

English Language and Communication Skills Training

Communication Skills for Academics

Description

General

Duration:	Weekly Sessions / Open
Time:	
Building, Room:	
Name of lecturer:	Louise Kennedy

Aims of the training

In order to be successful in your PhD, not only do you need to be able to manage your project and yourself but also your environment.

This course focuses on this last challenge: communicating effectively with your colleagues, supervisor, peers and other parties.

At the end of this training, you will be able to:

- adapt your communication style appropriately to given situations
- discuss problems and issues in a solution focused manner
- choose how to act and respond to others, rather than reacting impulsively
- be assertive in your communication without being aggressive
- give and receive feedback in a constructive way
- say no to requests or expectations you can't fulfill

Content of the training

Module 1: Communication Skills

- Solutions Focus as basic communication paradigm
- Identifying interaction patterns and how you contribute to these patterns
- Changing undesired interaction patterns
- Assertiveness
- Feedback
- Saying no
- Delivering difficult messages
- Situational Influencing