
Nonviolent Communication for Academics and Scientists

Trainer: Mark Edwards / Svenja Neupert

Duration: 2 days

Language: English / Deutsch



Applying the extraordinary communication techniques of Marshall Rosenberg to the academic and scientific setting

The work of Marshall Rosenberg has been described as nothing short of world-changing. In this challenging two-day seminar, working with applying his ideas in the scientific context, we are invited to re-evaluate the fundamental attitudes underlying our communication with others and reach a richer, more conscious understanding.

Marshall Rosenberg said that his principles offer us the chance to:

- Increase our ability to live with choice, meaning and connection, and
- Connect empathically with ourselves and others to have more satisfying relationships.

We explore how these principles operate in the scientific and academic setting. Can we really apply an approach based on 'giving from the heart' in the cut-and-thrust of daily professional life? How does not criticising or judging others sit with the long-established practices of academic rigour? Can Scientists or Academics truly be empathetic?

Principles of NVC - Day 1

- The Essential Principles of Non-Violent Communication
- Communication that Blocks Compassion
- Observing without Evaluating
- Identifying and Expressing Feelings
- Taking responsibility for Our Feelings
- Requesting That Which Would Enrich Life

Application of NVC - Day 2

- Receiving Empathically
- Connecting Compassionately with Ourselves
- Expressing Anger Fully
- Conflict Resolution and Mediation
- Liberating Ourselves and Counselling Others
- Expressing Appreciation in Nonviolent Communication

This seminar comprises inspirational input, group work, discussion and individual exercises which combine to form a powerful learning experience, with lasting effects.

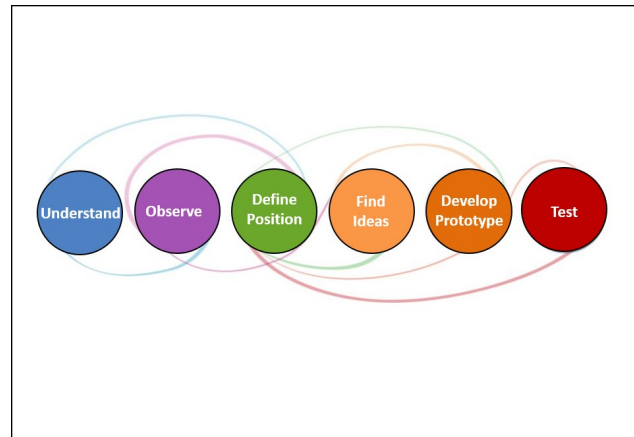
Design Thinking in Academia

How new ideas, approaches and objects come into the world

Trainer: Mark Edwards / Svenja Neupert

Duration: 2 days

Language: English / Deutsch



Innovative problem-solving techniques for leadership and cultural change in universities

Globalisation and digitalisation are changing our individual lives and social conditions at a rapid pace and require a new approach to problems at all levels.

In the seminar you will learn, among other techniques, to understand the Design Thinking process, step-by-step and apply it to the basis of your specific question or design challenge.

Using new creative methods, you will learn to identify problems that are systematically relevant to your everyday life and to develop user and employee-oriented solutions.

This seminar provides managers with the most important basics of Design Thinking and an overview of innovative creative techniques for problem solving.

Content:

- What is Design Thinking?
- How can it be transferred from an entrepreneurial focus to the university context?
- How does the entire Design Thinking process work?
- The change arises in the mind - Which other innovative creative techniques expand the thinking and action framework?
- How can cooperation in cross-cutting projects with very different employees be successful as a basis for innovative methods?

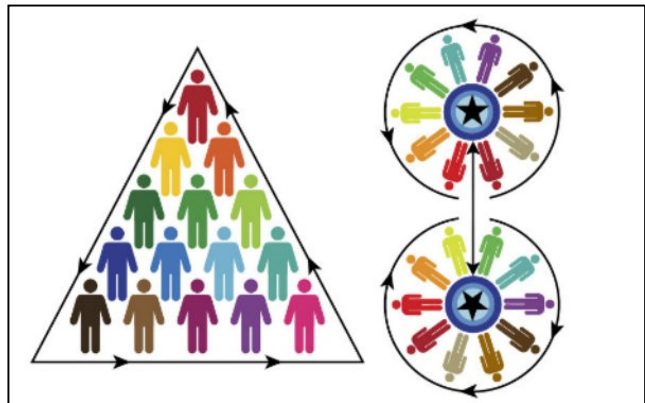
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Digital Leadership in the Scientific World

Trainer: Svenja Neupert

Duration: 2 days

Language: English / Deutsch



21st Century leadership principles and practice

The aim of this two-day workshop is to familiarize participants with the basics of future-oriented leadership in a working environment where time pressure and complexity are strong drivers and there is a need for virtual collaboration.

