

Train the Scientist
Webinars and Seminars
for Research Institutions & Graduate Academies
2018 & 2019

The following seminars are matured by 5-15 years of delivery.
They receive reliably best feedback.
We can adapt all formats to your needs and wishes.
Each seminar in English or German.

If you are interested, please contact us for
further information, references and conditions.

Version 1.6 – 2018-10-08

Webinars – for Postdocs and Doctoral Students	p.
1. Time Management: The most effective Techniques for Academics Series of three webinars, each 90 minutes, 40 participants max.	4
2. Presenting your Science: Creating Clear Content, Designing Proper Slides, Convincing on Stage Series of four webinars, each 90 minutes, 40 participants max	5
3. Design your slides properly: How to avoid the Death-by-PowerPoint-Syndrome Single webinar, 90 minutes, 40 participants max.	7

Seminars – for Postdocs and Doctoral Students	p.
1. Time Management for Academics: Establishing successful habits – applying powerful techniques 2-days-seminar, 14 participants max.	9
2. How to Give Successful Scientific Talks: Create Clear Content, Design Proper Slides, Convince on Stage 2-days-seminar, 10 participants max.	10
3. Impression Management: Mastering Non-Verbal Communication 2-days-seminar, 12 participants max.	11
4. Professional Communication Skills: How to communicate successfully, creating high quality relationships 2-days-seminar, 14 participants max.	12
5. Successfully Solving Conflicts, during Your Doctorate and beyond: The most important Techniques applied to Your Cases 2-days-seminar, 12 participants max.	13
6. Life Sciences – Your Career Planning and Job Application Training 2-days-seminar, 12 participants max.	14
7. Leadership Skills – Essentials for your first Leading Position 2-days-seminar, 12 participants max.	15

Webinars

Cost saving, time efficient, interactive

Easy to set up, highly appreciated by students and researchers.
Please ask us about technical requirements and advice.

Benefits:

- highly interactive due to special webinar techniques
- zero travel expenses for participants and trainer
- 90 min sessions, easy to integrate in a regular working day
- many more participants possible than in a seminar
- comparable high class feedback like the seminars

Three Webinars on Time Management The most effective Techniques for Doctoral Students and Postdocs

Interactive series of three webinars, each of 90 minutes.

For up to 40 doctoral students and postdocs of all disciplines.

All three webinars should be visited as a whole.

Available in English and German. Please contact us for technical information.

Designed and conducted by Dr. Matthias Mayer.

Goals

You know how to

- define your direction by goals, decision making and your master plan
- effectively plan your time (long, medium, short term)
- gain highest concentration when you need it and omit time-killers

Webinar 1/3

Defining the Direction & Long-Term Planning

- Start with the end in mind
- Set smart goals
- Optimize your decision making
- Long-term planning: your master plan

Webinar 2/3

Setting Priorities & Daily Planning

- The Eisenhower Method: what to do, what not to do
- The Pareto principle: most efficacious (sub-)tasks first
- Swallow your frog before 11 am
- Reflect your bio-rhythm
- Your optimal working day
- How to say “No”

Webinar 3/3

Weekly Planning & Tools to use

- Parkinson’s law: procrastinate intelligently
- Weekly planning: the binding element between long and short-term planning
- Digital helpers: the best tools & apps
- Use high concentration techniques: The Silent Hour and the Pomodoro Technique
- Preparing your “Test-Phase” after this webinar series

Methods

Mixture of trainer input, partner and group exercises, asking individual questions and discussing the topics using text chat and audio communication. Includes exchange in virtual small groups and after-webinar-partnerships to increase long term effectiveness.

Four Webinars on Giving Successful Scientific Talks Clear Content, Proper Slides, Convincing Delivery

Interactive series of four webinars, each of 90 minutes.

For up to 40 doctoral students and postdocs of all disciplines.

Requires participants' work between the webinars (1-3 hrs each time).

Available languages: English or German.

Please contact us for technical information.

Designed and conducted by Dr. Matthias Mayer.

Goals

You know how to

- prepare crystal clear content
- design visually appealing slides supporting your audience
- use slide masters and other important features of PowerPoint
- present the slides convincingly on stage

You apply what you learned in your homework and exchange feedback with 1-2 participants.

