

# Effective Communication Skills for Junior Scientists

## Specialized Workshop Program

- **Optimizing Communication**  
Effective interaction in research science
- **Presenting Professionally**  
The critical steps to successful presentations
- **Enhancing Gender-Related Communication**  
Avoiding the pitfalls of female/male communication at work
- **Training Approach**
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## Optimizing Communication

### Effective interaction in research science

The Optimizing Communication Workshop has been developed to increase the communication awareness and effectiveness of non-native English-speaking junior scientists for a range of everyday communication challenges typically encountered, e.g. explaining problems and progress with their research project, outlining research priorities and future direction, interacting better and more constructively in meetings as well as responding to and giving criticism.

To this end, participants will have their individual communication patterns reviewed and body language analyzed as a starting point to optimize individual communication styles. Next, they will be coached on how to master and implement a comprehensive and broad range of essential communication tools and practical strategies to enable them to better interact with and react to peers and supervisors.

To facilitate the skills development and building process, the workshop is highly practice-oriented. In addition to a range of tried-and-tested interactive exercises, individual case histories of the participants will be addressed and suitable, workable strategies sought together.

#### > Workshop content

1. Essentials of effective communication
2. Effective listening
3. Discord management
4. Productive interaction in meetings
5. Analysis of the participants' communication patterns

#### > By the end of the workshop participants will be able to:

- Identify and correct individual elements of weak communication
- Implement strategies to effectively communicate their results
- Enhance their overall communication effectiveness

#### > TARGET GROUP

*The Optimizing Communication Workshop is ideal for early stage non-native English-speaking junior scientists wanting to optimize their communication skills within the workplace. This workshop is tailor-made to fit the needs of a maximum of 10 participants.*

## Presenting Professionally

### The critical steps to successful presentations

How you present yourself and your hard-won data will be instrumental in the progression of your research career – from lab progress reports and departmental meetings to your PhD defense and international conferences.

The Presenting Professionally Workshop provides the essential tools to optimally design and deliver a range of presentations. First we will focus on the essential steps to getting the right content and optimal structure for the talk. We will also analyze how to optimally design the slides to being able to better explain them. Then we will assess each participant's individual body language and delivery style and cover how to build and maintain a positive rapport with the audience. Finally, we will look at strategies for better managing and responding in the question and answer session.

#### > Workshop content

1. Optimally preparing and structuring your talk
2. Enhancing the impact of visual aids
3. Maintaining rapport with the audience
4. Using positive body language
5. Delivering your talk professionally and confidently
6. Handling the question and answer session

#### > By the end of the workshop participants will be able to:

- Produce a well-planned and structured presentation
- Eliminate individual and common errors
- Develop individual strategies to deliver memorable and informative talks
- Interact more confidently with the audience

#### > TARGET GROUP

*The Presenting Professionally Workshop is ideal for first year, non-native English speaking PhD-students needing to develop the essential tools required to give professional scientific presentations. This workshop is tailor-made to fit the needs of a maximum of 10 participants.*

## Enhancing Gender-Related Communication

### Avoiding the pitfalls of female/male communication at work

Women in science are confronted with numerous gender-related challenges on a daily basis as part of having to work in an often male-dominated atmosphere. Miscommunications between genders can cause stress, strain relationships, generate mistrust and affect job performance.

In the Enhancing Gender-Related Communication Workshop, exclusively designed for female junior scientists, we will focus on how the participants can improve and optimize their individual communication style and make themselves heard and better understood by their male work colleagues. Being aware of how they are perceived by and react to male work colleagues will allow female researchers to function more professionally and to achieve more academically.

A core element of improving communication differences at work is to develop a "gender-unbiased" communication style. Based on the essentials of effective communication and gender-specific non-verbal and verbal motivations behind communication, together we will analyze the participants' communication patterns and find ways together to level out female/male frictions in communication.

To facilitate the skills development and building process, individual case histories will be addressed and the participants will be coached on how they can apply and implement workable communication tools.

