

## Career advice & Training

### Career training by the Graduate School

The VU Graduate School for Social Sciences offers professional courses free of charge for all VU-GSSS members (i.e. also those without an employee contract) on: *Time and Project Management*, and *Career Orientation*. See the VU-GSSS Study Guide at:

[https://fsw.vu.nl/en/Images/PhDStudyGuide20172018February2018\\_tcm250-876429.pdf](https://fsw.vu.nl/en/Images/PhDStudyGuide20172018February2018_tcm250-876429.pdf)

### Job to job counselling

Expertise center HR Development organizes the following workshops for PhD students employed by the VU: *How to be successful using LinkedIn, Competences and networking*, and *How to apply for jobs effectively*. Three months before the end of the contract you will be invited for these workshops, however, you can also follow them before that. Please check VU-net for more information:

[https://vunet.login.vu.nl/services/pages/search.aspx?category=tcm:165-356735-1024&#/allresults/s356724t356735\\*/](https://vunet.login.vu.nl/services/pages/search.aspx?category=tcm:165-356735-1024&#/allresults/s356724t356735*/)

### Grant and research funding support

The Grants Desk is responsible for professional support of research grant acquisition in the VU and VUmc. It is one of the key research infrastructure facilities at VU, covering all faculties, departments, divisions and research institutes.

For more details check:

<https://vunet.login.vu.nl/organization/pages/organization.aspx?cid=tcm%3a165-340932-16>

### Innovation Exchange Amsterdam (IXA)

On a regular basis IXA organizes workshops, trainings and seminars on valorization, entrepreneurship, grant application and related subjects. These activities are free of charge for all VU-PhD students. For more details, please check the agenda: <http://www.ix.nl/en/news-agenda/agenda.html>

### E-learning with GoodHabitZ

From July 2 onwards, VU employees will have free and unlimited access to the online training courses of GoodHabitZ. GoodHabitZ is an online learning platform with over 100 different courses. For example; courses on Personal Efficiency, Communication, Productivity, Social Media, and Personal Development.

GoodHabitZ adds new courses on a monthly basis. The majority of the courses is in Dutch, but you may also find English, German and French courses. An overview of the courses can be found on:

[www.goodhabitZ.com](http://www.goodhabitZ.com)

### Career advice and coaching

VU employees on permanent contracts and those with a contract of more than two years are entitled to receive career advice. If you would like to request individual advice, the career advice coordinator matches you with one of our experienced, external career advisors.

#### *Career advice*

Career advice will help you to find answers to questions such as: who am I, what are my competences, what do I want, what is the next logical step in my career, and what do I need to take this step?

### *Coaching*

Coaching helps you to improve certain aspects in your daily work, for instance personal efficacy, time management, conducting difficult conversations or other skills you would like to improve. Coaching provides you with new insights and promotes more efficient behavior.

For more details check:

<https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a165-457364-16>

### **Career orientation training**

The training Career orientation will motivate you to think about the direction of your career. You will develop, among other things, transferable skills regarding the next step in your career. The training will take place within a period of 4-months and consists of two coaching sessions and two workshops. Before your first coaching session and both workshops you will receive assignments which will enable you to prepare yourself.

This training is open to both internal and external third and fourth year VU-PhD students (as well as to Post Docs). As the fee for this workshop is to be paid from the faculty's budget, you will need your supervisor's approval. The next training will be held from September – December 2018.

For more info and registration, check VU-net:

<https://vunet.login.vu.nl/services/pages/detail.aspx?cid=tcm%3a165-765662-16>

## Health and wellbeing

### PhD support

*Occupational Social Work (OSW)* offers advice and short-term counseling to employees who are at risk to get sick for work and/or private reasons. That may be functioning problems, dismissal, reorganization, problems in collaboration (with colleagues or management), inappropriate conduct and traumatic events at work. It also covers work/life balance-issues, relationship and family problems, coping with grief and loss and other psychological problems. The occupational social worker is bound to professional secrecy. The counseling is voluntary and confidential.

For more details check: <https://vunet.login.vu.nl/services/pages/detail.aspx?cid=tcm%3a165-302287-16>

### FSS PhD Trustee

When you are in doubt about (confidential) issues that may hinder the progress of your PhD project, you can always contact FSS PhD Trustee Ida Sabelis (ORG).

*Contact details Ida Sabelis*

E-mail: [i.sabelis@vu.nl](mailto:i.sabelis@vu.nl)

Tel: 020 59 86711

### Personnel consultants FSS

The *HRM Servicedesk* is there to answer all your general questions about personnel matters and HRM self-service options in VU-net (tel: +31 20 59 82882, email: [servicedesk.hrm@vu.nl](mailto:servicedesk.hrm@vu.nl)). For any other questions and requests, you can contact the personnel consultant of your faculty or service department, Danielle Cohen (tel: +31 20 59 86759, e-mail: [d.cohen@vu.nl](mailto:d.cohen@vu.nl)).

### Occupational health physician

The division of Occupational Health, Safety and Environment (HSE) is a certified center of expertise within the Vrije Universiteit. The Dutch designation is *Arbo & Milieu*, often abbreviated as A&M. The mission of Arbo & Milieu is to support the organization in improving occupational health, safety and wellbeing of its employees.

Employees of the VU can book an appointment with the occupational health physician or staff welfare officer. Please contact the front office by phone on Monday-Friday from 09.00-12.00 tel 020 59 89008 or by e-mail: [secretariaat.amd@vu.nl](mailto:secretariaat.amd@vu.nl)

### VU Fit at Work

Sufficient rest (sleep), being physically active, and exercising may help to relieve stress. VU employees may use certain facilities of the Sports Centre VU free of charge, such as fitness or yoga. The complimentary services are too numerous to list here; please refer to the Sports Centre for further information.

<https://www.sportcentrum.vu.nl/en/>