trainings that we offer. We aim to have a full programme by the end of 2016.

Courses
Our courses are meant to help you in your current research project and in your future career, be it in research or otherwise. Topics covered include general scientific skills, communication, entrepreneurship, personal development and career development. These courses complement our PhD programmes and PhD events, including the annual PhD Day in April (http://bit.ly/GSLSFB).

Attendance is free of charge for GS-LS PhD candidates
Since the PhD Course Centre is funded by the Life Sciences deans attendance of courses is free of charge for PhD candidates who are registered to the GS-LS and are employed, either on a grant or on a salary, by one of our three Life Sciences faculties. (Registration with the GS-LS takes place through submission of the Training & Supervision Agreement to the office of the dean of the faculty of employment). If you do not meet these criteria (e.g. if you are elsewhere) you do have access to our course programme but you will be charged a fee.

Attendance is on a voluntary basis
Attendance of these courses is on a voluntary basis. It is our pride to provide a collection of courses that is so attractive that you are happy to take some time off your busy schedule and attend some of them. Our courses cover a range of topics, including general scientific skills, communication, entrepreneurship, personal development and career development. 

Warning: You will be charged half the course fee if you cancel your registration too late, or if you do not attend the course for which you have registered (see course agenda for details).

Registration
You can register via the website of the PhD Course Centre: http://bit.ly/PhDCourseCentre

Suggestions?
We are currently in the process of setting up the PhD Course Centre and we will regularly update this guide. Your feedback on courses you attended is very welcome, as are suggestions for new courses. Please let us know, preferably via our LinkedIn group: http://bit.ly/GSLSLinkedin.

Kim van den Heuvel-Taverne, MSc, Coordinator PhD Course Centre, GSLS

Saskia Ebeling, PhD, Coordinator of Doctoral Education, GSLS

December 2016
RESEARCH SKILLS & KNOWLEDGE

RESPONSIBLE CONDUCT OF SCIENCE

PERSONAL EFFECTIVENESS

COMMUNICATION

PROFESSIONAL DEVELOPMENT

LEADERSHIP & MANAGEMENT

TEACHING
1. Research Skills and Knowledge
1.1 Introductory Biostatistics for Researchers

Course description
This course provides an introduction in statistical methodology and discusses a number of statistical techniques for practical data analysis. Statistical fundamentals are reviewed and expanded upon with multi variable regression analysis of Variance (ANOVA). Concrete examples and case studies are used to apply the theory to practical situations. In general, the daily schedule of the course includes morning lectures from 09.30 to 12.30 h, followed by computer sessions in the afternoon from 13.30 to 17.00 h. Examples from medical and biological research will be used in the exercises. Datasets will be analyzed on computers using the statistical software packages R and SPSS (provided by the course organizers).

Prerequisite knowledge
Although active statistical knowledge is not a prerequisite, we assume some basic knowledge on statistics and mathematics:
- the concepts of population and sample
- histogram, boxplot, frequency table, scatterplot
- mean, median
- variance, standard deviation, range, interquartile range, standard error of the mean
- probability, probability distributions (especially the normal distribution)

Trainer
C.L.J.J. (Cas) Kruitwagen - Department of Biostatistics and Research Support, Julius Center, UMC Utrecht

Max. number of participants
16

Number of credits
3.0 EC

Course Certificate
After active participation during the whole course (morning and afternoon sessions) you will receive a course certificate.
1.2 Systematic Literature Searches (workshop)

Short description
When searching the literature, either for a quick answer to a research question, a critically appraised topic (CAT) or a systematic review, it is important not to miss relevant articles. In this hands-on workshop the necessary techniques will be covered.

What you will learn
Attention will be given to sharpening your research/clinical question, followed by framing it into PICO (Patient-Intervention-Comparison-Outcome) or DDO (Domain-Determinant-Outcome) format. Then techniques on how to search databases like PubMed, Embase, Cochrane Library will be shown. Saving your search results in literature management software and fine-tuning by means of citation searching in Scopus and Web of Science will also be covered.

Trainers
Bianca Kramer, PhD and drs. Paulien Wiersma (Subject specialists Life Sciences and Medicine at Utrecht University Library)

Max. number of participants
20

Number of credits
This workshop takes 1 hour 45 minutes, which is equal to 0.07 EC
1.3 Ten reasons to make your research data open (workshop)

Short description
Is your research data valuable still when your project has ended? Probably it is. Ten reasons why you should not keep your data private.

What you will learn
In this workshop we will pass along different aspects of open research data. What are current developments in rules and regulations for data sharing and making data available? How do you dismantle obstacles to make data open? How do you actually share and make data available? And, what exactly is in it for you? With the provided background you will be able to make informed decisions on when to prepare what in order to open up and share your research data, and why you should at all.

Trainer
Tessa Pronk (RDM support) (Data and Information Specialist, Utrecht University Library)

Max. number of participants
12

Number of credits
This workshop takes 1 hour 30 minutes, which is equal to 0.05 EC.
2. Responsible Conduct of Science
2.1 Research Data Management (workshop)

Short description
Managing your data well is a basic research skill. Data management concerns the preparation, handling and storing of research data.

What you will learn
In this workshop we will pass along different aspects of good data management. With this background you will be able to make informed decisions on what to prepare for your research data, how to best handle it, and how to preserve and possibly share it after your research. The workshop also is appropriate if you want to learn how to fill in a Data Management Plan.

Trainer
Tessa Pronk (RDM support) (Data and Information Specialist, Utrecht University Library)

Max. number of participants
13-20 (depending on the course location)

Number of credits
This workshop takes 2 hours 30 minutes, which is equal to 0.1 EC
2.2 That Thing Called Science

Course description
In modern life, science is everywhere. The products of biomedical science and technology may help achieve a healthy society and economic progress. They may prolong life and make it more agreeable at the same time. But how much do we really know about the production, implementation and evaluation of scientific knowledge? What, exactly, is the basis for our belief in science? What sets it apart from common knowledge? Who should we trust in case two scientists disagree in a hotly debated issue? Is science a vocation or just another profession? Is scientific knowledge something special to be emulated, or ‘just another opinion’? How does science really work? Are scientific facts discovered or rather socially constructed and considered ‘true’ only after fierce debate? How are science and technology embedded in society and how do they change over time?

