

Soft skills training

for students,
Marie Curie fellows and other
European Programmes fellows



Our offer – your win

We present the possibility to organise soft skills training in English and German for students, PhD students and fellows from European Programmes.

We offer the possibility to organise workshops for:

- ▶ half a day, 3 hours
- ▶ one full day, 6 hours
- ▶ one and a half day,
- ▶ two or more days.

The workshop content can be individualised choosing desired units from the themes pool. We ask you to please take into account the time needed for each unit.

In this way, the university can offer herewith one or more training days on the main important soft skills that are required for students and fellows.

We offer specific topics in the areas of communication, project management and personal development. Please have a look at our themes pool.

Soft skills training

THEMES POOL: COMMUNICATION

Constructive Communication

Constructive Communication is based on Nonviolent Communication system of Marshall B. Rosenberg.

The unit is based on the book from Gabriele Lindemann and Vera Heim from 2010 “Erfolgsfaktor Menschlichkeit. Wertschätzend führen – wirksam kommunizieren”.



The aim of this unit is to give the participants a tool to better communicate, also in cases where conflict is ongoing. By using this method the participants can communicate in a more clear manner and to better ask for the needed answers.

This unit can be offered as a half or as a full workshop day. At the full day workshop day, the theory will cover more aspects of the constructive communication and more interaction among the participants will be trained.

Storytelling Unit I, Basic Workshop

When talking about science, many scientists restrict themselves to academic language and often fail to emotionally engage their dialogue partners or audience.

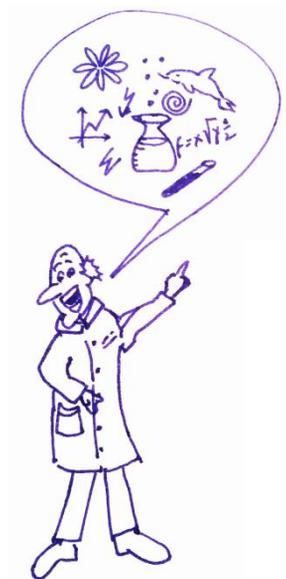
Learn from the examples of outstanding scientists including Albert Einstein, Richard Feynman and Brian Greene and discover the technique of “storytelling in science”!

This technique, based in neurological findings, allows to truly connect to any given audience while communicating hard rocket science.

Using own real life communication media from the participants (e.g. posters, project proposals, press releases, website, social media, etc) we will practice the method of storytelling, thus supporting the participants research (self-)marketing activities which are vital to secure funding and academic collaboration.

This unit covers a full workshop day.

- ▶ Module 1: Theoretical introduction
- ▶ Module 2 : Quality criteria of science communication
- ▶ Module 3: Practical introduction



Storytelling Unit II, Advanced Workshop

Communicating research topics to wide audiences has - from a technical point of view - never been easier and never been more important than before. On the one hand, the digital revolution and on the other hand, the global run for excellent scientists, ideas and funding has made successful science communication a precious asset vital for any scientific career.

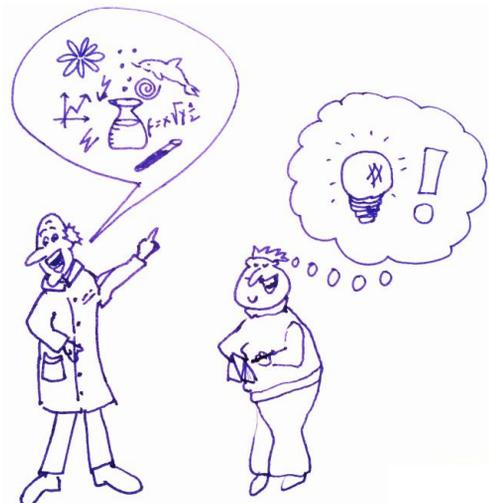
The technique of storytelling will help researchers and students to reach their own communication goals in a more confident manner.

In the workshop we will look at the own communication media from the participants (e.g. posters, proposals, press releases, website, social media, etc) in depth and improve them according to the communication goals by applying the technique of “storytelling in science”.

NB: For identifying individual communication goals please refer to workshop “Science Marketing and Communication I & II”.

This unit covers a full workshop day, with max. 6 participants.

- ▶ Module 2: Theory recap
- ▶ Module 3: Practice



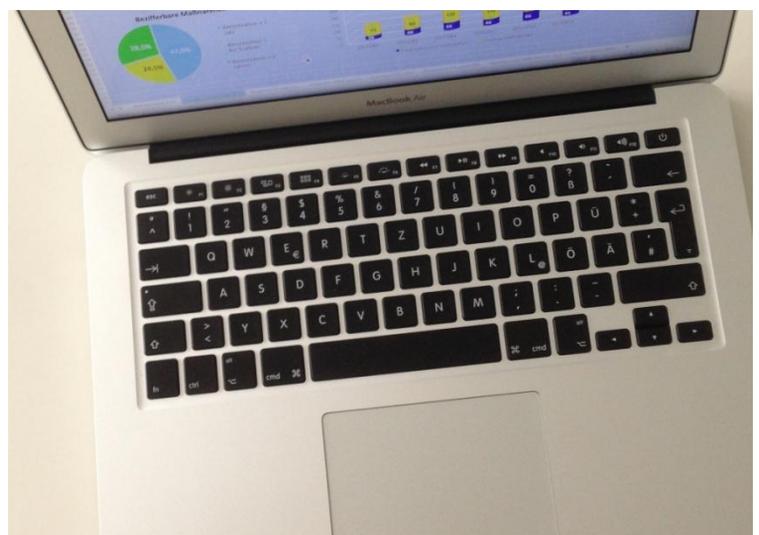
Strategic online communication

This workshop helps funding executives, headhunters and senior scientists looking for cooperation partners, to find and choose you (the participant) by improving the structure and content of the personal webpage.

