

1. Negotiation
2. Time management
3. Scientific presentation
- (4. Scientific thinking)

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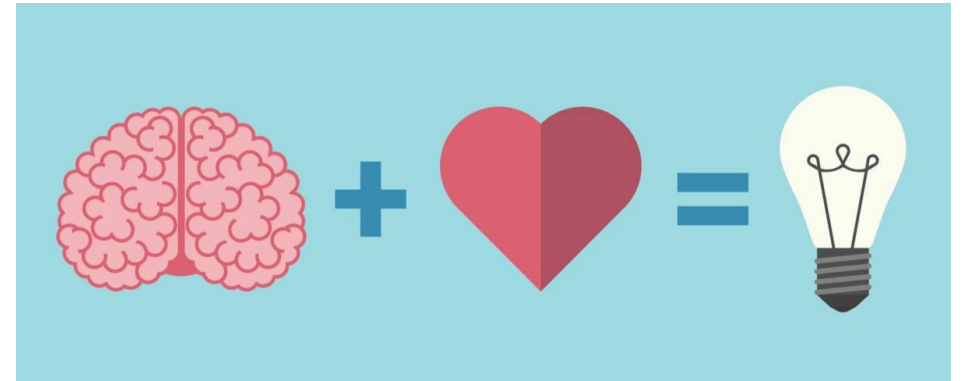
hajdu.angela@semmelweis.hu

Recall something from the previous lecture...

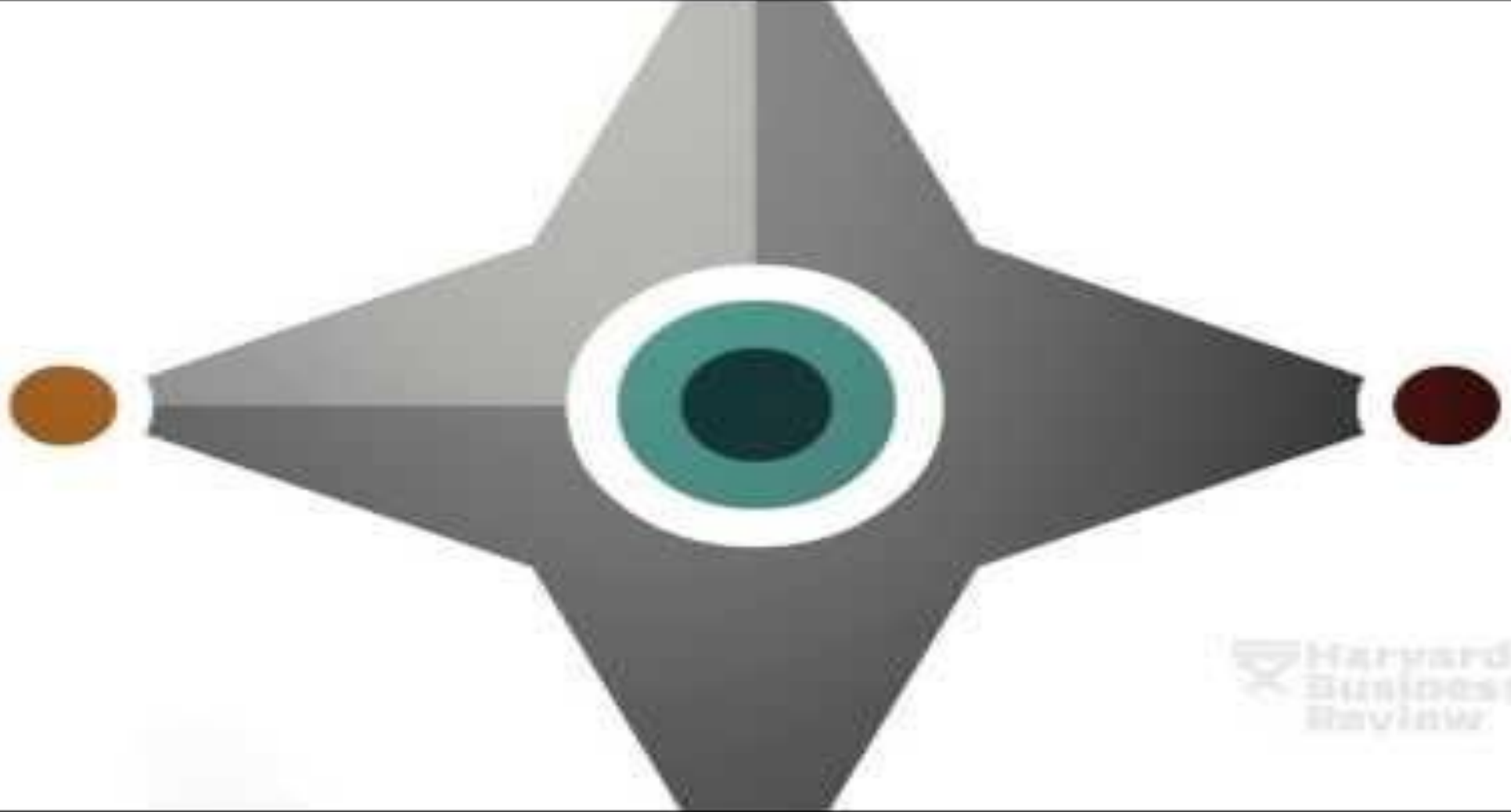
“When dealing with people, remember you are not dealing with creatures of logic, but with creatures of emotion.”