Webinar 1/4

Creating Clear Content:

Preparing your Thoughts, Results, Insights to form a valuable Story

- It is all about your audience
- Preparing Take Home Message and Leading Question
- Structuring your story
- Creating a proper start and end
- Creating Brain Cinema: Examples, Metaphors, Comparisons

Recommended after webinar work: 1-3 hrs

Webinar 2/4

Designing slides part I / PPT tech tips part I

- The Golden Rules of Slide Design
- How many words? How many slides?
- What background and fonts?
- Using a grid to layout items
- Tech focus: PPT slide masters for consistent, re-applicable, time-saving designs
- Best practice: do's & don'ts examples

Recommended after webinar work: 1-3 hrs

Webinar 3/4

Designing slides part II / PPT tech tips part II

- The Golden Rules of Slide Design (continued)
- Using figures, pictures, illustrations
- About titles, first, last and agenda slides
- Tech focus: SmartArt, animations, transitions, etc.

Recommended after webinar work: 1-3 hrs

Webinar 4/4

How to Convince on Stage

- The PowerPoint dilemma: where should I look?
- How to guide through a data slide professionally
- Body language: Do's and Don'ts
- Walking, standing, sitting
- Using a microphone
- Setting goals for upcoming presentations

Recommended after webinar work: 1-3 hrs

Methods

Mixture of trainer input, partner and group exercises, asking individual questions and discussing the topics using text chat and audio communication. Includes exchange in virtual small groups, execution of homework and discussing them with a partner from the webinar, as well as an after-webinar-partnership to increase long term effectiveness.

Single Webinar on Slide Design for Scientists How to fight the Death-By-PowerPoint-Syndrome

Interactive webinar, 90 minutes, for up to 40 doctoral students and postdocs of all disciplines.

Languages: English or German. Please ask us about technical issues.

Designed and conducted by Dr. Matthias Mayer.

Goals

- You know the Six Golden Rules of Slide Design
- You know important techniques in PowerPoint (this is no PPT introduction)
- You can ask whatever you need to use PPT to its fullest potential

Content

- How many slides should I prepare?
- How many words per slide?
- How should a background look like?
- Which fonts should I use? What size?
- How should I layout items on the slide?
- Should I use figures and images? If so, what is important?
- Which flaws are most common and how do I avoid them?
- The most important tech. tips for PPT

Methods

Mixture of trainer input and group interactions (e.g. finding things to improve in a given slide), individuals can ask specific questions using text chat and audio communication.

Seminars

Intense, individual, lasting

Seminar

Time Management for Doctoral Students and Postdocs **Lasting success by applying the most powerful techniques**

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

For up to 14 doctoral candidates and postdoctoral researchers of all disciplines.

Goals

- Know how to use powerful time planning methods
- Know how to balance professional and private life
- Know how to control your inner state using concentration and relaxation techniques
- Exchange of experiences with other participants

Content

Fundamental requirements for good time management during your research project:

- Making decisions and developing initiative
- Is my research topic small enough: What exactly do I want to examine?
- How can I motivate myself on the path to completing it? How does this path look like?

Strategies for efficient and effective use of time

- Time planning and the research project: master plan, weekly and daily planning
- Setting priorities (Eisenhower Method, Pareto Principle)
- Finding your balance: research project – job – private life
- Getting rid of time-killers
- Using high concentration techniques (silent hour, Pomodoro Technique)
- Controlling your inner state through relaxation techniques

Methods

Trainer input; individual, partner, and group work; written and creative focusing exercises; relaxation exercises; guided and free sequences in which participants can develop images; brief presentations by participants; group reflection.

Seminar

How to Give Successful Scientific Talks

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

For up to 10 doctoral candidates and postdoctoral researchers of all disciplines.

You will train techniques in the three essential areas of convincing scientific talks:

1. Prepare Clear Content

Many scientific presentations suffer from too little clarity and too much content. The result is a lecturer running through the slides, losing the audience at the very beginning. You should instead learn to deliver a clear presentation by setting distinct goals and finding vivid examples that make your talk “sticky” and memorable.

