KOMPETENZIA INTERNATIONAL

Inspirational Online Webinars for PhDs & Post-Docs

Svenja Neupert

svenja@kompetenzia-international.com
0049 179 5136 002
00351 925 522 779
www.kompetenzia-international.com
Languages: Deutsch, English

Mark Edwards

mark@kompetenzia-international.com
0049 176 7088 3055
00351 966 695 142
www.kompetenzia-international.com
Language: English

Our online courses are comprised of **three-hour or four-hour** module blocks.
Most webinars are delivered in two or three such module blocks.

In our experience, PhD students find these webinars easiest to absorb and also more combinable with other responsibilities, such as managing laboratory experiments or departmental commitments, when these three-hou or four-hourr blocks are offered on subsequent days.

Usual timings are 9.00 – 12.00 or 14.00- 17.00 for three hour blocks, or
9.00 – 13.00 or 13.00 -17.00 for four-hour blocks.

We can offer our webinars via our own Zoom pro account, or if desired through your institution's videoconference system

All of our webinars are designed to be non-overlapping yet complementary and can be combined in any number of ways to create comprehensive learning programs..

KOMPETENZIA INTERNATIONAL

Academic and Scientific Writing in the age of AI

Trainer: **Mark Edwards**

Duration: **3 x 3-hour videoconferences**

Language: **English**

NEW

Maximising your output and originality without compromise

AI is transforming that way that we all work. Used wisely it is a highly helpful time-saver, and it can make a powerful research assistant. However – it cannot do your thinking for you. 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 chosen words. You will receive a toolbox of methods including a range of easily-applied 'quick tips' that will improve how seriously your ideas are taken.

You will receive a clear process to follow when approaching an important piece of writing. How to start, develop and express your ideas plus a checklist of conceptual and practical filters to apply to your work to edit and improve your earlier drafts - shaping your writing from 'good enough' to 'exactly fitted to its purpose'.

In this tip-filled seminar, we will examine and discuss:

- Why bother building my writing skills at all?...surely AI takes care of this?
- The role of AI assistance – How much, how far, how to get the best from it.
- Structuring your writing and selecting and controlling the appropriate tone.
- Fitting your message to your target audience.
- Crystallizing and articulating your thinking – improve your ability to summarise, critique and report on the writing and thinking of others.
- How to use AI as a powerful **editing** tool; strictly controlled prompting and control.
- Building the ability to speak fluently, articulately and cogently about your topic in unscripted circumstances.
- How to judge the output from AI and adjust the verb use to better convey shades of meaning.
- How to write better **AI prompts**.
- Tips for writing productivity.
- Achieving a good 'flow' of ideas and expression.
- Achieving impact by careful word choice.
- Clarity, brevity and style of English.
- Hated words to avoid in your text.

All of these writing skills are examined in the context of a variety of writing and editing tasks. The online presentation includes individual exercises with feedback, group discussion and small group work, as well as inspiring input from an established native-speaking communications expert. The result is a lively and varied learning experience for all.

In this course, the participants also work on examining and editing a short piece of their own writing (500-600 words – for example, an abstract or an extract from the introduction, a key passage or conclusion). The participants will be sent a pre-course briefing during the week preceding the course.

KOMPETENZIA INTERNATIONAL

Mastering Oral Communication

NEW

Trainer: **Mark Edwards**

Duration: **2 x 3-hour videoconferences**

Language: **English**

Speak about your work and knowledge in an engaging and convincing manner

Overview

Clear and confident speaking is just as essential as strong writing for researchers. Whether you're pitching your project, explaining your work to a non-specialist audience, or presenting at a conference, ***how*** you say something can matter just as much as ***what*** you say.

This two-part workshop is designed to help early-career researchers build verbal fluency, sharpen their delivery, and present their research engagingly—without relying on slides.

What You'll Learn

Through targeted voice and speech coaching, you'll learn how to craft and deliver short, impactful research presentations. The course focuses on vocal presence, spontaneous articulation, and narrative clarity. Using a mix of hands-on exercises, peer feedback, and guided reflection, you will develop a 4-minute spoken "taster" presentation of your research—similar to a podcast pitch.

Learning Outcomes

By the end of this workshop, you will be able to:

- Speak clearly and confidently about your research in short formats
- Use voice and intonation to highlight key messages
- Deliver effective, slide-free presentations
- Craft a compelling spoken "taster" of your research
- Reflect on and improve your personal speaking style
- Be prepared for interview, grant review or defence 'surprise questions'
- Deliver online 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. Receive tips and tricks from a highly-experienced public speaker and presenter. As part of this webinar you will make a short presentation about your work, and receive feedback on how to sound professional, confident, clear and exciting.