The workshop presents recommendations how to structure and compose the online content to emotionally engage stakeholders and make the participants reach their marketing and communication goals.

It is recommendable to participate previously in the workshops “Science Marketing and Communication Units I & II” and “Storytelling Units I & II”.

This unit covers a full workshop day, with max. 6 participants.



Science media training

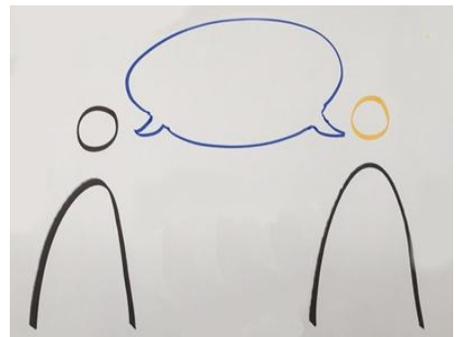
Publically funded scientists are obliged to inform the public about their scientific findings. Media coverage is an important and efficient way to inform the public and reach individual visibility at the time. But despite their advantages, media interviews tend to be stressful experiences for both sides.

This workshop will look into the dynamics of the “interviewer” (TV, radio, print or online reporter) - “interviewed scientists” situation.

Theoretical input includes *dos-and-don'ts* in an interview, understanding the needs and language of the reporter, quality criteria of science communication, storytelling, handling factual (statistical) uncertainties in the communication of scientific content and avoiding misconceptions by media representatives as well as rules and obligations.

The participants will practice their interview skills in video-recorded interviews.

This unit covers a full workshop day.



Basics for speakers

This unit is based on experiences and several tools and techniques, but also on input from university didactic.

The aim of this unit is to give the participants ideas and experiences to improve their speeches. Also to show how body and voice can be used to improve the presence “on stage”.

After the unit the participants should be able to make presentations that keep the attention of the audience.

This unit covers a half a workshop day.

It is also possible to book individual coaching for a min. of 4 hours.



Present with presence

How to be authentic and confident in front of the audience

A successful presentation needs more than a good content. The goal of this training is to develop your presence both on stage and in relevant discussions. It will enable you to interact in an authentic way with your audience, even in unpredictable situations.

This training is highly interactive and makes use of practical exercises that are also used in improvisation theatre settings.

This training covers a full workshop day.



Effective communication and cooperation

Today, everyone needs to communicate and cooperate with other people in their working environment. However, this is not always easy, as there are a lot of different personal styles and preferences, even if there is a common target.

This training is about becoming aware of the different styles, reflect on your own behavior and learn how you can use those differences in a constructive way and even benefit from being different. The participants will experience practical methods on how to better connect to other people, how to establish a trustful relationship and consequently cooperate in a more fruitful way.

We will approach these topics in an interactive and playful way. We will perform tailored exercises, that will allow the participants to experience how communication works and what can be done to improve cooperation.

This training covers a full workshop day.



Conflict Dojo

Conflicts are everywhere, whether open and visible or hidden below the surface. Therefore it is a crucial to develop personal skills to be able to handle conflicts in a constructive way.

This training will give a brief introduction on the iceberg model and non-violent communication, before focusing extensively on practicing and experimenting with the different options and strategies for conflict handling.

This training covers half a workshop day.



Circle – theory and practice

“Circle” is a method developed by Christina Baldwin and Ann Linnea. This method is used for the interaction among people. This can happen in an formal or informal framework. Formal meetings based on “Circle” open a new peer-to-peer exchange possibility.

The aim of this unit is to explain the basics of this method and to directly train with the participants at least for 90 minutes. This time is needed to get the systematic running.

This unit can be carry out as:

- ▶ 2 hours unit, including theory introduction and short practice
- or
- ▶ Half a workshop day, including theory introduction and longer practice



Soft skills training

THEMES POOL: PROJECT MANAGEMENT

Project management basics

Project management basics offers a first information about the theoretical and practical application of project management.

The aim of this unit is to give to the participants information about practical approaches to projects and to help them to prepare the management by themselves.

This unit can be carry out as:

- ▶ 1,5 hours unit, including theory introduction and short practice

or

- ▶ Half a workshop day, including theory introduction and longer practice

In this module would be possible to include one or both of following aspects into the theoretical part:

- ▶ Change processes
- ▶ Conflict management



Soft skills training

THEMES POOL: PERSONAL DEVELOPMENT

Competence Balance

Competence Balance is based on the NRW supported project “Kompetenzbilanz NRW . Stärken kennen – Stärken nutzen“



The aim of *Competence Balance* is to make visible the strengths of the participants and to identify the Competences that are/were acquired in non-formal frameworks.