Content

- Classical leadership and transformational leadership - a comparison of leadership models
- Self-reflection – what is your unique leadership style?
- 4 steps to Leadership - Self-accountability
- Challenges of leadership and cooperation models that do not rely on authority
- Structure of successful information and communication flow
- Tool selection for virtual collaboration
- Agile planning, dealing with unforeseen factors and circumstances
- Putting together potential-oriented teams and considering differences
- Managing typical conflicts constructively

This seminar comprises inspirational input, group work, discussion and individual exercises which combine to form a powerful learning experience, with lasting effects.

The Life and Career Navigator

Trainer: Svenja Neupert

Duration: 2 days

Languages: German or English



Preparing for your unique career profile in scientific and non-scientific fields

- Combinations of career scenarios
- Clarity of direction and life vision - Who am I? What do I really want?
What is the purpose of my dissertation? What do I want to achieve?
- Destination Management - How do I turn my holistic vision into concrete career goals?
- How do I resolve conflicts (e.g. career planning-private goals - the mobility requirement)?
- Dynamic planning methods - goal planning with many unknown elements
- Overview of conventional and unconventional career strategies
- Creating a personal career-specific integrated navigation plan - next steps

This seminar comprises inspirational input, group work, discussion and individual exercises which combine to form a powerful learning experience, with lasting effects.

Skillful Negotiation

Trainer: Mark Edwards / Svenja Neupert

Duration: 2 days

Language: English



Excellent preparation for making key agreements

Using negotiation skills in an international or inter-disciplinary context is an art.

Learn the fundamentals of negotiation principles and how to apply them in a variety of cultural contexts.

Content

- Basics of negotiation following the Harvard Win-Win Principles
- Clarification of purpose, interests and offer
- Room for negotiation
- Early recognition of strategies and tactics
- Question techniques and phraseology, dynamic tools for breaking deadlock situations
- The enriching quality of diversity – cross-cultural understanding of negotiation styles.

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained. In practical role-plays, improve and learn to flex your negotiating skills.

Agile Project Management

Trainer: Svenja Neupert / Mark Edwards

Duration: 2 days

Language: English or German



How to create successful projects and productive project-teams

Scientific and corporate work-processes are more and more based on project-work with intercultural members.

This needs competences in two areas- project management skills and also the knowledge of how to build a team and to be able to co-operate with a variety of different personalities.

In this seminar we teach you how to combine these two abilities.

Content:

- Basics of project management
- Clear project planning (Classic and agile project management)
- How to manage the information and knowledge-management in a project team in a transparent manner
- Basics of successful team building principles
- Responsibility, cooperation and commitment
- Team communication & information structures
- Recognize potential and assign it to the right role
- How to manage the diversity in a team (culture, gender, working habits, values...)
- Basics of conflict prevention and win-win-oriented conflict resolutions
- Knowledge management – tools & methods

Methods:

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained.

Agile and transformational Leadership in Science

Trainer: Svenja Neupert

Duration: 2 days

Language: English or German



New Models and Approaches to Leadership

These are challenging times for leaders. There is often an ongoing state of tension between the need for planning, and the necessity of being agile and flexible in the face of rapidly changing external circumstances.

Leaders must strike a careful balance: creating an innovative and flexible culture that is effective and motivational and encourages innovation and individual responsibility, but all within a framework of clearly communicated and shared group goals.

Tried and tested traditional management methods do not always answer the modern challenges. Leaders themselves need new techniques.

It is necessary to think in a fundamentally new way, and put new methods, processes and leadership tools into place, which will release employees and leaders alike.

Content

- What is the 'new paradigm'? What does this mean for how we work together?
- What is 'new leadership' in the scientific context?
- The art of discernment- a guide to decision-making
- What is essential, and what can I leave out?
- Concrete leadership tools for daily organisational life
- How to lead without being in the 'official' leadership role
- How to create an effective team from a group of freedom-loving individuals
- International best practice examples

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained.