KOMPETENZIA INTERNATIONAL

Effective Strategies for PhD Productivity and Self-Care

NEW

Trainer: Mark Edwards

Duration: 3 x 3-hour videoconferences

Language: English

Maximum output from yourself, your projects and your cooperation partners

On three subsequent mornings, this group experience workshop examines common challenges faced by PhD researchers in maintaining productivity without compromising well-being. Using a combination of guided discussion, small-group work, and expert-led tutorials, participants will engage with issues stemming from three sources: from individual behaviours, from workload pressures, and from interpersonal dynamics.

Solutions to problems from the self:

- How to change our habits, thinking patterns and mindset
- Keeping stress at bay, and developing academic resilience
- Dismantling practical and psychological barriers to writing
- Good habits of personal self-care for productivity

Solutions to problems from the workload:

- Simple time and activity management techniques that really work
- Retaining focus and completing on time
- 7 methods of prioritisation
- How clarity of purpose, vision and defined goals inform where to spend your effort
- How to make hard choices: looking beyond completion
- Simplifying your PhD – productive work organization methods
- Knowing when enough is enough

Solutions to problems from other people

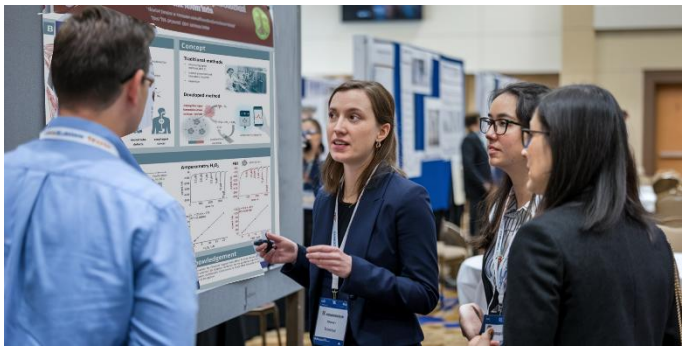
- Dealing effectively with external blocks and disruptions
- Managing your relationship with your supervisor
- Leadership from all positions in the hierarchy
- Appreciative communication and managing conflict
- Learning to flex your communication style

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.

KOMPETENZIA INTERNATIONAL

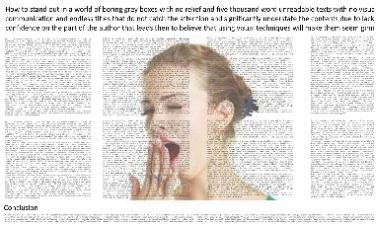
Poster Power: Designing & Delivering with Impact



Trainer: Mark Edwards

Duration: 3 x 3-hour videoconferences

Language: English



Standing out in a world of grey boxes

A guide to the essential steps to designing a powerful, memorable poster. What has visual impact – and what to avoid. Practical, easy-to-apply tips to create a high standard of output. Quick wins for getting the best out of PowerPoint to obtain a professional finish. Day three of the course follows one week after the first two days of tutorial and is a 'mini conference' where you have a chance to present your re-designed poster for feedback and give a brief practice presentation.

- Starting right: writing and editing the text to provide a powerful focus
- Essentials of visual logic: Balance, emphasis and prioritisation
- Finding the optimum layout. Fixing the 'too much data' problem
- Principles of 'Grid Design';
- PowerPoint techniques and brief top tips tutorial
- Use of imagery: What works, and what doesn't – with examples
- The importance of the title block, both in words and images
- Presentation of data: re-artworking data for maximum impact. Designing infographics.
- Colour Choice: effective use of 'compulsory' templates; psychological associations, essentials of colour theory
- Top tips for both live and online poster presentation, and leveraging the differences.
- Creating dynamic Interactive and animated presentations of static posters.

Using a lively mix of design theory and practical techniques, software tutorial, examination and discussion of over one hundred posters, and group evaluation work, this course examines the essentials of creating an impactful and memorable poster design. We also examine top tips for presenting your poster, both live and online.

This course includes the opportunity to show your own poster design, and give a brief practice presentation to obtain feedback from your colleagues and individual advice from the coach.