If you want to become a scientist – either an academic researcher or a scientifically educated professional with a job outside academia -, you should be aware of these and similar questions. You should not just know about the contents of scientific knowledge, but about its context as well.

What you will learn
This course sets out to create that awareness, aiming for broad scientific literacy. In nine Friday afternoon sessions, the historical, philosophical, sociological, commercial, ethical, political and personal dimensions of the biomedical sciences will be discussed. For every session, five students will be appointed as (collective) chair. Together, you are responsible for the quality of the debate and the success of the meeting.

Trainer
During each session two speakers, who are experts in their field, will set the scene for a highly interactive session.
Course coordinator: Prof. Frank Huisman, PhD - History of Medicine, UMC Utrecht

Max. number of participants
45 (a letter of motivation is part of the selection procedure)

Number of credits
1.0 EC

Course certificate
You will receive a course certificate if you attend at least 7 out of 9 sessions. You are expected to be active as participant, which means that you prepare the topic and, even more important, that you take part in the general discussion.
3. Personal Effectiveness
3.1 Achieving your goals and performing more successfully during your PhD

Course description
This personal development course aims to help you become more effective in your PhD project. We’ll discuss how to set good goals and achieve them, how to improve your interaction, how to get the most out of the people that you work with, and how to best manage your time and the risks in your project. Along the way, you will gain important insights into your personality, your personal strengths, and your pitfalls. For an overview of the subjects discussed in each session, please refer to the full course description on our website.

What you will learn
After this course, you will:
- Have acquired a valuable set of tools that will serve you in your work, such as the ability to set clear and effective goals, and to better manage time and risk;
- Have a clear sense of your drivers, strengths and skills, guiding your future (career) choices;
- Be more proficient in how you cooperate with people and how you interact with them in order to get things done and attain your goals.

Trainers
Michiel and Jacques Jongerden – Exergy Training (http://www.exergy-training.nl/)

Max. number of participants
14

Number of credits
2 EC

Course certificate
You will receive a course certificate after attending all training sessions and active participation.
3.2 Mindfulness and Stress Reduction (in Dutch)

Course description
Our habitual, automatic and unconscious patterns of reacting to stressful situations are known to be a source of stress, both at work and in our personal life. The aim of this course is to get to fully understand this process, to gain insight into our own automatic patterns, and to acquire alternative, more flexible ways of responding to situations that repeatedly have been stressful to us in the past. The skills learned in this course can be practiced after the course, and thus help to prevent (work)stress from accumulating and becoming a health problem in the future.

What you will learn
- skills to pay attention to the present moment-to-moment experience of bodily sensations (including breathing), thoughts, and emotions.
- awareness of unpleasant sensations, emotions and thoughts and how our habitual ways of reacting to these are a cause of stress
- how to stop these automatic patterns of reacting to difficult situations, and respond in a more effective and flexible way instead
- physiology of stress
- how self acceptance, self kindness and self care are helpful to recognize and respectfully take care of one’s personal boundaries (learning ‘to say no’ to what is unacceptable for you)
- stress in interaction and communication with others

Course programme
The course consists of 8 weekly sessions of 2.5 hours, plus an extra session of practicing ‘silence’, in which all aspects of what is learned comes together. Participants are asked to practice one hour each day at home (mainly doing meditation exercises and keeping a log). The willingness to do this is necessary to participate. The effect of Mindfulness has been widely studied, and it turns out that it is not recommended to participate if you suffer from or have: acute, serious depression, psychosis, serious addiction (alcohol/drugs), negative attitude towards meditation. Participants will fill out a small questionnaire. The trainer may decide to exclude anyone from participation based on this information.

Trainer
Marjan Ossebaard, Instituut voor Innovatie en Leren (http://www.i2l.nl/)

Max. number of participants
12

Number of credits
2.0 EC

Course certificate
You will receive a course certificate after attending at least 8 course sessions and active participation.
3.3 Collaborating in an International Environment - Taking a Leap across Cultural Boundaries

This workshop is also known as ‘Intercultural Communication’. The course will be given to PhD participants and a separate course will be available for supervisors.

Short description
If you would like to understand somebody it is important to understand yourself: what is, in my opinion, 'normal' behavior? What are the values which I have been raised with? What is my judgment if someone else behaves 'abnormal'? This workshop focuses on cross-cultural communication. This is based on knowledge of many factors, such as other culture's values, perceptions, manners, social structure, and decision-making practices, and an understanding of how members of the group communicate - verbally, non-verbally, in person, in writing, and in various business and social contexts.

What you will learn
- During this workshop you will gain insight in cultural differences, both at work and in private.
- Foreign PhD candidates will learn more about the Dutch ways and usual manners, understand Dutch behavior and feel more 'at home' in the Netherlands.
- Dutch participants will gain perspective on the Dutch standard of 'normal behavior', helping them to become aware of that behavior and change it when in contact with foreign colleagues.

This workshop is highly interactive and above all fun!

Trainer
Janneke Dubbelboer, http://www.jannekedubbelboer.nl/

Max. number of participants
12

Number of credits
0.2 EC

Course Certificate
You will receive a certificate after attending this workshop.
3.4 Intervisie voor promovendi

Wat is intervisie?
Intervisie is een professionele uitwisseling tussen medewerkers die werkzaam zijn in hetzelfde vakgebied. Het doel is de deskundigheid van de betrokkenen te bevorderen en de kwaliteit van het werk te verbeteren. Daarbij is de professionele ontwikkeling van de deelnemers een onderdeel. Een intervisiegroep biedt hiervoor een veilige omgeving en kent geen hiërarchie. De onderwerpen kunnen o.a. zijn: het inhoudelijke werk, problematische vraagstukken, professionele ervaringen, belemmerende gevoelens - overtuingen en organisatieveranderingen.