Dale Carnegie

What is Emotional Intelligence?



„Emotional intelligence is defined as the ability to understand and manage your own emotions, as well as recognize and influence the emotions of those around you.“



Active Listening



RSA
SHORT



Emotional intelligence

Active listening

Empathy



Negotiation

Time management

Scientific thinking



Negotiation

[ni-gō-shē-'ā-shan]

A strategic discussion that resolves an issue in a way that both parties find acceptable.

 Investopedia



The Art of Effective Negotiation and Communication

Introducing Yourself → *Quickly and Effectively* (AKA elevator speech)

1, Who you are? Name, affiliation, position

2, What you do? Your expertise, interests, passions

3, What you want to achieve? Learn about company, collaborate, network, exchange ideas

Exchange Business Cards. Record! Practice!

Don't speak too fast

Don't ramble

Make eye contact

Show energy and enthusiasm, interest

Start what is in the focus of your listener

Pushpa Murthy

COACH_ <http://coach.uoregon.edu>

The Art of Effective Negotiation and Communication

Use powerful and strong statements

Use

I can/will

I am sure/confident

I know

I will get it done/complete

I'm certain

Instead of

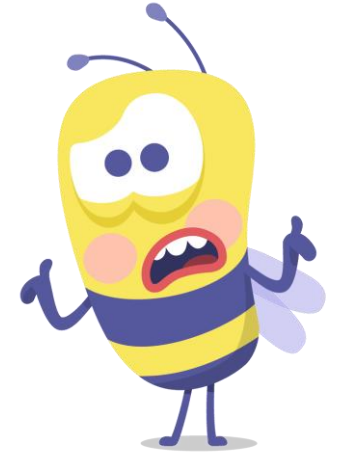
I think

I hope

I feel

I'll try

I'm not sure



Be careful not to use words that undercut your power apologetic, asking permission, defensive, prefatory phrases:

I'd just like to say something... I may not be right but what if we... I would like to ask a question ... May I ask ... Excuse me ... If I could interject... I could be wrong ... Perhaps we should... Ending most sentences as a question instead of making a statement

Effective negotiation is more than just asking for a higher salary...

It's about having a productive dialogue on a tough subject...

Negotiation in the Workplace

Are you comfortable at asking and negotiating for what you need:

- to be productive in the workplace?
- for your career advancement?



Why Not?

- It will ruin my relationship with my colleague or boss
- I won't get what I want anyway
- It will negatively affect my promotion
- I might look more like a narcissist than a team player
- It's too stressful
- Nothing is negotiable



Basic elements of an effective negotiation are the same as those for a productive dialogue on a tough subject.

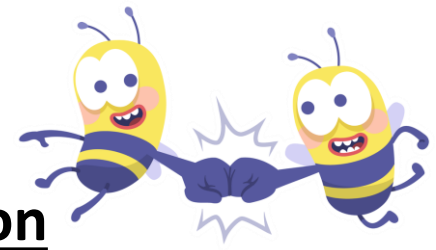
What we want is to reach an agreement on a tough issue without burning bridges.

