

**Professional Development for Scientists**  
**Online Seminars and Web-Seminar Series**  
**for Graduate Academies & Research Institutions**  
**2021 & 2022**

All seminars are designed as highly interactive online events,  
all of them conducted many times online – with very good feedback.  
All formats can also be delivered as on-site seminars,  
when the pandemic allows this again.

The following seminars have been developed based on Dr. Mayer's more than  
15 years practical training and online training expertise.  
They receive reliably best feedback.  
We can adapt all formats to your needs and wishes.  
Each seminar in English or German.

If you are interested, please contact us for  
further information, references, and conditions.

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# **Full-Day Online-Seminars and Series of Short Web-Seminars**

**Covid 19 - secure, cost and time saving, highly interactive**

Easy to set up, highly appreciated by doctoral students and researchers.  
Mainly we use zoom as technical platform, others are possible.  
Please ask us about technical requirements and advice.

Benefits:

- highly interactive, live discussion in plenum, work in virtual small groups
- zero travel expenses for participants and trainer
- short sessions, easy to integrate in a regular working day
- many more participants possible than in widespread seminars
- comparable first-class feedback as in our on-site seminars

## **Four Web-Seminars on Time- And Self-Management The most effective Techniques including Home-Office Tips for Doctoral Students and Postdocs\***

Interactive series of four web-seminars, each about 2 hours.  
For up to 40 doctoral students and postdocs of all disciplines.  
All four web-seminars should be visited as a series.  
Designed and conducted by Dr. Matthias Mayer, mmsc.de

\* This format can also be specified to either target only doctoral students or postdocs.  
Then the content will be further specified to the target audience.

### **Goals**

You know how to ...

- define your direction by goal setting, using a master plan and good decision making
- effectively plan your time (long, medium, short term) and organize your day
- gain maximum concentration when you need it and get rid of time-killers

### **Methods**

- Interactive web-seminars with trainer input, partner- and small-group exercises
- You will reflect your own behaviour and discuss topics in the plenum
- Between the web-seminars you will work on small tasks (workload up to 2 hrs)
- You will work with a buddy to mutually support each other during your six weeks “test phase” after the web-seminars. This helps you following through your desired behavioural changes.

Web-Seminar 1/4

### **Define your Direction & Plan Long Term**

- Introduction
- Start with the end in mind
- Set smart goals
- Plan long-term: use your master plan
- Optimize your decision making

Web-Seminar 2/4

### **Structure your Day – Set Priorities & Kiss your Frog**

- The Eisenhower Method: decide what to do, what not to do
- The Pareto principle: do most effective (sub-)tasks first
- Kiss the frog
- Consider your biorhythm
- Plan your optimal working day
- Re-think your home-office routines

## Web-Seminar 3/4

**Plan Weekly & Use the right Tools – deepen your Skills**

- Concentrate like a laser! Apply the Silent Hour and Pomodoro Technique
- Learn to say “No”
- Procrastinate intelligently: Know Parkinson’s law
- Plan weekly: merge long and short-term plans
- (Digital) helpers: select from the best tools & apps

## Web-Seminar 4/4

**Prepare for the Real World & Follow Through**

- Know how to keep yourself motivated
- Know what to do when you deviated from your plan
- Use triggers
- Time for open topics & questions
- Prepare your “Test-Phase” after this web-seminar series
- Setup the “Test-Phase” with your after-web-seminar-buddy

**Technical requirements for participation**

- A place from where you can participate without being disturbed
- A computer
- Internet connection (ethernet cable preferred over Wi-Fi)
- Audio speakers or headset
- Microphone
- Webcam (optional, but highly recommended, to be both seen and heard when you interact with your partners and in small groups)

## Four Web-Seminars on Giving Successful Scientific Talks Clear Content, Proper Slides, Convincing Delivery

Interactive series of four web-seminars, each 3 hours.

For up to 10\* doctoral students and postdocs of all disciplines.