Intervisie is leerzaam, laagdrempelig en een systematische aanpak van situaties binnen het werkveld en het persoonlijk handelen, gericht op concrete oplossingen.

Wat je zult leren
- de groep gebruiken als oefensituatie
- themagerichte situaties bespreken
- de groep mee laten denken over een probleem en/of praktijksituatie
- leren leren van elkaar
- experimenteren met onderdelen uit je gewenste functieprofiel
- kennismaken en ervaren van een intervisiemethodiek

Programma
Er vinden zes intervisiebijeenkomsten onder begeleiding van een coach plaats. Voor iedere intervisiebijeenkomst beschrijf je een case/praktijksituatie waarin je vragen hebt bij jouw rol. Deze situatiebeschrijving neem je mee naar de bijeenkomst. Tijdens iedere bijeenkomst worden max. twee situatiebeschrijvingen uitgekozen om te bespreken. De coach is aanwezig om te stimuleren dat de intervisiegroep leert van elkaar en om tips en handvatten aan te reiken. Na afloop van het traject is er van iedere deelnemer minimaal 1 situatiebeschrijving besproken.

Trainer
Ellen Wiersema, coach en trainer UMC Utrecht (LinkedIn Ellen Wiersema)

Max. aantal deelnemers
9, voor promovendi vanaf jaar 2.

Aantal credits
1.5 EC

Cursus Certificaat
Je ontvangt een certificaat wanneer je bij tenminste 5 bijeenkomsten aanwezig bent geweest en actief hebt deelgenomen aan de sessies.

http://bit.ly/PhDCourseCentre
4. Communication
4.1 Analytic Storytelling

Course description
Analytic Storytelling is a storytelling method for people working with complex content. You will learn a step-by-step method to organize your content into a clear and compelling story that forms a solid base for writing or presenting, from a paper to a grant application, a longer presentation to a pitch.

What you will learn
You will acquire skills to:
- adapt well to various audiences, from peers to laymen
- structure your information correctly and clearly
- provide a rich and relevant context
- keep structure in your writing
- make original visualizations

Using these skills you can adapt your story to any type of communication and also any type of audience: scientific articles, grant applications, or conference presentations; for colleagues or for a laymen audience.

Teaching method
A preparatory online module (~2 hours) followed by two full training days with ~2 hours of homework in between.
The course contains a lot of exercises to put the theory you’ll learn immediately into practice. During the training you will work on a story of (one of) your own project(s). You will receive extended feedback from the trainer and participants on this storyline.

Trainers
Stijn Cornelissen, MSc
Priscilla Brandon, MA
Evert-Jan Kamerbeek, MSc
(http://analytic-storytelling.com/)

Max. number of participants
6
Number of credits
0.7 EC
Course certificate
You will receive a course certificate if you attend both sessions of the course and complete all the course requirements (i.e. assignments).
4.2 Writing a Scientific Paper

Course description
This six-session course covers all basic skills and topics of the writing process, structure and style of a scientific paper. It is not mandatory for participants to be writing an article at the time of the course, but if you wish, you may submit a draft for discussion and feedback. Between every session you should plan two hours of study time to carry out small writing assignments.

What you will learn
This course offers practical guidelines for a successful approach of your (future) writing task. Special attention is paid to the problems of the beginning writer: how to start, how to determine what you have to say, how to overcome writing blocks, how to compose a coherent line of thought?

The programme contains the following topics:
- The process of writing: a systematic method for writing and revision
- Design of a paper and structure of sections (Introduction, Materials and Methods, Results, Discussion)
- The research question and your key message
- Building paragraphs: coherence, use of conjunctions, topic sentences
- Academic style: characteristics, vocabulary, passive or active voice, sentence length, cautious language, verb tenses
- Critical review of (parts of) research papers
- Writing critically: argumentation
- English as a foreign language, grammar pitfalls

Trainer
Annemarie van der Zeeuw - Focus op Tekst
(www.focusoptekst.nl/graduate-school)

Max. number of participants
12

Number of credits
2.0 EC

Course certificate
You will receive a course certificate on condition that you are present at least 5 sessions.
4.3 Writing for Academic Publication

Course description
This is a 10-session course during which you will write an article based on your own research, for submission to a peer-reviewed journal in your field. A grant proposal could also be the focus.

What you will learn
This is a course on writing, not on ‘English’, and is as relevant for native English speakers as for those with English as a second or further language. Aim of the course is:

- Planning and drafting your research article or conference paper;
- Writing and editing more purposefully, applying practical insights from genre research, psychology, reading (and writing) research, academic publishing and other areas;
- Finishing the paper, and submitting it to a conference or a peer-reviewed journal or (for proposals) a funding agency;
- Publishing (or receiving funding).

Each week builds on the previous week. All participants must begin with their own current, writing project. Evidence of this will be needed on day one – at least a rough draft of an abstract together with a quarter page or so exploring (not necessarily in ‘academic’ language) how the research might fit into the ongoing conversation in its subject.

Trainer
Linda McPhee, PhD - Linda McPhee Consulting
(http://www.lindamcpheeconsulting.com)

Max. number of participants
9

Number of credits
3.0 EC

Course certificate
You will receive a course certificate if you attend at least 9 course sessions and complete all the course requirements.
4.4 Academic Writing in English

Course description
In this six-session course, we will introduce writing techniques that you can use to communicate your message as clearly and concisely as possible. These techniques form the foundation for clear writing. This course will mix theory with practice: after learning the techniques in class, you will be asked to immediately apply them to your current article and will receive personal feedback every week. We will focus on discussion and revision.

