

# 2.1

## Presentation & communication skills



<b>Goal</b>	The aim of this workshop is to provide PhD students with an opportunity to train in practice how to present oneself and their research in different contexts; be it physical or on-line event. Aim of communication bloc is to improve skills of effective communication with the experts or general public.
<b>Format</b>	Training (physical): short practical tasks for students practising presentations in various contexts; feedback and practical tips on tools and techniques of self-improvement.
<b>Recommended duration</b>	12 hours/2 days
<b>Content of the training activity</b>	<b>Presentation Skills Bloc (50 %)</b> <ul style="list-style-type: none"><li>● How to present yourself</li><li>● How to present research topic within and outside academia</li></ul> <b>Communication Bloc (50 %)</b> <ul style="list-style-type: none"><li>● How to effectively communicate in working contexts depending on goal we want to achieve</li><li>● How to structure information for various types of audiences</li></ul>
<b>Expected learning outcomes</b>	After taking this course/training activity, the PhD student should be: <ul style="list-style-type: none"><li>● able to present in different settings (individual presentation, panel discussion, online presentation, video presentation);</li><li>● Engage in professional effective communication in also in difficult or stressful circumstances.</li><li>● Engage in communication on different occasions.</li></ul> <p>Presentation and as well as communication do happen with different audiences (public, professionals, etc.) than those the PhDs have experienced in academia. Therefore, improving these sets of skills should help them be flexible and find more options on labour market.</p>
<b>Recommended training prerequisites</b>	To actively participate in the activity the PhD student should be open to role-plays and be able to listen/interact. A student should participate on the whole training workshop, since the activities follow-up each other.
<b>Sector specifics to be considered</b>	Exercises to be used in workshop needs to be from life science sector (e.g. how very complex medical issue can be explained to the public or to the experts from different specialization than the author.).
<b>Recommended further steps</b>	Exploring the topic for further development should focus on relevant examples/exercises and high-quality trainers (esp. English speaking).

<b>Trainer/facilitator qualification</b>	<p>Experienced presenter and/or communicator is needed for this type of training.</p> <p>Trainer should lead by example — presenting him/her-self at the very beginning and throughout the workshop</p> <p>Communication Bloc can be trained by 2 trainers from different backgrounds that will allow inclusiveness and stressing out the actual real-life examples how things might be perceived differently</p> <p>Assistance to trainer for group work might be useful (if there are 4 — 5 groups)</p>
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## Recommendations and suggestions for course/activity setup and methods used:

<b>Suggested scenario</b>	<p>Useful workshop on soft skills should provide right balance of information how actions (presenting or communicating) are done in form easy, understandable and memorable form (like recommendations or explanations). This however needs to be exemplified in forms of life-science relevant outcomes (for example video on research presentation). The main form of work will be practicing presentation in various settings and feedback for each of the participant several times during the workshop.</p> <p>Scenario for each bloc:</p>	
	<b>Duration</b>	<b>Activity description</b>
	1 hour/1 <sup>st</sup> session in bloc	Introduction, work rules etc, training of presentation of oneself (tips and feedback)
	1 hour/1 <sup>st</sup> session	Reflection of good and bad (scientific) presentations (group discussion)
	30 min/2 <sup>nd</sup> session in bloc	how to prepare and structure your presentation (interactive presentation)
	90 min	Preparing a presentation, presenting in small groups, feedback
	2 hours	Individual presentations and feedback (each participant present)
	1 hour/3 <sup>rd</sup> session	Panel discussion — roleplay and feedback discussion
	45 min/3 <sup>rd</sup> session	Argumentation and communication in various work situations (group work and role play and reflection)
15 min	Closing up and follow-up homework.	
<b>Recommended number of participants</b>	Min: 8 Max: 20	
<b>Forms of active engagement</b>	Practical presenting in various settings and tasks. Group work with practical assignments how to present or communicate in different situation (situation should be described in assignment including instructions how to proceed).	
<b>Follow-up activities/ Take home messages</b>	Encourage participants to go out and train not only in scientific conferences/ workshops but also fairs, public debates, media interviews and especially joint collaborations with actor outside their science community.  Prepare a professional video presentation in a form of final assignment.	

<b>Training handouts</b>	Presentations (hand-outs from power-point) — electronic and/or printed version Task assignment description — printed version
<b>Reflection questions</b>	<ol style="list-style-type: none"> <li>1. What was purpose of your presentation?</li> <li>2. What was purpose of your communication?</li> <li>3. What might/should you do differently?</li> <li>4. How do you evaluate whether your presentation was effective?</li> <li>5. How do you evaluate whether your communication is effective?</li> </ol>
<b>Engagement of external experts</b>	Invited experts like professionals from marketing branch or media can be used in presenting session to explain what they need from science professional when they communicate with them.
<b>Venue requirements</b>	Space that enables group work in different corners; chairs/tables and flipchart.
<b>Technical and material requirements</b>	Presentation includes video therefore good sounding is important. Chairs/tables and flipchart/ chalkboard are necessary.
<b>Resources to explore</b>	<p>Suggestions for videos that can be used to demonstrate examples of good presentation:</p> <ul style="list-style-type: none"> <li>● Falling Walls (International Science Platform) — video examples of good presentations: <a href="https://falling-walls.com">https://falling-walls.com</a></li> <li>● CH. Anderson: How to give a killer presentation. Harvard Business Review June 2013, <a href="https://hbr.org/2013/06/how-to-give-a-killer-presentation">https://hbr.org/2013/06/how-to-give-a-killer-presentation</a></li> <li>● Communication Skills for Workplace Success: <a href="http://www.thebalancecareers.com/communication-skills-list-2063779">www.thebalancecareers.com/communication-skills-list-2063779</a></li> </ul> <p>Randy Olson: Don't be such a scientist <a href="http://www.amazon.com/Dont-Such-Scientist-Second-Substance-dp-1610919173/dp/1610919173/ref=dp_ob_title_bk2018">www.amazon.com/Dont-Such-Scientist-Second-Substance-dp-1610919173/dp/1610919173/ref=dp_ob_title_bk2018</a></p>