

Training Workshop:

# Managing myself & working with my team: A skills upgrade for Postdocs

## Training Summary

**Title:** *Managing myself & working with my team: A skills upgrade for Postdocs*

**Target audience:** Postdoctoral researchers at UAB within the H2020 COFUND P-SPHERE programme, different disciplines

**Duration:** 2 full days

**Number of participants:** 18 max.

**Dates:** May 24-25th 2018 (10.00-18.00 each day)

**Trainers:** Dr Gavin Lucas & Dr Tobias Maier

## Goal

Postdoctoral researchers are a somewhat forgotten collective in the research system, despite their key role in running research projects and in managing and training junior staff. The goal of this workshop is to address their changing needs as increasingly expert researchers with growing responsibilities and pressures. Participants will gain a renewed perspective of some key transferrable competencies for the postdoctoral research stage and beyond. The over-riding principle of this training is awareness-raising: to develop a conceptual framework to understand and deal with some of the most common challenges that postdocs face, and to acquire a set of practical tools and methods that are immediately applicable in the participants' working environment.

## Content

- *Review of core communication skills*  
Communication is the keystone of everything we do as researchers, whether it's transmitting our science or managing our colleagues. And it's not just what we say, but also how we say it. In this essential module, participants will explore a model for interpersonal communication (including hidden communication), how to give and receive feedback, how to say no, how to tell a story, and how to identify with the audience.
- *Time and task management*  
How do you plan your day so you work effectively? How do you prioritise your tasks so you get the important things done first? Participants will learn intuitive

tools to help them be more efficient. They will also learn how to set realistic goals, and review digital helpers to manage their work and collaborate better.

- *Delegation*  
As postdocs gain research experience and contribute to and lead ever-larger projects, they become increasingly responsible for directing and managing the work of other team members. In this module, participants will learn an intuitive model for how to effectively delegate tasks to colleagues, and to provide meaningful follow-up on their progress.
- *Motivation*  
Science can give us many reasons to feel demotivated, with significant consequences for our work and career progression. Participants will work with a simple framework for recognising the causes of demotivation, both in themselves and in staff members they supervise, and for addressing these causes in order to get back on track.
- *Communicating with superiors*  
In this module, we reverse the role perspective of the Delegation module, and explore how we can understand the needs, pressures, interests, and objectives of our superiors, so we can adapt to them for mutual benefit, and help superiors to better manage and direct us. The ultimate objective is to improve work satisfaction and productivity throughout the organisation.
- *Understanding conflicts*  
Overall, this workshop has an important communication focus, with most modules presenting tools to facilitate working relations through good communication. However, conflicts inevitably arise in any working environment, and are one of the greatest causes of stress and lost productivity. In this module, we will present a model for understanding how conflicts become perpetuated, and a powerful tool for resolving them through direct, appreciative, and de-escalated communication.
- *Negotiation*  
Postdocs increasingly find themselves in situations where negotiating well is essential for professional success, including negotiating professional roles and workload on collaborative projects, negotiating authorship on publications, or negotiating a start-up package and salary for their next career step. In this module, participants will learn and practice a simple and proven framework for negotiation, with the goal of achieving beneficial outcomes for all negotiating parties.

## Training Methods

This training workshop is **highly interactive with extensive elements of partner work**, exercises and group discussion, and a special emphasis on sharing and learning from **participants' own expertise and experience**. To increase impact and applicability, we work with real-life cases from the participants whenever possible.

## Trainers

[Gavin Lucas](#) PhD, director of ThePaperMill, is a scientist with 13 years of experience as a biomedical researcher, and 10 years of experience as an academic author's editor, consultant and trainer. In addition to his own solid track-record as a publishing scientist on national, European and international research projects, as an academic author's editor and consultant, he has helped plan, critique, and polish over 300 original scientific articles for dozens of institutes in diverse fields, as well as numerous FP7 and H2020 proposals. He also has extensive experience as a trainer in scientific writing and other transferable skills for researchers, and provides consultancy on training and scientific productivity at numerous academic institutes and agencies.

[Tobias Maier](#) PhD, is scientific head of the National Institute for Science Communication in Karlsruhe, Germany. He has a PhD in biochemistry and a ten-year track record in academic research, funding acquisition, and publishing in high impact journals such as cell or science. He has extensive experience as a trainer at workshops for scientists on diverse topics, including scientific writing, online science communication, career development, leadership, and other transferrable skills.