KOMPETENZIA INTERNATIONAL

Combining Classic and Agile Project Management

Trainer: Mark Edwards

Duration: 3 x 3-hour videoconferences

Language: English

How to create successful projects and productive project-teams

This webinar examines the foundational concepts of project management, highlighting both classical and agile approaches, simultaneously delivering a clear understanding of project phases.

Using interactive small group exercises, we examine the essentials for project setup, emphasizing structured planning, transparency, and leadership strategies. Given the variety of team dynamics, we examine techniques to manage differing personalities, and look at methods of mitigating resistance, and facilitating clear communication through appropriate tools and meetings.

Furthermore, the webinar addresses common project challenges, goal-setting strategies, and effective time management techniques to prepare participants for the leadership of successful projects, and to inspire team collaboration.

Content:

- What is a project?: Definition and outline
- What is the difference between classical and agile project management?
- What are the phases of a project? Types of project working styles
- Understanding Agile terminology: Sprint, Scrum and other buzzwords
- How do I set up a project? Project design - W-questions - Transparency
- How to build a productive project team (3 key tools) Leadership styles and models
- How do I make the most of the differences in the personalities of the team members?
- Mitigating resistance
- Information and communication in the team (tools and meetings)
- Typical difficulties in the project and how to overcome them. Goal Clarity.
- Time management as a team

Methods:

The seminar comprises inspirational input, personal insight exercises, small group interactive work with consolidation exercises for ‘learning by doing’ and group discussion. A lively learning atmosphere is created, and sustainable results obtained.

KOMPETENZIA INTERNATIONAL

Future Skills for Leadership and Teamwork

Trainer: Mark Edwards

Duration: 2 x 3-hour videoconferences

Language: English

21st Century team leadership and membership – Re-defining our roles for future-fitness

Leaders, and those who seek to develop their leadership skills, cannot rely merely on the old 'tried and trusted' methods – sweeping changes in society require a greater appreciation of the value of all forms of diversity in the team, and how to harness it. New models and styles of leadership are widely being adopted and need to be understood and accommodated. Open working frameworks, new work methods and innovative project management modes present new opportunities – and new challenges. Teamwork is increasingly being perceived as a key personal skill. This seminar builds your knowledge of current developments in attitudes and approaches to the leadership and teamwork standards of the future.

Content:

- What does leadership and teamwork in the academic world mean? What is different?
- What is classical and future-oriented leadership in a VUCA-world?
- What are future skills for leaders?
- How to build a productive project team (3 key tools)
- How do I tap into the differences of the team members (Diversity - e.g, generations, nationalities, culture) in a productive way?
- Information and communication in the team in a remote working team (meetings and tools)
- Non-hierarchical conflict solution using the win-win approach

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.

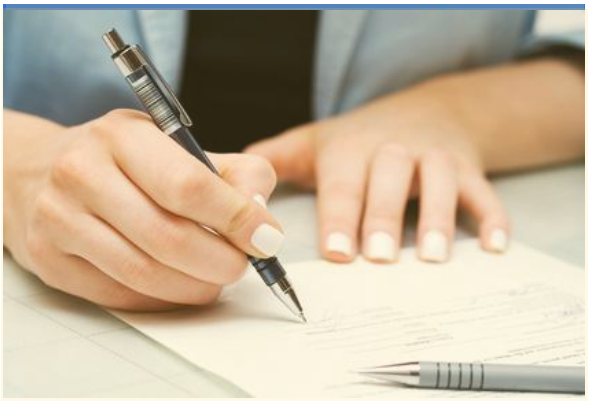
KOMPETENZIA INTERNATIONAL

Planning the Completion of your Dissertation

Trainer: **Mark Edwards**

Duration: **2 x 3-hour videoconferences**

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

- Effective use of your time: How to focus your efforts
- Daily, weekly, monthly and whole-PhD Plans
- 7 methods of prioritisation
- Planning and focussing on the writing process and the correction phase
- Dismantling practical and psychological barriers to writing
- Techniques for productivity
- Problems in the End-phase of the PhD - with solutions
- Getting the best from your supervisor
- Staying motivated
- Developing clear goals for your PhD and beyond

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.

Making Contacts that Count:

Live, Virtual and Online
Networking & Personal Branding

Trainer: Mark Edwards

Duration: 2 x 3-hour videoconferences

Language: English

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
- Post-corona techniques: how to network at a social distance
- Use of online networks; linked in, academic networks, Twitter and other social media
- Formal and informal networks in the scientific community
- The advantages of **giving** as a professional work-style

Methods

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

Scientific Communication

Trainer: Mark Edwards

Duration: 2 x 3-hour videoconferences

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'?