Learning Goals of an Effective Negotiation

- Recognize what is -and isn't -a negotiating situation
- Identify your negotiables
- Know your “BATNA” and “ZOPA”
- Identify your own negotiating style
- Understand the importance of data
- Use good listening skills
- Be ready for some “theater”



1, Recognize what is -and isn't -a negotiating situation



What Negotiation Isn't

- Argument
- Debate
- Game playing
- Solely Competitive



Negotiation is NOT a one-shot deal!

It's a 10-act play!

Ground Rules for a Productive Negotiation

- Professional exchange – not an emotional fight or game
- Expectation of „give and take”
- Desire to reach a „win win” rather than a „winner take all” solution



2, Identify your negotiables

First step: Assume that most things in your lives are negotiable

For a new job:

- Starting salary, vacation, and date
- Start up funds/research funds
- Participation in training classes
- Lab/office space and equipment
- Computer equipment
- Staff support
- Work location (home, off site)

At any time:

- Salary increase and promotion
- Lab committees/activities
- Travel to professional meetings
- Professional development funds
- Participation in training classes
- Personal time/leave of absence
- Work - family flexibility
- Lab/office space
- Authorship on papers

What would you like to negotiate for now? With whom you need to negotiate?

3, Know your “BATNA” and “ZOPA”

BATNA → „Best Alternative To A Negotiated Agreement”

- Consider and evaluate all your alternatives. Decide your best choice if negotiations fail (or if you don't engage in a negotiation)
- Always ask yourself what is my BATNA?
- BATNA is dynamic - it can change through the negotiation as you learn of the other's resources and objectives
- Also ask yourself - what is their BATNA?
- Your task is to try to learn their BATNA and work to come to a consensus that aligns with your BATNA
- Don't be afraid to “drop the anchor” → present what you want



3, Know your “BATNA” and “ZOPA”

ZOPA → „Zone of Possible Agreement”

- What’s my ZOPA best and worst alternative?
- Many contributions can go into this zone of agreement, some tangible and some intangible
- Consider what their ZOPA might be

Reasonable
Upper Limit



Acceptable
Lower Limit

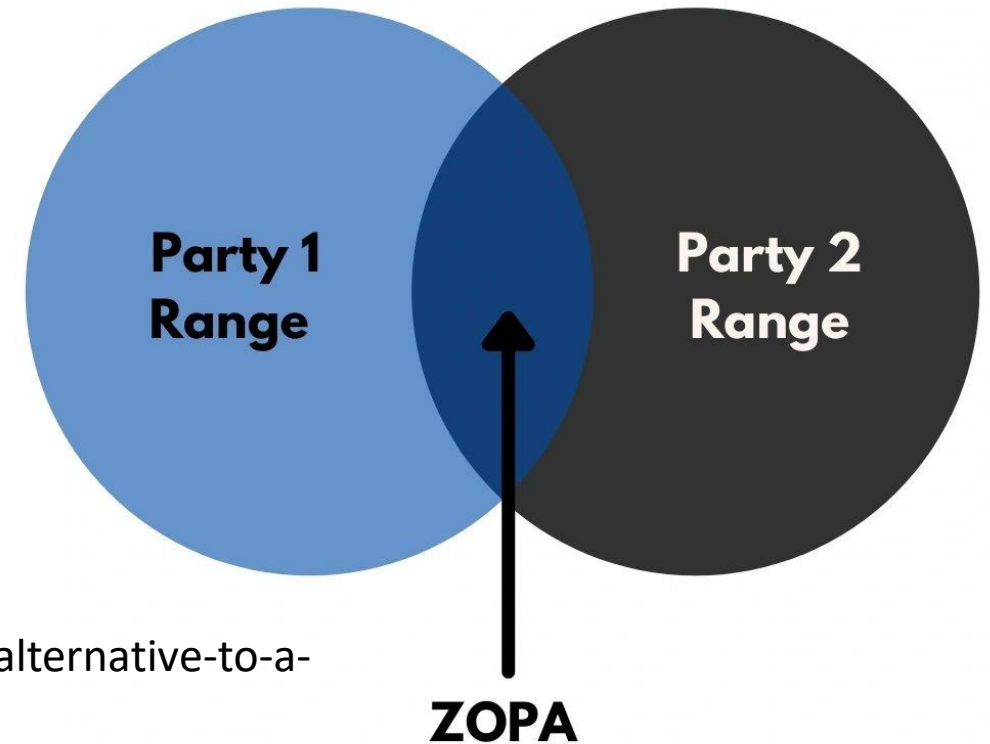
<https://www.investopedia.com/terms/b/best-alternative-to-a-negotiated-agreement-batna.asp>