Requires participants' work between the web-seminars (1-2 hrs each time).

Available languages: English or German.

Please contact us for technical information.

Designed and conducted by Dr. Matthias Mayer.

\* This content can be modified so that even groups of up to 40 participants can learn the basics of scientific presentations and receive feedback. The feedback is then given by peers after instruction on how to do so – not the trainer.

### Goals

You know how to

- prepare clear content and structuring it
- design visually appealing slides supporting your audience
- use slide masters and other important features of PowerPoint
- conduct your presentation in a convincing way

Each participant will conduct a short 3-5 minutes' presentation twice (an excerpt of a larger one), receive feedback by peers and trainer and learn from a video recording. The presentation will be done standing in front of the laptop, the slides being in front of the presenter on the computer screen, not behind him/her projected at a wall. This procedure has been proven working very well to create high quality feedback even in this online training scenario.

Web-Seminar 1/4

### Creating Clear Content:

#### Preparing your Thoughts, Results, Insights to form a valuable Story

- Introduction to the three big areas
- What NOT to do in a scientific talk
- Creating Clear Content – designing your story
  - It is all about your audience
  - Preparing Take Home Message and Leading Question
  - How to structure your story
  - Creating a strong start and proper end
  - Creating “Brain Cinema”: Vivid examples, helpful metaphors & comparisons
- How do I convince on stage? Basics of body language and voice modulation

Recommended after web-seminar work: 1-2 hrs

## Web-Seminar 2/4

**Your first presentation | Designing slides part I**

- How to give and receive feedback
- Each participant will do his / her first presentation and receive feedback
- The Golden Rules of Slide Design
  - How many words? How many slides?
  - What background and fonts?
  - Using a grid to layout items
  - Best practice: do's & don'ts examples

Recommended after web-seminar work: 1-2 hrs

## Web-Seminar 3/4

**Designing slides part II / PPT tech tips**

- Feedback on participants' slides
- Tech tips on PowerPoint
  - Using slide masters for consistent, re-applicable, time-saving designs
  - Designing figures, pictures, illustrations
  - About titles, first, last and agenda slides
  - SmartArt, animations, transitions
- Participants rework specific difficult slides assisting each other in small groups
- During the group work, each participant will go in a short 1:1 session with the trainer, watching the video recording of their first presentation and receiving further feedback and discussing individual questions

Recommended after web-seminar work: 1-2 hrs

## Web-Seminar 4/4

**Second presentation / Open topics / Wrapping up**

- Feedback on the redesigned slides
- Each participant conducts a second short presentation to incorporate the feedback from before. In this training the trainer might interrupt and give suggestions (video recording will be received later)
- Discussion of open topics
- Setting improvement goals for the next presentation(s)
- Preparing for the after-web-seminar partnership in teams of 2 (max. 3) participants

Recommended after web-seminar work: 1-3 hrs

**Methods**

Mixture of trainer input, partner and group exercises, individual presentations, and feedback thereafter. Analysing video recordings. Short 1:1 sessions with the trainer. Exchange in small groups and plenum, after-web-seminar-buddy-partnership to increase long term effectiveness. Most trainer input will be given live – some may be given via trainer videos.

## **Single Web-Seminar on Slide Design for Scientists How to fight the Death-By-PowerPoint-Syndrome**

Interactive web-seminar, 2 hours, for up to 90 doctoral students and postdocs of all disciplines.

Languages: English or German. Please ask us about technical issues.

Designed and conducted by Dr. Matthias Mayer.

### **Goals**

- You know the Six Golden Rules of Slide Design
- You know important techniques in PowerPoint (this is no PPT introduction)
- You can ask whatever you need to use PPT to its fullest potential

### **Content**

- How many slides should I prepare?
- How many words per slide?
- How should a background look like?
- Which fonts should I use? What size?
- How should I layout items on the slide?
- Should I use figures and images? If so, what is important?
- Which flaws are most common and how do I avoid them?
- The most important tech. tips for PPT

### **Methods**

Mixture of trainer input and group interactions (e.g. finding things to improve in a given slide), participants can ask their individual questions.