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

KOMPETENZIA INTERNATIONAL

Life and Career Navigator

What do I really want
and how do I achieve it?
Vision, Goals & Strategies in balance
for your desired position

Trainer: **Svenja Neupert**

Duration: **2 x4 -hour video conferences**

Languages: **English / Deutsch**

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

Content:

- Clear direction and life vision - Who am I? What do I really want?
- What is the purpose of my dissertation? What do I really want to achieve?
- How do I translate my holistic vision into concrete career goals?
- How do I resolve conflicting goals (e.g. career planning - private goals - mobility requirements)?
- Dynamic planning methods - target planning with many unknown elements
- Combinations of science-related career scenarios
- Overview of conventional and unconventional career strategies
- Result of the workshop - Individual clarity about the desired profession and first strategic planning steps

Methods:

This seminar consists of inspiring input, group work, discussion and individual exercises that combine to create a powerful learning experience with lasting impact.

Unconventional strategies for financial security for scientists

Trainer: **Svenja Neupert**

Duration: **2 x4 -hour video conferences**

Languages: **English / Deutsch**

Overview of possibilities for a second source of income that is compatible (in terms of availabilty of time) with a career in science.

The question: "Should I stay in science or not?" is often also a question of financial security and long-term planning.
Many academics are very busy writing proposals and have too little time for the core task of teaching/research.

In this workshop, we will show you ways in which you can strategically build up a second financial pillar in order to be able to secure your own existence in a more stable and self-determined way.

Content:

- What mindsets are required for unconventional concepts of financial security?
- How do I recognise and change my mindset?
- What passive sources of income ("money machines") can I develop?
- Which one is suitable for me and my life plan?
- How can I build it up, what can I delegate?
- What about my time management? Can I initially build up financial security alongside my academic-scientific career?

Methods:

Interactive, productive and varied Zoom seminar with a balanced mix of theory and guidance on implementation.

KOMPETENZIA INTERNATIONAL

New Work in Science

Sustainable models
of cooperation in agile times

Trainer: **Svenja Neupert**

Duration: **2 x4 -hour video conferences**

Languages: **English / Deutsch**

Development of new models and strategies - tailor-made for the scientific context

In this workshop, the opportunities and risks of the current situation are highlighted and sustainable models are presented with the aim of calmly and proactively mastering the challenges in one's own life and work situation, both internally and externally.

Content

- What does future-oriented leadership mean? (Paradigm shift)

1. Self-leadership

- Self-leadership, team leadership and leadership of organisations
- How do I proactively change the way I currently think and feel to adapt to agile times?
- Self-reflection on your personality and unique leadership qualities

2. Team leadership

- How to build a motivated and functioning team (team roles and personality) under hybrid conditions
- Values and principles of cooperation (culture)
- How to build productive information and communication structures
- Typical conflicts in everyday work and how to deal with them
- Checklists and management tools (delegation, feedback, annual review).

3. Transformational leadership for scientific organisations

- How can a better understanding be created in the three worlds: Science, industry and the public sector?
- Future scenarios of new work in academia

Methods

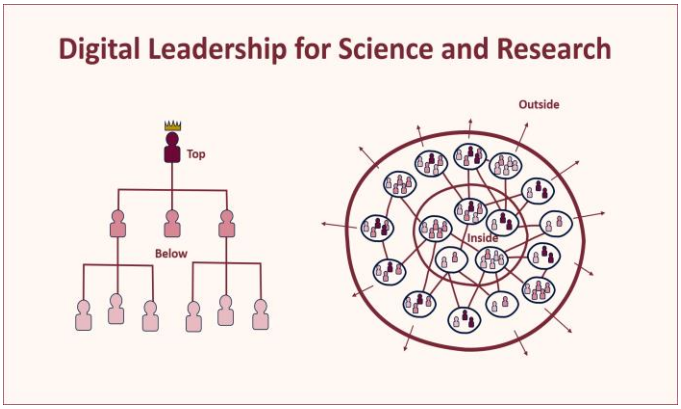
With a lively mix of practical exercises, discussions, tutorials and group work, this course explores the process of applying new concepts of work and organisation in academic and scientific

Digital Leadership for Science & Research

Trainer: Mark Edwards

Duration: 2 x 3-hour videoconferences

Language: English



21st Century leadership principles and practice

The aim of this webinar 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 and remote working.