2. Design Proper Slides

Today’s leading standard for visualization in scientific presentations is PowerPoint: a powerful tool, however, often poorly used. Lecturers frequently try to remind themselves what they wanted to say by reading their own bullets – thereby facing the projection screen instead of their audience. With overfilled, graphically cluttered, visually incoherent slides they try to support their speech. You should know how to do better.

3. Be Convincing on Stage

With your body language and spoken word stands or falls your talk. Aside valuable content you must be able to deliver it in a convincing way that motivates your audience to follow you. Many great researches miss this chance and obligation. You will give an example of your talk, receive feedback, learn from a video recording of it, and you will know how to do better, if necessary.

Content

- Prepare clear content: audience focus, take home message, etc.
- How to start and end well
- Telling a vivid story: Creating Brain Cinema
- The Six Golden Rules of Slide Design (How many words? How many slides? What background and fonts? ...)
- PowerPoint tech tips (slide masters, Smart Art, etc. No full introduction)
- Body language: where to put your hands – and other questions
- Answers to your questions

Methods

Mixture of trainer input, practical exercises, participants’ presentations and discussion. Each participant sends in a sample presentation before and will conduct a 3-5 minutes’ excerpt of one of his talks. You have a chance to learn from your peers’ and the trainer’s feedback and from video analysis.

Seminar

Impression Management - Mastering non-verbal communication

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

For up to 12 doctoral candidates and postdoctoral researchers of all disciplines.

Your Benefit

Communication is, to a large degree, non-verbal. This layer highly determines how we are perceived by our counterpart. We use it ourselves as an indicator of emotions, attitudes and personality traits present in our partner.

Non-verbal communication often unconsciously expresses feelings and opinions. It is much harder to be controlled compared to verbal communication. Still it is relevant for successful interactions.

This seminar allows you to receive feedback on your own non-verbal behaviour as well as to train the communication in challenging situations – such as presentations or interviews.

Course Objectives

- Sensitization for non-verbal processes of communication
- Perception of own body language
- Increasing abilities to act by consciously dealing with attitudes and postures
- Giving and receiving appreciative and constructive feedback

Content

- What is non-verbal communication?
- The 5 parameters: gestures, facial expressions, body posture, distance, tone of voice
- Open versus closed postures
- How charisma is created
- Low versus high status body language
- Comparing self-perception with perception of others

Special topics

- Making a great first impression
- Body language during job interviews, negotiations, presentations, small talk
- Creating congruency between verbal and non-verbal communication

Methods

Trainer-input; self-reflection; single-, partner-, and group-exercises; role plays; mutual feedback with other participants, short presentations and situations, group discussions. Feedback of peers and trainer. Video recording and analysis. If possible, bring a video recording device (smart phone is sufficient)

Seminar

Professional Communication Skills:

How to communicate successfully, creating high quality relationships

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

For up to 14 doctoral candidates and postdoctoral researchers of all disciplines.

Your Benefit

To be successful in your PhD, postdoc or any other professional context in future, excellent communication skills are indispensable. It applies to discussions with supervisors, project members, colleagues, to scientific presentations or job interviews, to dialogues with superiors, subordinates or clients. You will learn how to prepare and conduct difficult conversations. You will experience the effects of different behaviours. You will find out how you come across to others and how you can further improve your current communicative skills.

Course Objectives

- Extension and improvement of individual communicative abilities
- Awareness of own communication styles and preferences
- Ability to give, receive, and use feedback
- Ability to understand and apply important communication models and strategies
- Exercises, exchange, and feedback sessions with other participants

Content

Apply basic models and strategies

- How can I communicate clearly? The four-sides-model by Schulz von Thun
- How do I respond to a message? The four-ears-model
- Giving and receiving constructive feedback (essential skills during a PhD)
- Self-Image versus Public-Image – how to learn from differences

Prepare yourself for practical situations

- How to communicate empathically: The art of active listening
- How to apply criticism constructively: I- versus You-messages
- The importance of body language
- Guidelines to prepare a difficult conversation
- Controlling a conversation using questions
- Dealing with emotions

Methods

Trainer input; self-reflection; individual, partner, and group exercises; role plays; mutual feedback amongst participants; brief presentations by participants; group reflection.