Solution-oriented Conflict Management

Trainer: Mark Edwards / Svenja Neupert

Duration: 2 days

Language: English



Strategies for effectively handling conflict situations in the academic world

Conflicts, intelligently handled, are an opportunity for personal growth and a chance to deepen relationships. Conflicts are present in daily life, but also of course in the wider business world. Whether you are a participant in a conflict, or attempting to mediate one, it is always useful to acquire new strategies and new ways of behaviour in conflicted situations.

This allows greater flexibility in dealing with different scenarios and characters and reduces eventual suffering. This seminar provides both the opportunity to reflect on one's attitude to conflict, and to put new techniques into practice.

Content

- What is conflict?
- Positive role of conflict - learning effect in conflicts
- Conflicts without suffering - conflicts seen as creative puzzle-solving
- Typical conflict situations (Relationships with supervisors, clients and colleagues)
- Solutions to disagreements and criticism
- Intercultural competence in solving conflicts
- Diversity in the team as a potential rather than a conflict
- Dealing with dependency
- Diversity-competences
- Strategies for dealing with unfair communication (provocation, intrigue, etc.)
- Implementing win-win solutions successfully

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained.

Effective Networking and Acquisition Methods

Trainer: Mark Edwards / Svenja Neupert

Duration: 2 days

Language: English or German



Setting your Course for Future Success

Knowing how to develop and maintain an effective network is a key career strategy.

To build a well-functioning network is a vital component in planning a science career. Many highly-qualified scientists have taken a route to build their career that has been arduous and lonely. This module explores less stressful methods of career development, by the strategic use of networking.

Whether planning a career in the scientific or commercial world, awareness of the priorities and needs of funding bodies or potential employers or backers is a key to success. This seminar provides an overview of the structure of networking - the strengths and weaknesses of working in networks and allows for an opportunity to optimise your own networking activity and strategies for acquisition.

Content

- The purpose of a network
- Construction and maintenance of a co-operation network (or research group)
- Strategic co-operation within the scientific community:
universities and non-university research institutions, businesses and organizations
- Growing the network: how to approach a prospective partner
- Typical problems in networks
- Use of online and face-to-face networks
- Formal and informal networks in the scientific community
- Overview of funding and external funding

Methods

This highly interactive and participative two-day course is a lively mix of tutorials, exercises and feedback.

Accessing your Creativity

Trainer: Mark Edwards / Svenja Neupert

Duration: 1 day / 2 days

Language: English / Deutsch



Unlocking your Creative Power

More and more, creativity in problem-solving is cited by industry leaders as the key quality they look for in their top management teams.

Do you think it is possible to learn to be creative or do you think it is something you have got, or you haven't got? Do you wish you could be more creative? Do you get 'stuck' when trying to think of new ideas?

This course is designed to help you access your innate creativity. Using a wide variety of media and exercises in verbal, visual and physical formats, you will learn skills and techniques that will allow you to generate original and powerful new ideas – to become more creative and to free your mind to develop new ways of thinking, innovating and solving problems.

Content

- Preparing for creativity: Setting the right conditions
- Giving birth to creative ideas: A toolkit of techniques
- Creative writing: Re-scripting the universe
- Creative visual work: Picture your solution
- Overcoming creative blocks: Conquering the tyranny of the blank page
- Creative problem-solving: Five powerful methods
- Integrating and developing your creative ideas: Pulling it all together

Methods

The seminar comprises inspirational input, lively and challenging exercises, small group work and group discussion. An exciting learning atmosphere is created, and sustainable results obtained.

Academic and Scientific Writing in English

Trainer: Mark Edwards

Duration: 2 days

Language: English



Achieving higher levels of written English

This course examines how to develop powerful focus in your writing – an infallible guide to developing the best structure, and effectively communicating your ideas to your target audience. We look at how to systematically improve the impact, clarity and accuracy of your communication. You will receive a toolbox of methods including a range of easily-applied ‘quick wins’ that will optimize how seriously your ideas are taken.

After the course, you will have a clear process to follow when approaching an important piece of writing: How to start, develop and express your ideas and articulate your thinking - plus a checklist of conceptual and practical editing filters to apply to your work to continuously upgrade your earlier drafts - shaping your writing from ‘good enough’ to ‘exactly fitted to its purpose’.