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.

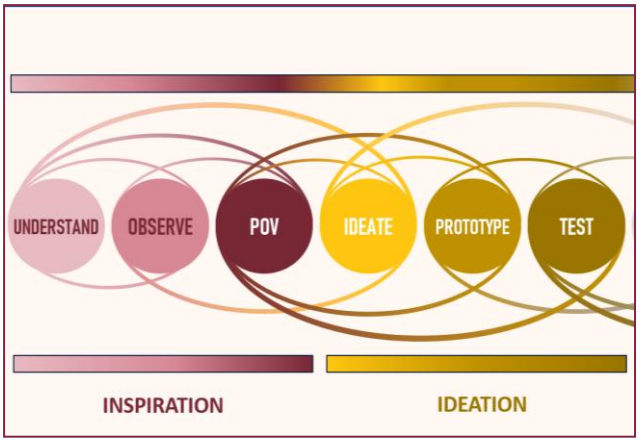
Design Thinking in Academia

How new ideas, approaches and objects come into the world

Trainers: **Mark Edwards / Svenja Neupert**

Duration: **2 x 3-hour teleconferences**

Languages: **English (ME) English/Deutsch (SN)**



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 participants 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-disciplinary projects with very different employees be successful as a basis for innovative methods and discoveries?

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

KOMPETENZIA INTERNATIONAL

Solution-Oriented Conflict Management

Trainers: **Mark Edwards / Svenja Neupert**

Duration: **2 x 3-hour videoconferences**

Languages: **English (ME) English/Deutsch (SN)**

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

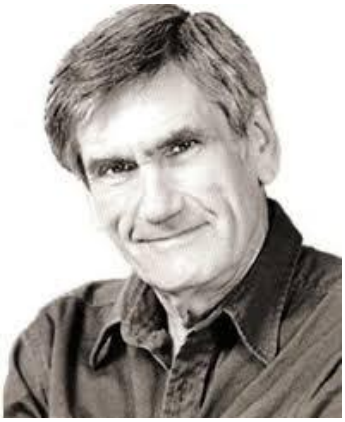
- What is conflict?
- Positive role of conflict - learning effect in conflicts
- Conflicts without suffering - conflicts seen as creative puzzle-solving
- Typical conflict situations (Relationships with supervisors, clients and colleagues)
- Solutions to disagreements and criticism
- Intercultural competence 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.

KOMPETENZIA INTERNATIONAL

Nonviolent Communication for Academics and Scientists



Trainer: **Mark Edwards**

Duration: **2 x 3-hour videoconferences**

Language: **English**

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.

KOMPETENZIA INTERNATIONAL

Successful Slide Presentation in English

Trainer: **Mark Edwards**

Duration: **3 x 3-hour videoconferences**

Language: **English**

Communicating your thinking 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 presentation in English and learn how to sound professional, confident, clear and exciting.

- 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
- Dealing with audience questions
- 'Insurance' against what might go wrong
- Closing your presentation

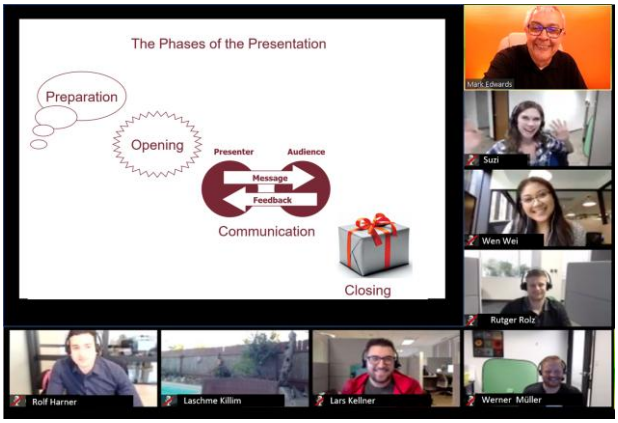
This course includes the opportunity to present your own short presentation, to obtain feedback from your colleagues and individual advice from the coach

Powerful Online Presentations in English

Trainer: **Mark Edwards**

Duration: **3 x 3-hour videoconferences**

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. Tips and tricks from a professional speaker and presenter. Create your own online presentation in English and learn how to sound professional, confident, clear and exciting.