<https://fourweekmba.com/zopa/>

<https://moayyadlaw.com/blog/f/what-is-your-zopa>

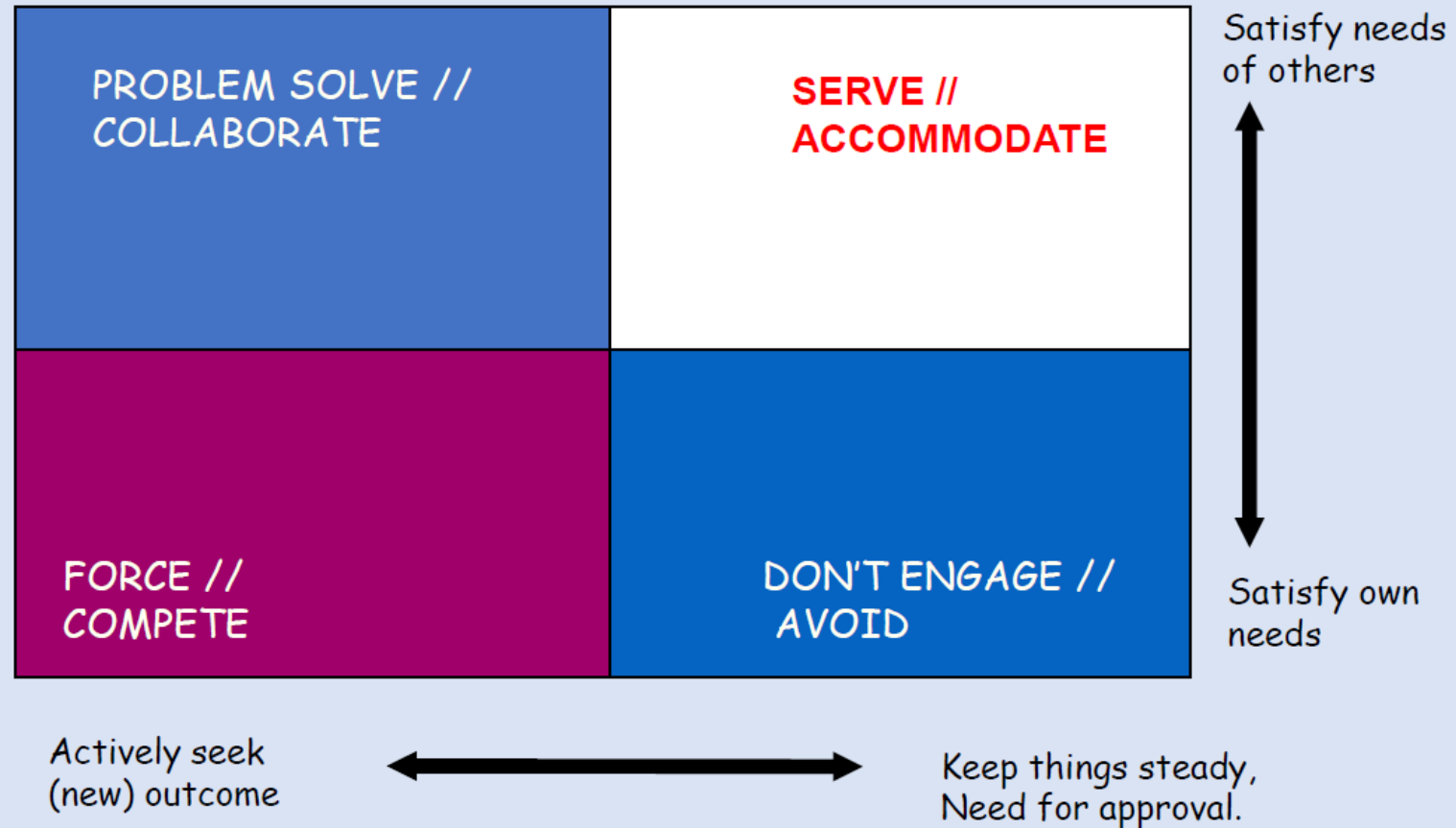
What is a ZOPA?

