

Self-Assessment & Skill Development

Professional and Communications Training for Scientists

International Centre for Theoretical Physics

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Professional Skills: Examples

Interpersonal:

listening
flexibility
time management
project management
giving/getting constructive feedback
conflict resolution
respect
integrity
collaboration
intercultural competence
negotiation
networking
persuasion

Personal:

self-motivation
self-awareness
empathy
self-compassion
emotional intelligence
goal setting
prioritization
stress management
initiative
persistence
self-control
self-regulation

Examples of Skills

Communication	Interpersonal	Managerial	Process Management	Leadership	Specialized Areas	Self-Management
Blogging Campaigns Content management Digital media Editing Email marketing Feedback delivery Filmmaking Listening Nonverbal communication Phone Presentations Public Speaking Social Media Style Summarizing Team Verbal Writing	Business development Collaboration Community building Conflict resolution Consultative Convening Deal-making Diplomacy Disability awareness Diversity awareness Engagement Managing difficult personalities Negotiation Networking Persuasion Professionalism Relationship management Shepherding	Budget management Business management Change management Crisis management Delegation Directing Dispute resolution Economization Financial management Forecasting Goal-setting Hiring Managing difficult situations Mediating Performance management Process management Produce development Project management Quality control Recruitment Reporting Restructuring Staffing Talent management Team building	Administrative Analytical Contracting Creative thinking Decision making Execution Goal-setting Logistics Operations management Planning Problem-solving Research Scheduling	Assertiveness Coaching Facilitation Instruction Mentoring Motivational Product development Retention Strategic thinking Teaching Team-building Team manager Team player Training	<i>Analytics and STEM</i> Analytical Auditing Data analysis Financial modeling Quantitative <i>Communications and Digital Media</i> Customer Service Digital marketing Human Resources Photography Social Media Marketing <i>Education and Learning</i> Accreditation Program evaluation Teaching <i>Government and Civic Engagement</i> Foreign language Policy development International affairs <i>Healthcare</i> Patient care Risk analysis <i>Leadership and Management</i>	Goal-setting Organization Prioritization Self-awareness Self-presentation Stress management Time management Work-life balance
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Piece of paper time!

- What are your biggest current career challenges? (list 3)
- What skills are you strong in? What need work? (list 3 each)
- What 3 skills are you most interested in working on and developing over the next 6 months? What ideas do you have for doing so?

Piece of paper time!

- What are your career goals?
- Type of job: academia vs industry, analyst, consultant, teaching, policy making, communications, administration
- Type of communications day-to-day
- Where: country, field, institution,
- Other considerations: income, family, significant other, daily experience,
- **What skills do you need to get where you want to go?**

Developing Professional Skills

- Practice a skill often: make it a regular habit
- Practice, practice, practice: do several drafts
- Ask others for feedback: colleagues, friends, editors, supervisors,
- Observe what others do: what choices, deliberate or not, do they make?
- Pay attention to what people you admire do, as examples
- Ask colleagues/advisors for advice (you don't have to take it)
- Take initiative: don't wait for an advisor or leader to drive the process

Developing Self-Awareness

1. Know your strengths and weaknesses
2. Reflect on the impact you have
3. Observe others
4. Ask for feedback

Piece of paper time!

- What are the biggest barriers to your professional & communications skill development?
- What reactions and responses to your behavior have you observed in others?

Piece of paper time!

- Who do you admire and would like to learn from?
- Who could give you good feedback?
- Who could you give good feedback to?

Piece of paper time!

- What working relationships are the most important for you to develop to meet your goals?
- What scares you the most about professional communications?
How are you going to overcome those fears?

Developing Skills is a Process

- Everyone can always learn something new
- The developing skills effort never ends- even when you're very skilled you can always learn something new or improve
- Practice, practice, practice,
- Regularly self-assess
- Regularly ask for specific feedback from people you trust
- Spread your knowledge/help others learn and practice what you have

Thank You!
Any Questions?