# **Online Live Seminars**

2 days, intense, individual, lasting

## Online-Seminar

### **Time- and Self-Management for Doctoral Students and Postdocs\***

#### **Lasting success by applying the most powerful techniques - including home office tips**

2-days-seminar, designed and conducted by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de)  
Languages: English or German.

#### **Target Group**

For up to 14 doctoral candidates and postdoctoral researchers of all disciplines.

\* This format can also be specified to either target only doctoral students or postdocs.

Then the content will be further specified to the target audience.

#### **Goals**

- Know how to use powerful time planning methods
- Know how to balance professional and private life
- Know how to control your inner state using concentration and relaxation techniques
- Exchange of experiences with other participants

#### **Content**

Fundamental requirements for good time management during your research project:

- Making decisions and developing initiative
- Is my research topic small enough: What exactly do I want to examine?
- How can I motivate myself on the path to completing it?  
How does this path look like?

Strategies for efficient and effective use of time

- Time planning and the research project: master plan, weekly and daily planning
- Setting priorities (Eisenhower Method, Pareto Principle)
- Finding your balance: research project – job – private life
- Getting rid of time-killers
- Using high concentration techniques (silent hour, Pomodoro Technique)
- Controlling your inner state through relaxation techniques

#### **Methods**

Trainer input; individual, partner, and group work; written and creative focusing exercises; relaxation exercises; guided and free sequences in which participants can develop images; brief presentations by participants; group reflection. Highly interactive online seminar using zoom technology with a lot of small group work.

## Online-Seminar

### How to Give Successful Scientific Talks

2-days-seminar, designed and conducted by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de)  
Languages: English or German.

#### Target Group

For up to 10 doctoral candidates and postdoctoral researchers of all disciplines.

You will train techniques in the three essential areas of convincing scientific talks:

#### 1. Prepare Clear Content

Many scientific presentations suffer from too little clarity and too much content. The result is a lecturer running through the slides, losing the audience at the very beginning. You should instead learn to deliver a clear presentation by setting distinct goals and finding vivid examples that make your talk memorable.

#### 2. Design Proper Slides

Today's leading standard for visualization in scientific presentations is PowerPoint: a powerful tool, however, often poorly used. Lecturers frequently try to remind themselves what they wanted to say by reading their own bullets – thereby facing the projection screen instead of their audience. With overfilled, graphically cluttered, visually incoherent slides they try to support their speech. Do better!

#### 3. Be Convincing on Stage

With your body language and spoken word stands or falls your talk. Aside valuable content you must be able to deliver it in a convincing way that motivates your audience to follow you. Many great researchers miss this chance and obligation. You will give an example of your talk, receive feedback, learn from a video recording of it, and you will know how to do better, if necessary.

#### Content

- Prepare clear content: audience focus, take home message, etc.
- How to start and end well
- Telling a vivid story: Creating Brain Cinema
- The Six Golden Rules of Slide Design (How many words? How many slides? What background and fonts? ...)
- PowerPoint tech tips (slide masters, Smart Art, etc. No full introduction)
- Body language: where to put your hands – and other questions
- Answers to your questions

#### Methods

Mixture of trainer input, practical exercises, participants' presentations, and discussion. Each participant will conduct a short 3-5 minutes' presentation twice (an excerpt of a larger one), receive feedback by peers and trainer and learn from a video recording. The presentation will be done standing in front of the laptop, the slides being in front of the presenter on the computer screen, not behind him/her projected at a wall. This procedure has been proven working very well to create high quality feedback even in this online training scenario.

## Online-Seminar

### **Professional Communication Skills: How to communicate successfully, creating high quality relationships**

2-days-seminar, designed and conducted by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de)  
Languages: English or German.

#### **Target Group**

For up to 14 doctoral candidates and postdoctoral researchers of all disciplines.