The Zone of Possible Agreement is the area where parties may find common ground



4, Identify your own negotiating style

Identify your negotiating style



...and modify it, if necessary

5, Understand the importance of data

- Collect Data!
- The facts are your friends!
- “Nothing personal strictly business”



6, Use good listening skills (active listening in the beginning of the lecture)

- **Reflective listening:**

A communication strategy involving two key steps:

(1) **Seeking to understand a speaker's idea** and then offering the idea back to the speaker to confirm that the idea has been understood correctly

(2) **Using body language:**

make eye contact, nod your head

“It sounds like what you are saying is....”

“It seems to me that you are most concerned about...”

“Let's see if I understand what you are saying....”

“Do I have this right...?”

Use open-ended questions:

What do you think about...? In what way...? Tell me about....?
How can we....? I wonder....? What do you think would happen if....? What possible alternatives do you see for....?

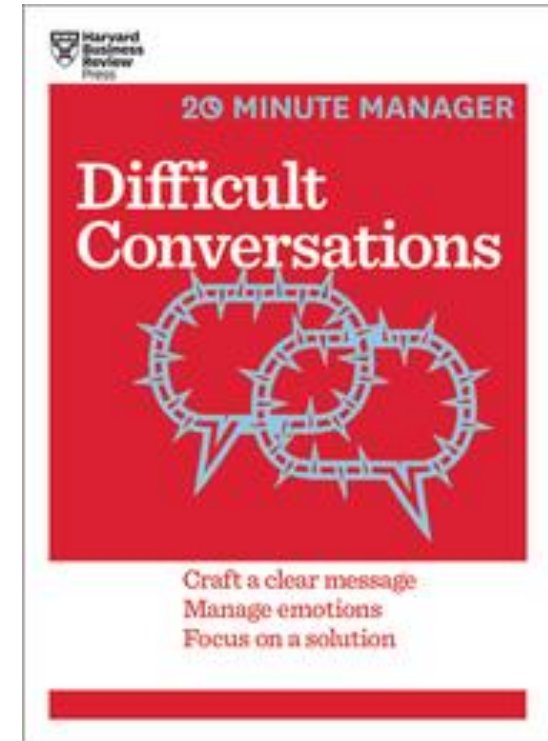
7, Be ready for some “theater”

Tactics to Use in High Drama Situations

- Silence is golden
- Higher authority
- “I’ll think about it & get back to you”
- Put it in writing
- Be relentlessly pleasant

<https://hbr.org/2023/05/how-to-have-difficult-conversations-without-burning-bridges>

<https://hbr.org/video/6299425616001/how-to-control-your-emotions-during-a-difficult-conversation>



