

How the course works

Maastricht–FHML Competence Development for supervisors of PhD candidates

The course consists of 4 training days (see the program in the materials sent to you), plus home assignments and reflection.

In the training days, various expert-trainers and training actors help you to practice skills related to the subjects in the course. At the end of each course day, as well as during home assignments, you have time to reflect in your Portfolio document and draw conclusions. The end result of the course is your individual Personal Action Plan (PAP): A selection of goals that you would like to keep working on, how, and when.

Course days (see program)

Before and after each course day you will receive an email with specific instructions and (links to) materials.

During course days, please always have your Portfolio document at hand (see course materials in the email sent by our secretary – for online course days, you have received a Dropbox link to all the course materials).

Attendance

Your presence is required a 100% during all of the course days. This is required for registration and in order to receive your course certificate. Only in emergencies we can accept a maximum absence of one afternoon or morning (not being on the first or last course day). Always inform us beforehand if you foresee any problems, at secretariaat@elroycom.nl.

We kindly ask that you are punctual and follow the online schedule. You can find the online schedule in the email sent to you, as well as in your course materials.

Reflection and consolidating the learning process

We kindly ask that you read the introduction to the Portfolio document well (please find this document in your course materials).

- At the end of each course day, you will be given time to reflect on what you have learned and how this affects your Strengths and Learning goals.
- We encourage that alongside the course program, you contact your buddy (one of the participants) and regularly discuss your reflections.
- On the last course day, we help you finalize your Personal Action Plan (see Portfolio document).

Time investment

We know you are busy: We try to keep the pressure on home assignments light, but urgently ask that you reserve 1 hour before each course day for these home assignments (both practicing and preparation).

In summary, participants will be asked:

- to fill in an intake form before the course starts, which the trainers use to fine-tune the program to their wishes;
- to define their learning goals;
- to actively work on self-reflection in their Portfolio document during the course;
- to actively work on concise but effective home assignments.

Conclusion of the course

In the last course day, we will help you finalize your Personal Action Plan (PAP). In this PAP, you plan how to further develop some of the skills that have your focus (see the Portfolio document). The course is then concluded by handing out your certificate and congratulating you on your strengths and development.