What you will learn
You will learn to (objectively) assess your own and others’ writing, with a focus on clarity and conciseness. Instead of vaguely thinking something might be off with your writing, you should be able to concretely state what makes a sentence or paragraph difficult (or impossible) to understand and make suggestions to improve it. As an added benefit, you should also start developing the confidence to become an equal player in discussions about writing with your peers and superiors.

Topics covered include:
- crafting better sentences and paragraphs in English
- creating logical flow in paragraphs
- reducing wordiness and improving readability
- finding the appropriate register (level of formality)
- nuanced with tenses and verb structures in academic writing

We also review grammar, punctuation, and vocabulary issues, discuss the dialects of English (American vs British), and correct major flaws in day-to-day email and cover letter writing.

Please note: It is best to take this course when you have a rough draft of your current article. If you choose to both write the rough draft and revise it during the course, you will need to invest more time each week. At the very least, please come to the course with a clear idea of what you want to write about.

Trainer
Taylor Krohn - Premier Taaltraining
(www.premiertaaltraining.nl)

Max. number of participants
12

Number of credits
2.0 EC

Course certificate
You will receive a course certificate if you attend at least 5 course sessions and participate fully in the discussion and revision process.
4.5 The Art of Scientific Writing

Course description
This course combines best of both worlds – the technical writing part that allows you to reach your reader, optimize the writing process and learn to use story design tools to create excitement. In this course we will focus on three topics.

Writers tools that will help you write great sentences and perfect paragraphs, play with the rhythm in your text and make important parts stand out. By becoming aware of your writing pitfalls you will learn to avoid writing habits that go against the inner voice of the reader. Story tools will help you to generate more excitement in your text. You will also learn to compose a bigger structure that allows you to create lines of thought through your texts. Last but not least, you will optimise your writing process. With this last step you will speed up your writing and learn to organise it in an inspiring way.

The Art of Scientific Writing: A great toolbox from prose writers to help you write better, faster with more pleasure.

Trainer
You will be trained by one of the professionals of Artesc.

Number of participants
10

Number of credits
2.0 EC

Course certificate
You will receive a course certificate if you attend and complete at least 2,5 course days.
4.6 Giving Effective Oral Presentations

Course description
There is more to a successful presentation than having good slides and knowing your stuff. Effective presentations are also about communication, energy, confidence, knowing your audience. This intensive and hands-on course offers you the opportunity to get a fresh perspective on presenting, try out new techniques and experiment with ideas you might not have considered before.

NB This is not an English-language course!
Please also note that this course requires you to prepare five presentation assignments!

What you will learn
In the first meeting, you will give a 10-minute research-related presentation and receive feedback on your performance. Your talk is geared towards your fellow participants (i.e. a mixed-background life sciences audience) and you do not use a full script.
In the second meeting, you will give two prepared short talks. We will explore and reflect on the ingredients of effective presentations.
In the third meeting, you will make a fresh 10-minute research-related presentation to demonstrate what you have learned. You will also do a brief talk.

Trainer
Margo de Wolf, MA - About English (http://www.aboutenglish.nl)

Max. number of participants
4

Number of credits
1.0 EC

Course certificate
This is an intensive programme: you will need to spend time between sessions preparing different types of presentations. A certificate will be awarded to participants who meet the course requirements (that is, attend all course sessions and complete all presentation assignments).
4.7 The Art of Presenting Science

Course description
Really want to get your presenting to a higher level? The first step is to realise that your audience needs everything they get in a normal chat to feel addressed. They don’t want a presentation, they want a normal chat that is so good that everybody comes to listen. So you need to get your intonation, movement, posture and gestures to work on a distance. Otherwise, the signals your audience needs just never arrive.
In this course you will learn how to change the signals you send in order to reach your audience. Dedicated personalised exercises will make you able to achieve that in no time. The next step is to also learn to change your style with a change in content. Result: They can’t escape your message!

What you will learn
Combine theatre skills and story skills and find that one and one = three at least. Here you will learn to reach your audience with theatre skills, keep their attention up with style and involve them with story tools.
This course includes 4 hours of homework.

Trainer
You will be trained by one of the professionals of Artesc.

Max. number of participants
Max. 7

Number of credits
2.0 EC

Course certificate
You will receive a course certificate if you attend and complete at least 2,5 course days.
4.8 Science Communication: Relevant and Clear

Short description
Societal impact of research has become crucial. Funding agencies for scientific research, often demand, that the knowledge acquired, can be utilized by society. Science and scientists need to be more visible outside the university walls and scientific results need to have added value for society. As a result, scientists frequently encounter stakeholders, such as patients, farmers or entrepreneurs or are asked to present in front of an audience of interested citizens.

What you will learn
This is a course in which you will explore the added value of your research for society. You will acquire the skills for successful communication with stakeholders or the public. In the course, you will learn how to write a text about your research, tailored to your audience, and you will give a presentation for laymen. These activities will be part of your personal strategy for increasing the societal impact of your research.

The course’s learning aims:
- Design and plan a strategy for increased societal impact of your research.
- Write a popular text about your research.
- Present your research in front of a laymen’s audience.
- Learn to give and receive feedback.

Every week builds on the previous weeks. The participants are expected to provide the topic for their popular text and presentation, and develop a text and presentation at home. Sessions 1-4 will last 3 hours, sessions 5-7 two hours. Either, session 5 or 6 will be replaced by an event presenting at another venue (in / around Utrecht).

Trainer
Frans van Dam, lecturer Science Communication at the Freudenthal Institute, Utrecht University

Max. number of participants
8

Number of credits
3.0 EC

Course certificate
You will receive a course certificate after attending at least 5 course sessions and received a pass for your popular text and presentation.
4.9 Writing Successful Grant Proposals (online course)

Course description
Writing successful grant proposals is a skill you can learn! A successful grant proposal is more than an excellent scientific research idea. The idea needs to be conveyed in a clear and compelling manner with realistic objectives, state-of-the-art methodology and a well-structured work plan and budget. And you need to present yourself as the best person to carry out the research idea.