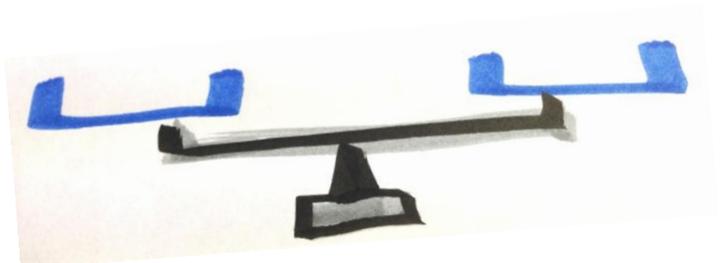
After the Balance there will be more clear for the participants which competence areas are distinctive for themselves and which have potential to be further developed.

This unit can be carry out as:

- ▶ Half a workshop day, including the explanation of the method and carry out of the *Competence Balance*

or

- ▶ Full workshop day, including the explanation of the method and carry out of the *Competence Balance*, an individual evaluation and discussion with the participants



Science marketing and communication I, Basic Workshop

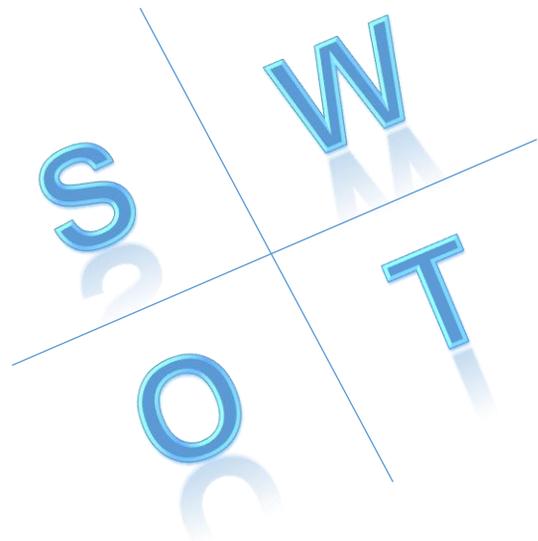
Successfully communicating one's own academic work is a vital prerequisite for securing reputation, funding and cooperation opportunities. Therefore, science communication is of pivotal importance for successfully research and self-marketing both nationally and internationally.

This unit explain the three steps of science marketing and communication (analysis, strategy, implementation) and the importance of positioning oneself.

In this practical unit the participants will be given the opportunity of drafting his or her individual SWOT analysis as a tool for strategy development.

This unit covers the full workshop day.

- ▶ Module 1: Theory
- ▶ Module 2: Practice



Science marketing and communication strategy II, Advanced Workshop

International research opportunities and job offers make scientists circulate like on a global academic merry-go-round. But how do you know how, when and where to hop on or off?

Managing to secure important research cooperation opportunities and funds often is a question of marketing and communication skills – in a nutshell: how well a scientist knows his or her assets, goals and the way to reach them.

After a recap of the theory of science communication and marketing strategies we will use the SWOT analysis produced before and start developing the participants' own strategies.

Strategic elements produced include relevant markets, dialogue partners, communication goals and positioning.

Depending on the group's progress we will start looking into the strategic communication messages.

This unit covers the full workshop day, with max. 6 participants.

- ▶ Module 1: Theory recap
- ▶ Module 2: Practice



Soft skills training

CONDITIONS & CONTACT

Prices and conditions

Workshop prices:

We offer two possibilities:

- ▶ One full day workshop, 6 hours 900 EUR
- ▶ Half a day workshop (morning or afternoon) 500 EUR

There are 15 Minutes “Closing & Feedback” included at the end of each Workshop. Extra hours can be concerted.

Our prices are mean per *trainer* and for a maximum of 12 participants including the preparation time. In case the number of participant is more limited, this information will be included in the description of the unit.

Travel and accommodation costs:

The travel costs are not included in the price of the workshops and will be charged as payed.

Travel costs will be settled as following:

- Train (2. class) and plane (economy) as paid
- Car 0,45 EUR per km

In case that the University cannot organise accommodation by itself, hotel costs will be accounted as paid.

For travel time longer than 3 hours one way, we will set 30 EUR per extra hour in our invoice.

Contact



Dr. Natalia Balcázar



European Environmental
Project Management

Bismarckstr. 142

D-47057 Duisburg

www.enviro-pro.eu

Tel.: +49 203 / 306 15 95

Mobil: +49 160 / 96854796

Fax: +49 203 / 306-14 15

Email: n.balcazar@enviro-pro.eu



Dipl.-Math. Dörte Schröder



**Agile Transition and
Change Processes**

Jagdweg 2a

53115 Bonn

Tel.: +49 228 38758317

Email: mail@doerte-schroeder.de



Dipl.-Biol. Ulrike Wolpers



science stories

Buchenweg 7

51503 Rösrath

Mobil: +49 160 44 28 981

Email: wolpers@science-stories.de