- 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
- Involving and engaging the audience from a distance – and keeping them engaged
- Effective slide design for on-screen presentations
- Managing your on-screen appearance: lighting, backgrounds, using the camera
- How to use online videoconference software to best effect e.g Zoom, Webex, etc.
- Dealing with the online Q & A
- 'Insurance' against what might go wrong

This course includes the opportunity to present your own short presentation, to obtain feedback from your colleagues and individual advice from the coach

Understanding Visual Communication

Trainer: Mark Edwards

Duration: 2 x 3-hour videoconferences

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.

KOMPETENZIA INTERNATIONAL

Moderation Masterclass

Trainer: Mark Edwards

Duration: 3 x 3-hour teleconferences

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

This course includes a 'mock panel discussion' session, where you will be given the chance to build your skills at presenting yourself as host and moderating a panel of (sometimes difficult) experts!

Kompetenzia International
info@kompetenzia-international.com
www.kompetenzia-international.com

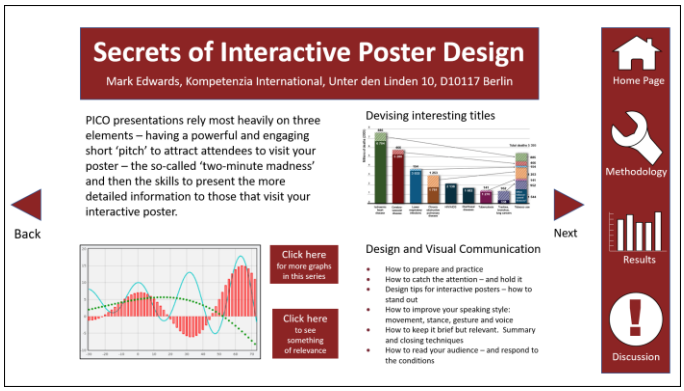
KOMPETENZIA INTERNATIONAL

PICO – Presenting Interactive Posters

Trainer: **Mark Edwards**

Duration: **3 x 3-hour videoconferences**

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 possessing the skills to design and then present the more detailed information to those that visit your interactive poster.

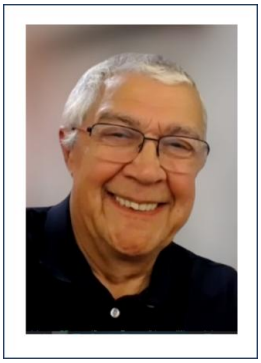
You need to be able to present the key elements in a variety of levels of detail, and talk about your research in an inspiring and professional manner. Finally, the display itself needs to be focussed, intuitive and attractively designed. These abilities are what potential backers, research partners 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.

KOMPETENZIA INTERNATIONAL



Mark Edwards

Oral, Written and Visual Communication Specialist

After founding and operating his own business in te UK for 12 years, Mark moved on to develop his experience of the wider commercial world, working in roles in local government and in the commercial sector. His background includes over ten years' experience of working in blue-chip companies such as British Petroleum, and a key role in the top marketing team of the pharmaceuticals company, GlaxoSmithKline.

Mark has also worked as the National Training and Development Manager for a network of over three hundred businesses in the UK, developing and delivering training courses for business owners and their staff on time management, marketing, commercial writing and customer service.

Since 2010, Mark has been successfully delivering specialised English courses in Germany in association with Kompetenzia International. Clients include major universities and research institutes in Berlin and all over Germany.

Svenja Neupert *Dip. Paedagogin*

Founder, Kompetenzia International

Svenja has more than 35 years' experience of delivering inspirational coaching, seminars and speeches.

Svenja has a true visionary perspective, which, uniquely, is strongly anchored in pragmatic action plans. The result for her clients is achieving sustainable results with a multitude of ways to integrate life-goals into daily life.

An essential conviction for Svenja is that everyone has an inner compass - a purpose which gives him or her a lifelong orientation, and which especially equips one to cope with challenges in times of uncertainty.

Very often the view of this 'inner compass' seems to be obscured by daily workload and time pressure. Sometimes people do not dare to ask themselves essential questions.

It is Svenja's passion, and purpose, to encourage and support her clients with just such questions.

Previous clients

Satisfied previous clients include:

Freie Universität, Berlin	Hasso Plattner Institute
Technische Universität, Berlin	Potsdam University
Humboldt University Graduate School	Charité Teaching Hospital
Potsdam Graduate School	University of Rostock Library
Helmholtz Zentrum Berlin	University of Mannheim
Max-Born-Institut	Ruhr University Bochum
Robert Koch Institute	European School of Management & Technology