This course teaches you how to optimally convey your research idea to funding agencies and reviewers, and to maximize your chances of success. The course will run for four weeks and you will need to reserve 2-3 hours per week for it.
If you have not yet written a grant proposal or want to improve your proposal writing skills, then follow this course.

You will learn to:
- choose the correct funding scheme,
- make a realistic schedule for the proposal writing effort,
- distil your research idea into a few sentences,
- write the proposal text in a style that impresses reviewers,
- make effective graphics,
- present your research track record and CV in the best light,
- structure a realistic work plan and budget,
- avoid common pitfalls.

Online course
The course will be taught online. You will have 24/7 access to the Learning Environment, as long as you have a working internet connection. You can study any time you prefer. In our small scaled classroom, you will experience a lot of interaction with your peer students, e-moderator and course expert. This course is being supervised by the expert responsible for the content. Our platform not only supports questions and interaction between the students and the expert, but especially peer to peer interactions. The expert will engage and add insights throughout the course, periodically on the discussion forum or one to one basis. The following learning methods will be used: Weblectures by the expert, Real world examples, Cases, Self-editing exercises, Group discussions.

Trainer
Karen Galindo – Elevate Health
(http://elevatehealth.eu/staff/karen-galindo)

Max. number of participants
Unlimited
4.10 From Manuscript to Thesis (seminar)

Short description
A representative of Proefschriftmaken.nl will tell you everything you need to know about the design, printing and publishing of your thesis.

What you will learn
In this presentation you will learn:

- What are the printing options: there are different kinds of printing techniques, options for a kind of paper and laminate and special designs. What will fit best with your thesis?
- The files: what are the options to design your files, how can you convert them to PDF and how can you edit the right way?
- Ready to print: there are a few things you have to keep in mind when you deliver your files, like: are the page settings right, did you use enough white margin, do tables and graphics have a good quality? And so on...
- Lay-out by Proefschriftmaken.nl: if you do not have the time or you just do not want to do it yourself, Proefschriftmaken.nl can design your thesis and cover for your thesis. There are special packages.

How much time will it cost
All about the delivery times of printing a test book and eventually the whole order.

What do we deliver
The services of Proefschriftmaken.nl and what is included in the total price.

Max. number of participants
Unlimited

More information
www.proefschriftmaken.nl

Do you have (additional) questions about the design, printing and publishing of your thesis?
Please visit the ‘Thesis Consultation’ sessions. Dates can be found in the Course Centre’s calender on our website.
4.11 Thesis Consultation

Short description
A representative of Proefschriftmaken.nl is available for all your personal questions about the design, printing and publishing of your thesis.

Examples
- What are my printing options? What is the best option for my thesis?
- What are the options to design my files? How do I edit the right way?
- Ready to print: there are a few things you have to keep in mind when you are deliver your files, like: are the page settings right, did you use enough white margin, does tables and graphics have a good quality?
- Lay-out by Proefschriftmaken.nl: if you do not have the time or you just do not want to do it yourself, Proefschriftmaken.nl can design you thesis and cover for your.
  Veronique will explain all the (discount) packages and gives you personal advice.

How much time will it cost
All about the delivery times of printing a test book and eventually the whole order.

What do we deliver
The services of Proefschriftmaken.nl and what is included in the total price.

More information
www.proefschriftmaken.nl

Interested in the general aspects of designing and printing of your thesis? Please visit the bimonthly seminar ‘From manuscript to thesis’. Dates can be found in the Course Centre’s calender on our website.
4.12 Interpersonal Communication

Course description
Do you find it difficult to clearly communicate your opinion or to give and receive feedback? The course “Interpersonal Communication” will help you to become a clear and effective communicator. Communication is everywhere and you have to communicate with others daily. Being clear when communicating can be quite difficult. You know exactly what you want to say, but how to formulate it in a concise and convincing manner. Misunderstandings in one on one conversations occur easily and may take much time to repair.

During this course you will practice with giving and receiving critical and constructive feedback from others. You will receive tips and tricks for listening and practice actual listening, which differs from just waiting to say something yourself. We will make you aware of your own non-verbal behaviour and show how you can use it to support your verbal communication. Furthermore, you will receive theoretical knowledge on how to deal with difficult issues and practice it with a case study. The second day of the course will be entirely spend in role-plays with a trainings-actor who is specialized in giving you exactly those reactions that other persons would also give in return to your communication. This highly interactive course consists of theory combined with a test, several practical exercises and role plays.

What you will learn
After this course you will know:
- Your preferred communication style is and how you can adapt it to match those of others to have more influence
- How to give and receive feedback effectively
- How to listen attentively an communicate effectively
- How to strengthen your verbal communication with your non-verbal behaviour to be more convincing.
- How to communicate with others when issues become difficult

Trainer
Louise Mennen, PhD (Mennen Training and Consultancy)

Max. number of participants
12

Number of credits
0.6 EC

Course certificate
You will receive a course certificate after attending all training sessions and being an active participant.
4.13 Honest Networking (workshop)

Short description
Do you find it difficult to approach a busy professor at a conference or to talk to strangers and start a conversation? The workshop “Honest Networking” may be exactly the thing you need. Today it is almost impossible to do research just by yourself. You need to collaborate with other people and therefore you need to network to find those people. And if you are looking for your next job, networking is even more important. You have to make sure that the right people know you and know what you can do. Many scientists however, have an unfavourable opinion of networking and/or lack skills to do it.

This highly interactive workshop consists of a series of exercises to practice networking combined with many examples. You will receive small and simple tips and tricks to make networking easy and fun to do. We will discuss how to best approach important and busy people during a conference. You will practice networking in a large exercise where you will also gather your personal qualities. You will prepare a pitch and practice it. Finally we will deal with internal critics people may have, which prevent them from approaching and talking to people. When you take advantage of your network, people will want to give you what you need.