#### **Your Benefit**

To be successful in your PhD, postdoc or any other professional context in future, excellent communication skills are indispensable. It applies to discussions with supervisors, project members, colleagues, to scientific presentations or job interviews, to dialogues with superiors, subordinates, or clients. You will learn how to prepare and conduct difficult conversations. You will experience the effects of different behaviours. You will find out how you come across to others and how you can further improve your current communicative skills.

#### **Course Objectives**

- Extension and improvement of individual communicative abilities
- Awareness of own communication styles and preferences
- Ability to give, receive, and use feedback
- Ability to understand and apply important communication models and strategies
- Exercises, exchange, and feedback sessions with other participants

#### **Content**

Apply basic models and strategies

- How can I communicate clearly? The four-sides-model by Schulz von Thun
- How do I respond to a message? The four-ears-model
- Giving and receiving constructive feedback (essential skills during a PhD)
- Self-Image versus Public-Image – how to learn from differences

Prepare yourself for practical situations

- How to communicate empathically: The art of active listening
- How to apply criticism constructively: I- versus You-messages
- The importance of body language
- Guidelines to prepare a difficult conversation
- Controlling a conversation using questions
- Dealing with emotions

#### **Methods**

Trainer input; self-reflection; individual, partner, and group exercises; role plays; mutual feedback amongst participants; brief presentations by participants; group reflection. Highly interactive online seminar using zoom technology with a lot of small group work.

## Online-Seminar

### Moderation Techniques for Efficient Meetings

Two days, for up to 14 Doctoral Students or Postdocs

#### Your Benefit

“Moderation” is often associated with entertainers from television and radio. However, professional life is less about entertainment and more about constructive and result-oriented discussions. Still, you can learn a lot from good entertainers: the essence is always to arouse the interest of the participants and to stimulate target-oriented discussions.

As a young researcher you will face meetings in various forms: it may be the meeting of a small informal group of PhD students, a weekly team meeting, a department-wide colloquium, or a larger meeting with panelists on a scientific conference. Or just the meeting of project members to make sure their project moves ahead. Later in your professional life it is highly likely that the number of meetings is even rising.

If you want to take responsibility in a project or a team, you should know how to moderate meetings well. We will look at how to plan and structure your meetings in general, but also at how to deal with more challenging situations. You will train essential techniques and be able to discuss your questions.

#### Course Objectives

- You know about the tasks of a moderator
- You know about basic meeting types and how to structure them well
- You learn about important moderation techniques
- You prepare for difficult situations

#### Content

- Does every meeting need moderation?
- Plan and control the course of the meeting
- Understand and apply important models and techniques
- Formulate the goal of the meeting and remind participants of it if necessary
- Introduce, summarize, transit well between your blocks of content
- Formulate the right questions
- Use the power of visualization: The process, ideas, and results
- Dealing with overtalkers
- Dealing with silence and rather passive participants
- Prevent excessive discussions on secondary topics
- How to respond to challenging behavior
- What to do when you face conflict
- How to create an open, constructive atmosphere

#### Methods

Trainer input; self-reflection; individual, partner, and group exercises in virtual breakout rooms; feedback amongst participants; presentations by participants; group exchange and reflection. Highly interactive, using video and audio (zoom technology).

## Online-Seminar

### **Successfully Solving Conflicts, during Your Doctorate and beyond: The most important Techniques applied to Your Cases**

2-days-seminar, designed and conducted by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de)  
Languages: English or German.

#### **Target Group**

Up to 14 doctoral candidates and postdoctoral researchers of all disciplines.

#### **About the Course**

Throughout your professional career you will encounter conflicts, for example due to different interests, goals, estimations, or expectations. Conflicts can originate from structural aspects like distribution of resources, from intrapersonal (individual) or from interpersonal (social) reasons. Many people avoid addressing conflicts or feel unsatisfied by the way they handle them. Rather than reacting on a purely emotional level, you can learn how to manage disputes and disagreements constructively and proactively, and to control your emotion and deal with the emotions of others.