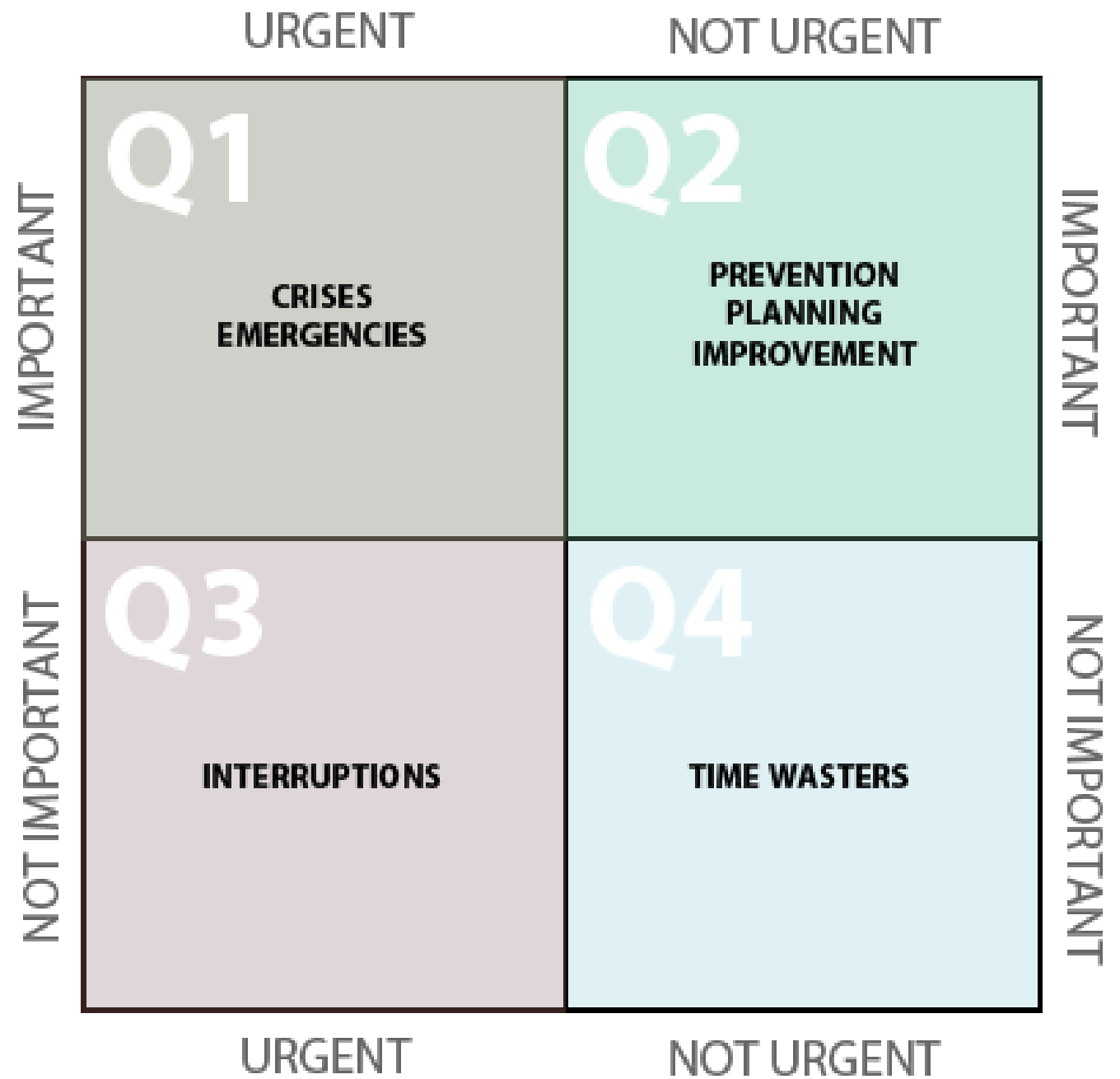
<https://hbr.org/topic/subject/difficult-conversations>

How to delegate?

