

PRBB Intervals Course Proposal

Course Title

"Negotiating with confidence, inside or outside science"

Proposed date(s)

Edition 1: 20th June 2018

Edition 2: 21st June 2018

Course Language

English

Course Leader(s) and very brief summary of relevant qualifications and experience (no more than 2 lines for each trainer)

Eric May, Media Consultant - Emmy Award winner, helped thousands of people worldwide express ideas more effectively to their audiences; working with Intervals since 2008; in 1999, after twenty years of corporate employment, established a worldwide private consulting practice

Rationale for course (why is this course of interest for the PRBB staff?)

Success inside and outside science is measured in results, but what are the specific strategies to get there? A self-confident attitude seems essential, but how to realistically build self-worth if it doesn't come naturally? And what is the connection between your own self-confidence in building trust with others? How can understanding key negotiation skills help participants face a challenge, achieve an aspiration, or help you get better results at work, perhaps beyond your own expectations?

Course aim - general

Participants will get practical techniques to build their sense of professional self-worth inside and outside science, identify key characteristics of building trust and methods for effective communication in different mediums, get techniques methods for effective negotiation to be more effective and get better results at work.

Specific learning outcomes (what new skills, knowledge &/or attitudes will participants to take away from the course?)

The course will give participants tools to build their sense of self worth, recognize their achievements more readily, understand what skills they can offer and get techniques to build trust both inside and outside science; participants will also get practical methods to identify characteristics of effective negotiating techniques and get key principles of negotiation to enhance results and professional achievement.

Course contents (outline of topics to be covered):

Prerequisite: participants come with a current problem, challenge or aspiration or one they would like to address

1. Understanding your value: building confidence in professional settings

- *Begins with a group discussion about how we all can feel ill at ease or less confident in certain situations, followed by a series of practical exercises giving methods to express your value clearly, understandably and politely to others.*

2. Techniques for building trust with anyone

- *Get techniques for building trust with potential negotiating partners, including making an effort to learn something about them before the initial meeting, making them a "partner" in your goals, being clear about them and willingness to answer any and all questions easily*

3. Structuring results-based meetings in person, on the phone, in email

- *Participants get methods to communicate effectively using different mediums, and opening statements that are effective for each, to get results, provoke interest, questions and further conversation; includes role play exercise.*

4. Developing a "partner-centric" mindset

- *Get techniques help participants think more about what their negotiating partner wants (not just what the participant wants); to frame their ideas more with their "audience" in mind and to express their own ideas so their partner sees the benefits for both sides, i.e. taking an active interest in the success of the negotiating partner's goals, not just the participant's.*

5. Techniques for understanding and responding to conflict

- *This will set out some of the principles of why conflict occurs and give practical methods for effectively dealing with it in a negotiation; it will include a short practical exercise on the key points and serve as an introduction to the three negotiation exercises to follow:*

6. Negotiation exercise 1: expressing your value without being "discourteous"

7. Negotiation exercise 2: asking for more responsibility or a new position

8. Negotiation exercise 3: asking for a pay raise

- *Using skills and techniques from the morning session and principles outlined in previous module, teams will role play negotiation scenarios and be filmed; videos will be reviewed afterwards by entire group with discussion to identify best practices; summary of principles at end. Alternatively, participants have the option to role play their specific challenge or aspiration (prerequisite.)*

9. Handling rejection with confidence

- *Gives methods to help participants handle rejection more confidently including how to tell if a no is final, how to put rejection in perspective and how reasonable persistence can change initial outcomes.*

Training methods

Interactive; principles and practical exercises based on the participants' own work

Target group in PRBB (Senior scientists, postdocs, predocs, management/admin staff, all residents)

All of the above

Number of participants (maximum)

12

Total course hours (Please specify: a) direct training with instructor present b) required self-study.

Note: only the direct training hours will be included in the post-course certificate.

7 hours

Distribution of course (hours/days)

1 day

Pre-course preparation and/or between sessions?

Participants come with a current problem, challenge or aspiration or one they would like to address

Material participants need to bring (laptops, etc...)

Laptops and specific examples of their research

Relevant background reading/ audiovisual/websites or other materials

None