In this tip-filled writing workshop, we will examine:

- Appropriate levels of formality
- Tips for writing productivity
- Nailing the problem of structure
- Achieving a good ‘flow’ of ideas and expression
- Achieving impact by careful word choice
- Accuracy in definition
- Describing problems, solutions and outcomes
- Clarity, brevity and style of English
- Understanding the most common mistakes

This course comprises inspirational input, with many exercises to consolidate the skills learnt. In the workshop, you have the chance to examine a piece of writing of your own (500-600 words – for example, an abstract or an extract from the introduction, a key passage or conclusion) - and obtain feedback from your colleagues and individual feedback from the course leader.

There will be a pre-course briefing during the week preceding the course

Scientific Communication

Trainer: Mark Edwards

Duration: 1 day / 2 days

Language: English



Writing Scientific Articles, Grant Applications, Newsletters and Websites

Audience-focussed and purpose-oriented communication techniques.

What matters is NOT what you want to say, what matters is what your target audience wants to hear – their interests, and not yours. Flex your style and your choice of words to speak in the language that your targets understand and feel comfortable with. Develop the clarity and natural-sounding flow of your writing in a style that suits its purpose - and the preferences of the intended reader.

We also examine common mistakes in English and ‘bust’ a few myths about the rules of English – for example - Finishing a sentence with a preposition? What are you thinking of? And as for starting a sentence with the word ‘and’... And what about split infinitives? – is it necessary to be so absolutely compliant with the ‘rules’?

We focus on bringing our writing into the 21st Century by practicing the use of diversity-aware language and following the principles of the plain English campaign.

In conclusion, we explore the special approaches needed for a variety of communication needs including writing grant proposals, preparing effective press releases and writing newsletters.

Content

- Targeting your message and developing a good structure
- Editing skills – seeking clarity and brevity.
- Developing the flow of your text
- Proof-reading and final presentation
- Common mistakes in English
- Myths of grammar & style
- Using diversity-aware language
- Principles of plain English
- Top tips for writing press releases
- Writing newsletters that people actually want to read

Successful Presenting in English

Trainer: Mark Edwards

Duration: 2 days

Language: English



Communicating your thinking with clarity, impact and style

This highly interactive and participative two-day presentation course is a lively mix of tutorials, exercises and feedback.

Learn from a Native-speaker how to use and improve your spoken English skills. The course also looks at the latest thinking in presentation theory.

Create your own presentation in English and learn how to sound professional, confident, clear and exciting.

Day 1

- What makes a great presentation?
- How do you make your message truly memorable?
- Introducing yourself and beginning your presentation
- Voice and body language coaching
- How to write and structure your presentation for maximum effect
- Developing a key message
- Techniques to overcome nerves
- How to make your message memorable
- Involving and engaging the audience – and keeping them engaged
- Effective slide design
- Speaking tips for international audiences
- Closing your presentation

Day 2

- Individual presentation practice (workshop)
- Feedback and individual coaching
- Dealing with audience questions
- 'Insurance' against what might go wrong

Academic and Scientific Poster Presentation

Trainer: Mark Edwards

Duration: 2 days

Language: English



The art of brevity

Having an effective and attractively-designed academic poster is only the beginning of the story – you also need the skills to present it and talk about your research in an engaging and professional manner.

Effective and concise presentation of your research results or field of study is what will make you stand out to potential partners, employers or financial backers.

This is your opportunity to spend valuable practice time with an experienced native English-speaking presentation specialist and to learn:

- How to prepare and practice
- How to catch the attention – right from the beginning
- How to improve your speaking style
- How to move, stand and gesture
- How to keep it brief but relevant
- How to summarise and close
- How to read your audience
- How to involve and hold the attention of your audience
- How to make your poster presentation stand out from the others

Please note this is a highly participative workshop. It is important to bring along your own poster (or one that you wish to practice with) to this lively and interactive learning experience.

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained.

Successful Online Presentation in English

Trainer: Mark Edwards

Duration: 2 x 3 hour video conferences

Language: English



Remote presentations with clarity, impact and style

This highly interactive and participative presentation course is a lively mix of tutorials, exercises and feedback.

Learn from a Native-speaker how to use and improve your spoken English skills. The course also looks at the latest thinking in presentation theory.

Create your own online presentation in English and learn how to sound professional, confident, clear and exciting.