What you will learn
After this course you will know:
- How to be prepared for small talk with people you do and do not know
- How to listen attentively and ask the right questions
- How to network in an honest way, still true to yourself
- How to give an interesting pitch

Trainer
Louise Mennen, PhD (Mennen Training and Consultancy)

Max. number of participants
20

Number of credits
0.15 EC

Certificate
You will receive a certificate after attending the whole session and being an active participant.
5. Professional Development
5.1 BioBusiness Summer School

The BioBusiness Summer School is organized by Hyphen Projects B.V. The Graduate School of Life Sciences highly recommends this course.

The information below is copied from the website of the Biobusiness Summer School

Jumpstart your business career in Life Sciences
Are you a PhD student, a postdoc or a Master student and are you interested to pursue your career in one of the many Life Sciences companies? Do you want to know more about the business field and your career opportunities? Then we invite you to participate in the unique program of this international summer school.

The five-day intensive program of the BioBusiness Summer School introduces you to the business world of Life Sciences. The lectures are given by inspiring speakers, professional trainers and guest subject specialists. Not only will you learn about all important business topics, you will also have ample networking opportunities and meet many representatives of leading Life Sciences companies.

When and where
The next BioBusiness Summer School will take place in June 2016. The location is the lively city of Amsterdam.

Who can apply
PhD candidates, post-docs and MSc students, scientists in their first industry jobs and scientists interested in starting their own company.

Costs
To participate in BioBusiness Summer School you need to pay the participation fee of € 975. Only once the invoice is paid will your participation be secured. The fee includes access to the lectures and workshops, course material, coffee/tea, lunch and social program. Breakfast, evening meals, accommodation and transportation are not included.

More information http://www.biobusinesssummerschool.nl/

The PhD Course Centre offers scholarships to participate in this course! Please have a look at the calendar on our website for more information (information will be available once the registration for Biobusiness Summer School is opened).
5.2 Entrepreneurship in Life Sciences and Health

Course Description
In the Entrepreneurship and Innovation in Life Sciences & Health Seminars academic experts and practitioners from industry and government will share their insights on entrepreneurship and innovation in the Life Sciences and Health domain. They will explore the interaction between science, industry and policy in this domain. During this seminar series you will discover your own career direction finalized by writing and defending a (fictive) business plan.

What you will learn
- Gain insight in the interaction between science, industry and policy
- Write a (fictive) business plan
- Give a pitch, defending your business plan
- Reflect on your own career
- During this seminar series you will write a (fictive) business plan together with a team of 5 people. The business plan will be based upon an existing start-up of your own choice. Or you can choose to write a plan based on your own invention using a template from an existing start-up.

During seminar 9 you will practice the pitch. An expert will help you to prepare for the final pitch at seminar 10. The pitch will be delivered by a delegate from the group of five. A panel of experts will take the opportunity to challenge the group with “real world” questions and remarks.

Finally you will also write a final report consisting of 1) summaries of at least 7 seminars, 2) a personal reflection on your future career, 3) one major suggestion to improve the course.

Coordinators
Prof. Marianne van der Steen, PhD - MBI Health, Julius Center, UMC Utrecht
Paul Gründeman, MD, PhD - Experimental Cardiology, UMC Utrecht

Max. number of participants
20

Number of credits
3.0 EC

Course certificate
You will receive a course certificate after attending at least 8 (out of 10) course sessions, handing in the business plan, and a sufficient grade for the final report.
5.3 ‘Selling’ your Science

Course description
Knowledge utilization is becoming crucial in every grant proposal and/or job application. Nowadays, you have to be able to ‘Sell’ your science. Do you know how? Are you wondering about your career after your thesis? Do you want to stay in academia, or work outside of university? What do you need to create opportunities?

What you will learn
In this interactive course, you will learn to sell your science either to external parties or through a convincing knowledge utilization paragraph in a research proposal. You’ll learn key skills such as negotiation, pitching and user interviews. Additionally, you will learn about the basics of entrepreneurship, patents and conflicts of interest.

Day 1 consists of 4 interactive parts (lecture + case):

- **The value of research**: An introduction to valorization, utilization, value creation. Why are they important?
  Case: Identify utilization opportunities within a research proposal.
- **Entrepreneurship**: What does academic entrepreneurship entail?
  Case: Practice with Customer Interviews from the perspective of a start-up from the UMCU.
- **Conflicts of Interest**: How can you maintain your academic integrity when transferring your knowledge and collaborating with industry.
  Case: Debating real-life examples of conflicts of interest.
- **Intellectual Property**: Covering the basics of Intellectual Property.
  Case: Negotiation of a license between a university spin-off and a pharmaceutical company.

The second day consists of focusing on your own project. How do you write a story to convince parties to collaborate? And for those aspiring a career in academia: how can you sell your own science in a knowledge utilization paragraph of a grant application? At the end of day 2, you’ve learned to implement lessons learned from day 1 into practice.

Trainers
* **Moderator**: Anand Jansen (Business developer at Utrecht Holdings)
* **Knowledge Utilization**: Tijmen Altena, MSc. (Valorisation specialist at IDfuse)
* **Conflicts of Interest**: Jan Vos van Marken, MBA (COO Utrecht Holdings at Utrecht Holdings)
* **Entrepreneurship**: Marcellien Breedveld, MSc. (Incubation Manager at UtrechInc)
* **Intellectual Property**: Oscar Schoots, PhD (CEO of Utrecht Holdings at Utrecht Holdings)

Max. number of participants
18 (min. 10)

Number of credits
0.75 EC

Course certificate
You will receive a course certificate if you attend and complete both sessions of the course.
5.4 PhD Event

The PhD Events are held five times a year, preferably on the first Friday of every even month. In the calendar on our website you will find the dates of the upcoming events.