#### > Workshop content

1. Examining gender-specific communication styles
2. Reviewing individual communication patterns
3. Developing assertive and effective communication strategies

#### > By the end of the workshop participants will be able to:

- Recognize the different communication styles of men and women
- Grasp the gender-specific elements behind communication
- Adjust their communication style to create successful communications
- Avoid gender-related conflicts

#### > TARGET GROUP

*The Enhancing Gender-Related Communication Workshop has been developed exclusively for female junior scientists who want to develop assertive communication strategies in an often male-oriented workplace. This workshop is tailor-made to the needs of a maximum of 8 participants.*

## Training Approach

There is no "ultimate formula" for optimizing communication skills.

A highly competitive international working environment with scientists of various cultural, social and ethnic backgrounds requires an individualized, interactive training approach in order to guarantee the best possible outcome for every single participant investing their valuable time.

Therefore, all Effective Communication Skills Workshops are tailored to the individual needs of the participants with the aim of facilitating optimal training results in a minimum of time.

Involving workshop participants actively into the learning process triggers a collaborative spirit with a focus on meeting the individual needs and solving problems together.

The trainer's aim is to enable participants to master communication challenges independently, competently and self-confidently.

The development of the target group-oriented, tailor-made workshops does not only draw on well-known concepts and the latest models to be found in the international literature on professional communication but is also based on case studies.

These case studies enable the trainer to analyze individual scenarios and thus provide individualized training schemes with a focus on epistemic procedures and taking into account the cognitive and affective dimensions of individual communication.

All participants receive a copy of the ICCON-handout®, a comprehensive summary of the topics covered, so that participants can fully concentrate on the training process and their own skills development.

### > TRAINING SCHEME

*All training is tailor-made to the individuals' own needs. A maximum of 8 to 12 participants per 1 to 2.5 day workshop guarantees a maximum outcome. The workshops will be held on-site at the location of the client.*

## Trainer's Background

Andrea Roos is a communication consultant, trainer, translator and editor with over 15 years of professional experience in various internationally oriented communication scenarios in both private industry and the public sector.

She was born in Germany and has a university background in the human sciences (M.A. Theaterwissenschaft, Uni Erlangen-Nuernberg). She is also a certified translator (University of Cambridge) and has a degree as a foreign language correspondent (English) with special focus on international business relations. She lived and worked in the USA (Chicago, Illinois) and Canada (Toronto, Ontario) for 1.5 years.

Her first experience as a trainer came early on during her university education when she worked as a cross-cultural communication trainer for the American army in Bavaria.

Since then she has been actively supporting and training numerous professionals in the craft of better communication.

In addition to her translator and editor activities for the media and management consultancy sector, she has worked for numerous international companies, such as Philips AG, Siemens AG and Grunenthal GmbH. Andrea Roos is also an honorary member of the examination committee for English at the Chamber of Industry and Commerce in Aachen, Germany.

Finally, she also has experience of working with students enrolled in international PhD programs.

Andrea Roos is dedicated to using her communication expertise and know-how along with her extensive trainer experience to promote better communication in the workplace.

### > ANDREA ROOS



## Recommendations

Some participants' feedback on workshops for junior scientists

### > Optimizing Communication Workshop

(International Postgraduate Program,  
Biomedical Sciences at University of Ulm)

*"Excellent workshop, important basic topics covered,  
helpful list of key speech functions."*

*"No doubt the workshop will help me in my future career  
and improve my communication skills."*

*"Andrea, thank you very much for a very nice workshop!"*

*"Very good contents, good tutoring, good atmosphere."*

### > Presenting Professionally Workshop

(Uni Würzburg, International Graduate School,  
Graduate School of Life Sciences)

*"Extremely helpful workshop!"*

*"Really good was the work on our own presentation – and it was good  
to know that in advance so one could prepare! The section on question  
and answer was very helpful!"*

*"Handouts were very helpful, especially the suggestions of how to confer  
messages and give signals to the audience."*

*"Very good ideas that help to structure the next talk better and  
leave out too many unimportant notes. Thanks."*

*"Workshop was very close to everyday life, things you really need to know,  
very nice and friendly atmosphere, good examples chosen,  
I learned a lot. Perfect!"*

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