Part 1

- What makes a great academic or scientific presentation?
- What is the essential difference for online presentations?
- How do you make your message truly memorable?
- How to write with focus and impact – tailored to your audience
- Developing a key message
- Voice and body language for on-screen presentations
- Techniques to overcome nerves
- How to make your message memorable
- Involving and engaging the audience from a distance – and keeping them engaged
- Effective slide design
- Managing your on-screen appearance: lighting, backgrounds, using the camera
- How to use online videoconference software to best effect e.g Zoom, Webex, etc.

Part 2

As part of this workshop, you will be asked to prepare a 5-minute online presentation

- Individual presentation practice (workshop)
- Feedback and individual coaching
- Dealing with audience questions
- 'Insurance' against what might go wrong

Moderation Masterclass

Trainer: Mark Edwards

Duration: 2 days

Language: English



Key skills and techniques in English for chairpersons, facilitators & discussion leaders

Learn powerful and effective methods for conducting all types of meeting from an experienced expert. Pick up the key phrases and techniques that native-speaking facilitators/meeting leaders use in a wide variety of scenarios. Gain an understanding of a wide variety of meeting activities and agenda structures to provide desired outcomes.

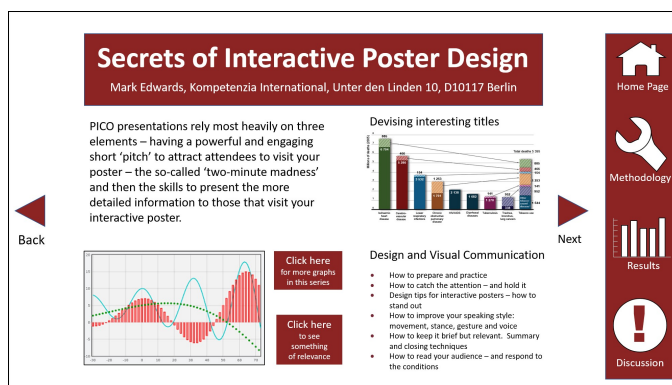
- Tactful prompting of participants
- Time-efficiency and keeping to the agenda
- Maintenance of order and ethical standards
- Facilitation of decision-making and outcome generation
- Chairing meetings
 - Before the meeting: what you must do as preparation
 - During the meeting: A breakdown of each phase of the meeting with useful phrases to use in each
- Moderating meetings
- Role and duties of a moderator
 - Moderation communication techniques
- A toolbox of techniques...
 - ... for creative meetings:
 - Brainstorming
 - Six hat thinking/Using a moderation wall
 - Walt Disney strategy/Mind-mapping/Graphic facilitation
 - ...for planning & strategy meetings:
 - Key concept questions/Action planning
 - Goal formation: SMART
 - Using a criteria matrix
 - ...for evaluation/team discussion meetings:
 - Ishikawa fishbone
 - Four-field thinking

PICO – Presenting Interactive Posters

Trainer: Mark Edwards

Duration: 1 day / 2 days

Language: English



Mastering the art of interactive presentations

PICO presentations rely most heavily on three elements – having a powerful and engaging short ‘pitch’ to attract attendees to visit your poster – the so-called ‘two-minute madness’ and then the skills to present the more detailed information to those that visit your interactive poster. You need to be able to present the key elements in a variety of levels of detail, and talk about your research in an inspiring and professional manner.

The third element is the display itself. It needs to be focussed, intuitive and attractively designed. These abilities are what potential backers, research partners or employers will be looking for, in addition to your expertise. This is your opportunity to spend valuable practice time with an experienced native English-speaking presentation specialist and to learn:

- How to prepare and practice
- How to catch the attention – and hold it
- Design tips for interactive posters – how to stand out
- How to improve your speaking style: movement, stance, gesture and voice
- How to keep it brief but relevant. Summary and closing techniques
- How to read your audience – and respond to the conditions

Please note this a highly participative workshop. It is important to bring along your own PICO presentation (or one that you wish to practice with) to this lively and interactive learning experience.

Mark Edwards is an expert on all aspects of scientific communication in English, in the written, visual and verbal forms. Participants of his courses especially appreciate the factual quality of the course content, the long-lasting confidence boost provided and his warm and entertaining style of delivery.

Understanding Visual Communication

Trainer: Mark Edwards

Duration: 1 day / 2 days

Language: English



Learning the language of the visual

Based on the course leader's twelve years' experience as a graphic designer and his subsequent experience in training small printing companies to transform themselves into design consultancies, this course examines the principles of visual communication that will enable primarily verbal communicators to become more effective at expressing their ideas in a compelling visual format.