Programme

15.15 h  Managing your PhD – Introduction for new PhD candidates
         Chair PhD Council

15.45 h  Break

16.00 h  Spotlight:  *a variety of topics*

         Examples:  ‘How to get selected’
         ‘Career perspectives’
         ‘Science in Transition’
         ‘Science and Personal Life’

17.00 h  Networking, free drinks and snacks
5.5 PhD Day

The PhD Day is an annual event centralized around a theme in career and/or personal development. Below you will find the programme overview of the PhD Day 2015, which was held on April 17th. The PhD Day will be announced, like our PhD Events, in the calendar on our website.

Programme

Part I: A good start in your science career

12.30h     Welcome – Saskia Ebeling, PhD, Coordinator of Doctoral Education
12.55h     The PhD Council – Genoveva Keustermans, MSc, Chair PhD Council
13.05h     Personal Development and transferrable / professional skills – Prof. Gerrit van Meer, PhD, Dean of the Faculty of Science
13.25h     Launch of the ‘PhD Course Centre’ – Prof. Gerrit van Meer, PhD

Part II: Course Market

13.30h     Course ‘market’ with coffee/tea. Organizers of courses offered by the PhD Course Centre present their courses.

Part III: How to stand out in the crowd

14.30h     Tips & Tricks round 1
            CV-doctor - Marie Anne Borst
            Networking - Sarita Bajnath
            Effective use of Social Media for Scientists - Alex den Haan
            Out of the box: Stress Reduction - Marjan Ossebaard
15.30h     Tips & Tricks round 2 (see round 1)
16.30h     Tips & Tricks round 3 (see round 1)

Part IV: Networking

17.30h     Free Drinks & Dinner at Utrecht Botanic Gardens.
            A professional photographer is available to take presentable profile pictures (e.g. for your LinkedIn profile).
20.00h     End

Certificate
You will receive a certificate of attendance after attending all parts of the programme (0.3EC).
5.6 PhD Activating Career Event (PhACE)

*Utrecht University and PROUT developed the PhD Activating Career Event to help you with future career steps (PhACE).*

Career opportunities after a PhD are a highly debated topic among PhD candidates. The majority of candidates starting a PhD want to end up in academia. However, this is a difficult career step and not always a possibility within your reach.

PhACE gives insight into the great value and different career opportunities of your PhD. As doctoral candidates, you are top academic performers with a broad scope of experience who may fit in many different sectors of employment. PhACE brings people together that successfully completed their PhD with different career tracks. During a two day event, organized by PhACE, these people would like to share their professional experiences with you! Furthermore they would like to explain the skills that are needed to transfer to areas other than academia.

During these two days you will participate in a range of workshops. These workshops will help you to explore your personal strengths and skills and create awareness of personal weaknesses to help you surpass yourself!

**More information**  
http://www.uu.nl/en/organisation/phd-candidates/phace
5.7 Research Funding Days

Utrecht University is organizing this event, in cooperation with the University Medical Center Utrecht and the Utrecht Valorisation Center.

During these days, you can participate in activities, offering you the opportunity to:

- discover the possibilities of the Horizon 2020 and Erasmus Plus programmes
- find out what you need to do to get started and where you can find help at your faculty
- get an overview of the objectives and thematic priorities of the programme for the forthcoming calls
- master the art of writing a good Horizon 2020 – Grand Challenges and Erasmus Plus – Strategic Partnerships proposal

This event is intended for researchers/university lecturers, research directors and support staff who are interested in participating or who are planning to coordinate a Horizon 2020/Erasmus Plus project, and for researchers who want to know what it takes to write a good research proposal.

More information Available via intranet UU and UMC (Connect)
5.8 Pimp your LinkedIn profile (workshop)

Short description
An online profile? What PhD candidate honestly needs that? Your research project and publications speak for themselves and will attract attention from potential employers straight away. Right? Unfortunately, not exactly. Being a good scientist is one thing. Making clear to others why that makes you The One to hire, is another story. Many PhD candidates aspire a corporate job after their dissertation. Others continue their scientific career by applying to research institutes abroad. And that’s exactly where your online profile comes into play.

Everyone who you will reach out to for a job, will check your Linkedin profile first thing. So the question is: what will they find? A professional profile that is an extension of your talented self? Is it aligned with your experience, have you described your experience, skills and projects clearly? Many people use vague, generic terms to describe what they did. A missed opportunity, because if employers like one thing, it’s to see tangible results. Do you want to make sure your Linked profile represents the best version of your professional self? Subscribe yourself for the workshop ‘Pimp your Linkedin Profile’.

What you will learn
During this workshops, the following topics will be addressed:
• the potential value of Linkedin
• finding relevant jobs, persons and groups via Linkedin
• Linkedin as part of your networking strategy
• what to do with your profile picture
• headline that catches immediate attention
• summarising your experience
• clear description of your work- and research experience
• describing your studies
• how to handle skills & endorsements and reccomendations

Please note: To get the most out of your attendance to this workshop, please ensure you have created a Linkedin profile beforehand. During the workshop you have the opportunity to further adjust your profile. Bring your laptop!

Trainer
Saskia Kerkhof (www.succesmetjesollicitatie.nl)

Max. number of participants
20
Number of credits
0.2 EC
Certificate
You will receive a certificate of attendance after attending this workshop.
6. Leadership and Management
6.1 Research Planning and Time Management

Course description
PhD candidates are expected to manage research, administrative and teaching obligations. In practice, these demands mean that it can be hard to balance research and other duties and to find a focus and set priorities. This course - which consists of a workshop and an individual meeting - helps you to improve your planning and time management skills. Related topics such as working style, causes of stress, procrastination and the relationship with your supervisor will be addressed as well.

What will you learn
The aim of the course is you:
- Can make long and short term plans for your research
- Know how to monitor the progress and quality of your research
- Can set priorities
- Know what personal time-management and self-management skills you need to carry out your plans

Both in preparation for the workshop and during the session you will make assignments on which you will receive feedback. There will also be room to share experiences and ideas. In the individual meeting we discuss personal topics and your research plans.