You will learn about different conflict types and the related dynamics and have a chance to think about your own behaviour.

#### **Course Objectives**

Each participant has a good understanding of conflicts and has at least three concise ideas how to effectively improve his/her individual behaviour in conflict situations.

#### **Course Content**

- The different **types** of conflicts
- **Conflict dynamics**
- **Personality types** and conflict behaviour
- How to **address a conflict** actively, clearly, and constructively
- How to **respond to criticism**
- Conflict **escalation stages**
- Guidelines for preparing and **leading a conflict talk**
- Giving and receiving **feedback**
- Dealing with your own **emotions** and that of others in conflict situations
- Discussing selected **real cases** of the participants

#### **Course Format**

The course consists of a diverting mixture of trainer input, practical exercises, and reflection. You will gain ideas about how to improve your own communication behaviour and already start practicing this. Highly interactive online seminar using zoom technology with a lot of small group work.

## **Online-Seminar Life Sciences - Your Career Planning and Job Application Training**

2-days-seminar by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de). Guest: Dr. M. Haury, COO, MPI for Neuroscience Florida. Languages: English or German.

### **Target Group**

Up to 14 doctoral candidates and postdoctoral researchers of the life sciences, ideally 1-2 years before they are aiming for the next position.

### **Course Objectives**

1. You learn about career paths in academia and industry
2. You develop a plan of steps to find your next job
3. You know how to design your CV and covering letter
4. You learn and train how to master job interviews
5. You can ask an insider of the field your individual questions
6. You create an individual activity list for specific next steps

### **Content**

Career Planning: Your steps to your next position

- reflect upon your strengths, interests, values
- learn about possible career paths – and how to find out more about them
- make a plan: set smart realistic goals (short, mid, and long-term) to get that job
- know where to look for jobs
- know how to network professionally

Convince by your resume, succeed in your interview

- know how a CV / resume should look like
- know how to write a convincing Cover Letter
- after discussing examples and guidelines you exchange feedback on your CVs/ CLs with partners in the course and can optionally rework CV/CL over night
- learn how to prepare for and convince in a job interview
- do a job interview in a small group, including video recording and feedback

Ask the insider

- In a one-hour video conference you can ask Matthias Haury your individual questions about his unusual career in the field of Neuroscience.

Required preparation (details follow): Sending in a current CV and using the myIDP tool - a recommended career support tool by Science Careers: [myidp.sciencecareers.org](http://myidp.sciencecareers.org).

### **Methods**

The workshop is a mixture of trainer input, discussion, expert interview, and short exercises (alone and together with your peers). Highly interactive online seminar using zoom technology with a lot of small group work.

## **Online-Seminar Leadership Skills - Essentials for your first Leading Position**

2-days-seminar, designed and conducted by Dr. Matthias Mayer, [www.mmsc.de](http://www.mmsc.de)  
Languages: English or German.

### **Target Group**

Up to 14 doctoral candidates and postdoctoral researchers of all disciplines

### **Course Objectives**

1. You have a clear understanding of what is important to lead
2. You know about different styles of leading and when to use which approach
3. You know about personality types and how to build a team
4. You know what you can improve or change to become a good leader
5. You create an individual activity list for specific next steps

### **Content**

Essential skills necessary to lead people – be it in academia or industry

- Leadership = Vision + Relationships + Tasks
- How to develop and share a vision
- Building and managing teams
- Respond to different personality types – the DISC model in practice
- Giving and receiving feedback (lauding and criticising)
- Motivating and supporting others
- Delegating
- Making decisions
- Managing conflict
- Styles of leadership
- Body language and wording - how to be perceived as a leader

### **Methods**

Trainer input; individual, partner, and group work; case studies; brief presentations by participants; group reflection. Highly interactive online seminar using zoom technology with a lot of small group work.