Seminar

Successfully Solving Conflicts, during Your Doctorate and beyond: The most important Techniques applied to Your Cases

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

Up to 12 doctoral candidates and postdoctoral researchers of all disciplines.

About the Course

Throughout your professional career you will encounter conflicts, for example due to different interests, goals, estimations or expectations. Conflicts can originate from structural aspects like distribution of resources, from intrapersonal (individual) or from interpersonal (social) reasons. Many people avoid addressing conflicts or feel unsatisfied by the way they handle them. Rather than reacting on a purely emotional level, you can learn how to manage disputes and disagreements constructively and proactively, and to control your emotion and deal with the emotions of others.

You will learn about different conflict types and the related dynamics and have a chance to think about your own behaviour.

Course Objectives

Each participant has a good understanding of conflicts and has at least three concise ideas how to effectively improve his/her individual behaviour in conflict situations.

Course Content

- The different **types** of conflicts
- **Conflict dynamics**
- **Personality types** and conflict behaviour
- How to **address a conflict** actively, clearly, and constructively
- How to **respond to criticism**
- Conflict **escalation stages**
- Guidelines for preparing and **leading a conflict talk**
- Giving and receiving **feedback**
- Dealing with your own **emotions** and that of others in conflict situations
- Discussing selected **real cases** of the participants

Course Format

The course consists of a diverting mixture of trainer input, practical exercises and reflection. You will gain ideas about how to improve your own communication behaviour and already start practicing this.

Seminar Life Sciences - Your Career Planning and Job Application Training

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Guest lecturer: Dr. Matthias Haury, COO, Max Planck Florida Institute for Neuroscience. Languages: English or German.

Target Group

Up to 12 doctoral candidates and postdoctoral researchers of the life sciences, ideally 1-2 years before they are aiming for the next position.

Course Objectives

1. You will learn about the application process both in academia and industry
2. You can develop a clear idea about your individual career planning
3. You know how to design your CV/resume – you receive feedback on your CV
4. You learn and train how to behave in a job interview
5. You can ask an insider of the field your individual questions
6. You create an individual activity list for specific next steps

Content

Define your personal direction

- reflect upon your strengths, interests, values
- setting smart professional mid and long-term goals

Develop a career plan and networking strategy

- learn about the web-based myIDP tool by Science Careers
- have a realistic schedule of next steps ready
- know how to network professionally
(finding good events, making a good first impression, networking rules)

Convince by your resume, succeed in your interview

- know how your CV / resume should look like
- know how to behave in a job interview (including practice)

Ask the insider

- During a one-hour video conference you have the chance to ask Matthias Haury your individual questions about his un-usual career in the field of Neuroscience. You can ask him questions about his experiences and advice.

Required preparation (details follow): Sending in a current CV and using the myIDP tool - a recommended career support tool by Science Careers: myidp.sciencecareers.org.

Methods

The workshop is a mixture of trainer input, discussion, expert interview and short exercises (alone and together with your peers).

Seminar Leadership Skills - Essentials for your first Leading Position

2-days-seminar, designed and conducted by Dr. Matthias Mayer, www.mmsc.de
Languages: English or German.

Target Group

Up to 12 doctoral candidates and postdoctoral researchers of all disciplines

Course Objectives

1. You have a clear understanding of what is important to lead
2. You know about different styles of leading and when to use which approach
3. You know about personality types and how to build a team
4. You know what you can improve or change to become a good leader
5. You create an individual activity list for specific next steps

Content

Essential skills necessary to lead people – be it in academia or industry

- Leadership = Vision + Relationships + Tasks
- How to develop and share a vision
- Building and managing teams
- Respond to different personality types – the DISC model in practice
- Giving and receiving feedback (lauding and criticising)
- Motivating and supporting others
- Delegating
- Making decisions
- Managing conflict
- Styles of leadership
- Body language and wording - how to be perceived as a leader

Methods

Trainer input; individual, partner, and group work; case studies; brief presentations by participants; group reflection.