Trainer
Angela Markenhof, LLM - Centrum voor Onderwijs en Leren, Utrecht University (http://www.uu.nl/medewerkers/ATMarkenhof)

Max. number of participants
10

Number of credits
0.5 EC

Course certificate
You will receive a course certificate after attending the whole session, being an active participant and attending the individual meeting.
6.2 Time Management (workshop)

Course description
Are you always postponing difficult tasks and working every evening because you have just too much to do? Do you have trouble to find the time to write your papers? You may benefit enormously from the course “Time Management”. Time management does not exist. We cannot manage time, time always runs its course. We can however manage ourselves, i.e. we can manage how we deal with time.

Managing ourselves is the focus point of this course. You will discover what is really important for you. With this knowledge you can make your own priorities and decide which task deserves your time. You will make a complete planning for your PhD and you will learn how to monitor and update it in collaboration with your supervisor. We will practice how to say no, so that others don't keep you from doing what you need to do. Finally you will seek for the underlying factors that lead to procrastination. Knowing these factors will help you to get started with difficult tasks.

What you will learn
After this course you will know:

- What is really important to you and how to set priorities
- How to make a realistic planning
- How to say no and ask for help
- How to deal with procrastination
- How to use your time efficiently and effectively to finish your PhD project on time

Trainer
Louise Mennen, PhD (Mennen Training and Consultancy)

Max. number of participants
12

Number of credits
0.3 EC

Course certificate
You will receive a certificate after attending the whole session and being an active participant.
6.3 Achieving your goals and performing more successfully during your PhD

Course description
This personal development course aims to help you become more effective in your PhD project. We’ll discuss how to set good goals and achieve them, how to improve your interaction, how to get the most out of the people that you work with, and how to best manage your time and the risks in your project. Along the way, you will gain important insights into your personality, your personal strengths, and your pitfalls. For an overview of the subjects discussed in each session, please refer to the full course description on our website.

What you will learn
After this course, you will:
- Have acquired a valuable set of tools that will serve you in your work, such as the ability to set clear and effective goals, and to better manage time and risk;
- Have a clear sense of your drivers, strengths and skills, guiding your future (career) choices;
- Be more proficient in how you cooperate with people and how you interact with them in order to get things done and attain your goals.

Trainers
Michiel and Jacques Jongerden – Exergy Training (http://www.exergy-training.nl/)

Max. number of participants
14

Number of credits
2 EC

Course certificate
You will receive a course certificate after attending all training sessions and active participation.
7. Teaching
7.1 Supervision of Master's students

Course description
Many PhD candidates are involved in supervising Master’s students during their research project (internship). Good supervision is an important, but not an easy job. How can you do this the right way? This course focusses on mastering the basic skills of guiding Master’s students during their research project in a short time.

What you will learn
In this course the following topics are discussed:
- tasks and mutual expectations;
- supervision models and roles: tension between supervision and assessment;
- design and planning of a supervision route;
- basic conversation skills;
- the conduct of specific conversations (such as an introduction interview or a progress interview);
- dealing with some difficult situations (fine-tuned on experiences of the participants).

These subjects are discussed in two course days, emphasizing those subjects which are important for the PhD candidates, as discovered in a questionnaire that is sent to the participants before the start of the course.

Trainer
Marjan Ossebaard – Instituut voor Innovatie en Leren (http://www.i2l.nl/)

Max. number of participants
12

Number of credits
0.6 EC

Course certificate
You will receive a course certificate after attending both course sessions and active participation.
7.2 Teaching Life Sciences (workshop)

Short description
This workshop helps you to get acquainted with several aspects of the Graduate School of Life Sciences (GS-LS) and to get to know your colleagues.

What you will learn
The following topics are being discussed:
- the organisation of the GS-LS;
- the vision, educational philosophy and the learning objectives of the GS-LS (of the Master’s programmes);
- the Rubrics of the research projects and writing assignment of the GS-LS (of the Master’s programmes).

Finally, participants will get an overview of the activities that are organised to stimulate the community of the GS-LS, such as teacher lunches, education seminars, etc. Interaction is a key element during this workshop and input from all participants is highly appreciated. A lunch will be provided.

Target group
This workshop is intended for all teachers and supervisors of Master’s students – including PhD candidates – who participate in one of the Master’s or PhD programmes of the GS-LS.

Workshop trainers
Gönül Dilaver, PhD
Mieke Lumens, PhD
Geert Ramakers, PhD
Shirrinka Goubitz, PhD
All trainers are part of the Graduate School of Life Sciences, Utrecht University

Max. number of participants
10 PhD candidates (out of 20 participants)
Certificate
At the end of the workshop you will receive a certificate.
8. Supervisors
8.1 Collaborating in an International Environment - Taking a Leap across Cultural Boundaries

This workshop is also known as ‘Intercultural Communication’. There is a separate course available for PhD candidates.

Short description
If you would like to understand somebody it is important to understand yourself: what is, in my opinion, 'normal' behavior? What are the values which I have been raised with? What is my judgment if someone else behaves 'abnormal'?
This workshop focusses on cross-cultural communication. This is based on knowledge of many factors, such as other culture's values, perceptions, manners, social structure, and decision-making practices, and an understanding of how members of the group communicate - verbally, non-verbally, in person, in writing, and in various business and social contexts.

What you will learn
• During this workshop you will gain insight in cultural differences, both at work and in private.
• Foreign PhD candidates will learn more about the Dutch ways and usual manners, understand Dutch behavior and feel more 'at home' in the Netherlands.
• Dutch participants will gain perspective on the Dutch standard of 'normal behavior', helping them to become aware of that behavior and change it when in contact with foreign colleagues.

This workshop is highly interactive and above all fun!

Trainer
Janneke Dubbelboer, http://www.jannekedubbelboer.nl/

Max. number of participants
12

Number of credits
0.2 EC

Course Certificate
You will receive a certificate after attending this workshop.