

Mastering the Masters Programme

College of Agriculture, Engineering and Science

28 August 2014,

**The Mastering the Masters Programme September Workshops:**

Dear Masters and PhD Students,

The first workshop will give you pointers on how you can use project planning and management principles and strategies to complete your degree programmes in time. The second workshop is an opportunity to come and learn more about preparing an effective academic presentation on PowerPoint and developing presentation skills that will drastically reduce the anxieties that come with having to give a professional talk.

**Workshop 1: Planning and Managing your Postgraduate Degree Programme as a Project**

**Date: 04 September 2014**

Time: 09h00 - 12h30

Venue: GSB Building, Lecture Theatre 1, Westville Campus

**Workshop 2: Academic Presentation Skills Development including PowerPoint Slides Preparation**

**Date: 06 September 2014**

Time: 09h00 - 13h00

Venue: Biology LAN, 4th Floor, F Block, Westville Campus

**Workshop 1: Planning and Managing your Postgraduate Degree Programme as a Project**

**Date: 10 September 2014**

Time: 09h00 - 12h30

Venue: Chem OUT, Pietermaritzburg Campus

**Workshop 2: Academic Presentation Skills Development including PowerPoint Slides Preparation**

**Date: 13 September 2014**

Time: 09h00 - 13h00

Venue: AGRIC. LAN, Rabie Saunders Building, Pietermaritzburg Campus

Workshops details:

**Workshop 1: Planning and Managing your Postgraduate Degree Programme as a Project**

1. “While the very simplest projects can be managed easily by applying common sense and just getting on with things, projects that are more complex need a great deal of planning, and benefit from a formal, disciplined management approach. From making sure that activities will actually meet the specified need, to devising a workable schedule, developing systems for reporting progress, and managing requests for changes – all of these issues require thoughtful consideration.
2. Managing projects well requires a great deal of time, skill, and finesse. There are many sides to project management and this is what makes it so interesting and demanding. Project managers are expected to take an uncertain event and make a certain promise to deliver. They are also expected to do this within a specified time and within a limited budget.” You are the project manager of your postgraduate studies.

**Workshop 2: Academic Presentation Skills Development including PowerPoint Slides Preparation**

The first part of the workshop will cover the principles and strategies of giving a good presentation and the second part of the workshop will cover the PowerPoint skills for preparation of your presentation.

Part I: Learning effective presentation skills - emphasis will be on preparing presentations for conferences and other academic settings.

Part II: MS PowerPoint for an effective academic presentation

Please confirm your attendance to Bernie Smith; [smithb@ukzn.ac.za](mailto:smithb@ukzn.ac.za) phone ext. 6473. Please specify which workshop you will be attending or whether you will be attending both workshops and which Campus workshops you will be attending. We need to know numbers for logistical and catering reasons so we urge you to please confirm as soon as possible. We also urge you to be at the venues at least 10 minutes before starting time as we intend to start on time.

Thank you.

Sincerely,

Fortune Shonhiwa,

Coordinator - Mastering the Masters Programme

College of Agriculture, Engineering and Science