- Developing visual awareness – how to learn to become more visual
- Visual design principles: visual focus, differentiation, pattern, contrast, simplicity, consistency, colour, typography
- Interactivity and motion graphics
- Integration of words as part of the image
- Applying the principles of visual design to scientific contexts
- Presentation of data and research results in visual forms
- Visual storytelling
- Information visualisation
- Use of photographic images
- Designing icons and graphic representations

Using a lively mix of practical exercises, discussion, tutorial and group work, this course explores the process of applying visual communication principles to academic and scientific subjects.

Secrets of Impactful Poster Design

Trainer: Mark Edwards

Duration: 1 day / 2 days

Language: English

How to stand out in a world of boring grey boxes with no relief and five thousand word unreadable texts with no visual communication and endless titles that do not catch the attention and significantly understate the contents due to lack of confidence on the part of the author that leads then to believe that using visual techniques will make them seem gimmicky.



Conclusion

Standing out in a world of grey boxes

A guide to the essential steps to designing a powerful poster. What has visual impact – and what to avoid. Practical, easy-to-apply tips to create a professional standard of output. Integrating the principles of visual communication to poster design, and the course leader's recommendation for easiest software to learn.

- Starting right: writing and editing the text to provide a powerful focus
- Essentials of visual logic
- Finding the optimum layout:
- Principles of 'Grid Design'
- Software tools: Powerpoint, Adobe illustrator, Corel Draw
- Powerpoint techniques and brief top tips tutorial
- Use of Imagery: What works, and what doesn't – with examples
- Graphic Design or hand-drawn illustration?
- Photoshop and other photo-manipulation software
- How to test the poster and obtain feedback
- Creating Interactive (e.g. PICO) academic posters

Using a lively mix of practical exercises, software tutorial, discussion, and group work this course examines the essentials of creating an impactful and memorable poster design.

Time & Activity Management, Prioritisation and Mindfulness

Trainer: Mark Edwards or Svenja Neupert

Duration: 1 day / 2 days

Language: English or German



Time planning and work-life balance utilizing new planning methods

In this course, we present the most effective time management techniques within the framework of examining your broader goals for your life and career, and how to use these insights to effectively prioritize your daily activities.

We look at time-management techniques that really work for PhD students – how to apply the most effective methods that can be combined with other requirements, such as experiment and laboratory schedules, or research and field-trip activities.

We look at evaluating your own ways of working and how to change your patterns to facilitate better productivity, as well as removing the obstacles and barriers, both internal and external, to making the best use of your time.

In turbulent times it seems to be more difficult to plan effectively. We need new ways of thinking and planning, and new approaches and techniques. This seminar explores how to achieve a better balance within your own person and your professional surroundings.

Participants will leave the course with a comprehensive yet practical framework with which to approach their planning and day-to-day activities.

- Managing the stress and completing on time
- Dismantling practical and psychological barriers to writing
- Work-life balance
- How to make hard prioritization choices: looking beyond completion
- Knowing when enough is enough
- Key techniques of new Time Management
- Creating a personal schedule for the entire thesis - Planning the dissertation project (phases)
- Dealing effectively with internal and external blocks and disruptions
- Simplifying your PhD – productive work organization methods

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and a comprehensive toolbox of techniques are examined.

Planning the Completion of your Dissertation

Trainer: Mark Edwards / Svenja Neupert

Duration: 1 day / 2 days

Language: English



A concentrated and well-structured finish to achieve your goal

Towards the end of your doctoral study many questions arise, which are discussed in this module. The course addresses the many factors affecting the effective structuring of the final phase of your doctorate, and focusses on proven methods that will form the framework of clear future perspectives for the period after the successful dissertation.

Content

- Structure of the final phase in terms of focus, priorities, and scheduling
- Planning and focussing on the writing process and the correction phase
- Dismantling practical and psychological barriers to writing
- Strategic issues for co-operation partners and supervisors during and after the dissertation
- Self-representation as an expert in the chosen research field and in the post-PhD market
- Positioning platforms & further career development
- Networking skills

Methods

The seminar comprises inspirational input, lively and challenging exercises, small group work and group discussion. An exciting learning atmosphere is created, and sustainable results obtained.