AND WHILST IT MAY APPEAR TO BE AN OBVIOUS

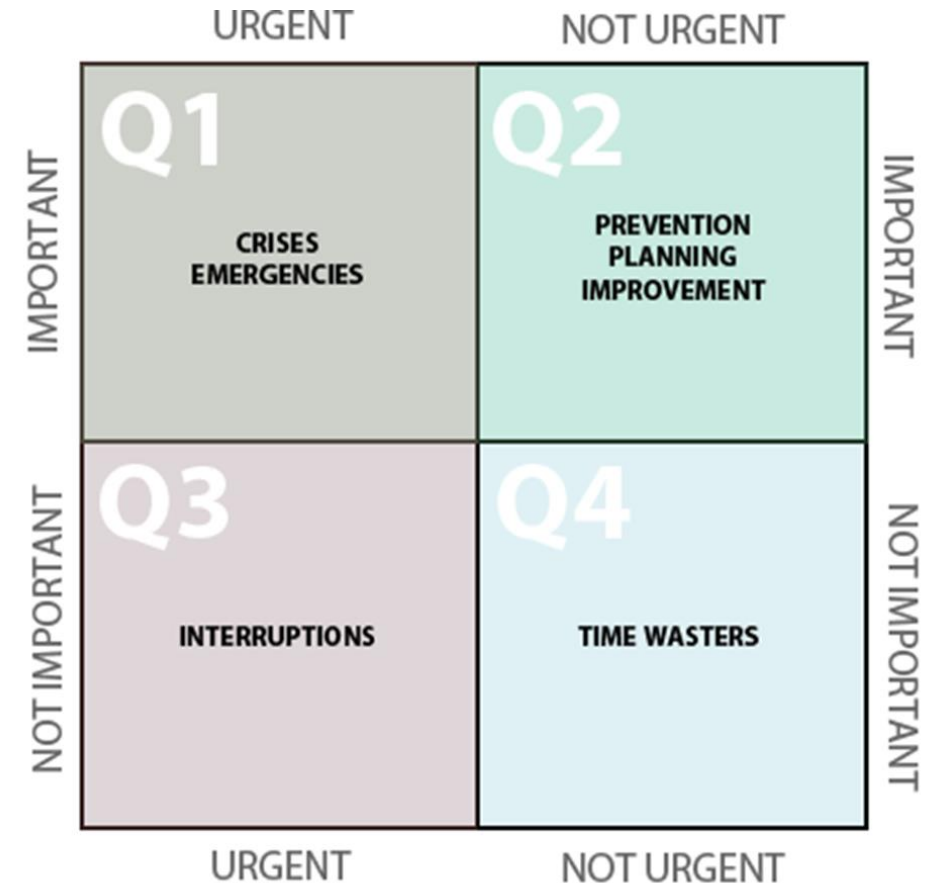


2, Time Management



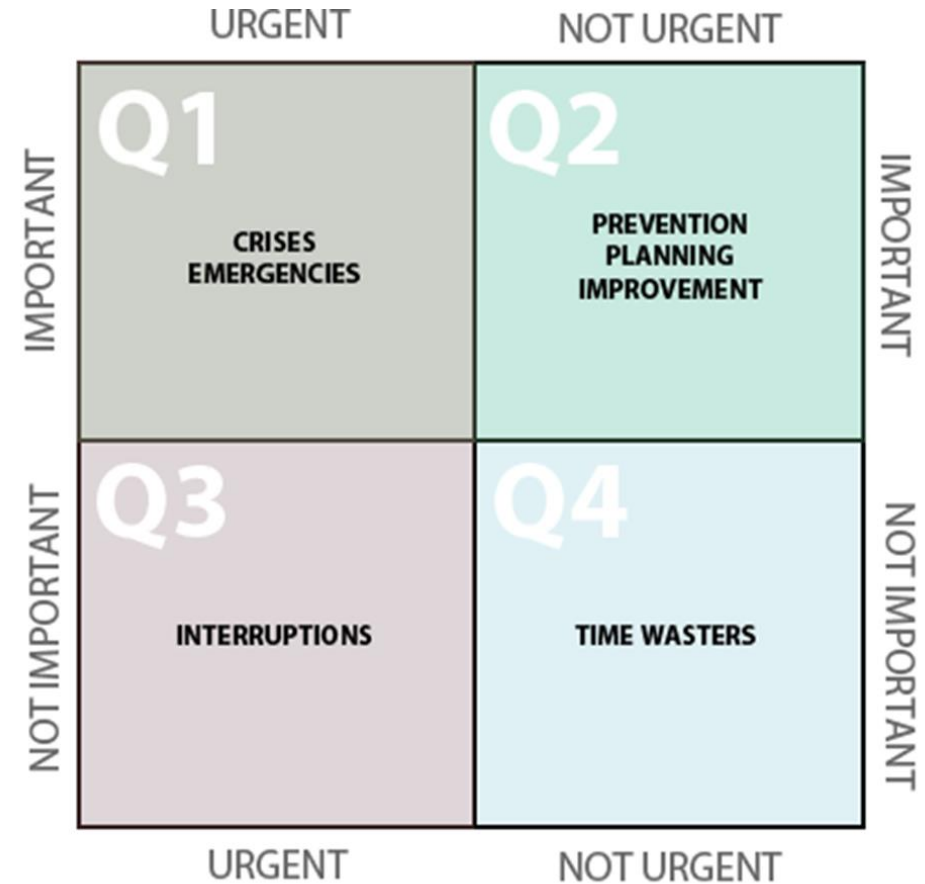
Time Management: Q1 Important and Urgent

- Fire fighting mode: Crises, real hard deadlines for important project, health & family emergencies, etc...
- These are urgent and important things that **you should not ignore**. However, *spending too much time in fire fighting mode will lead to stress and burn out*. You will be caught in a **never-ending cycle of crisis management**.
- The only way to reduce the time you spend in this quadrant is to **be proactive and to spend more time on the important things BEFORE they become emergencies**.



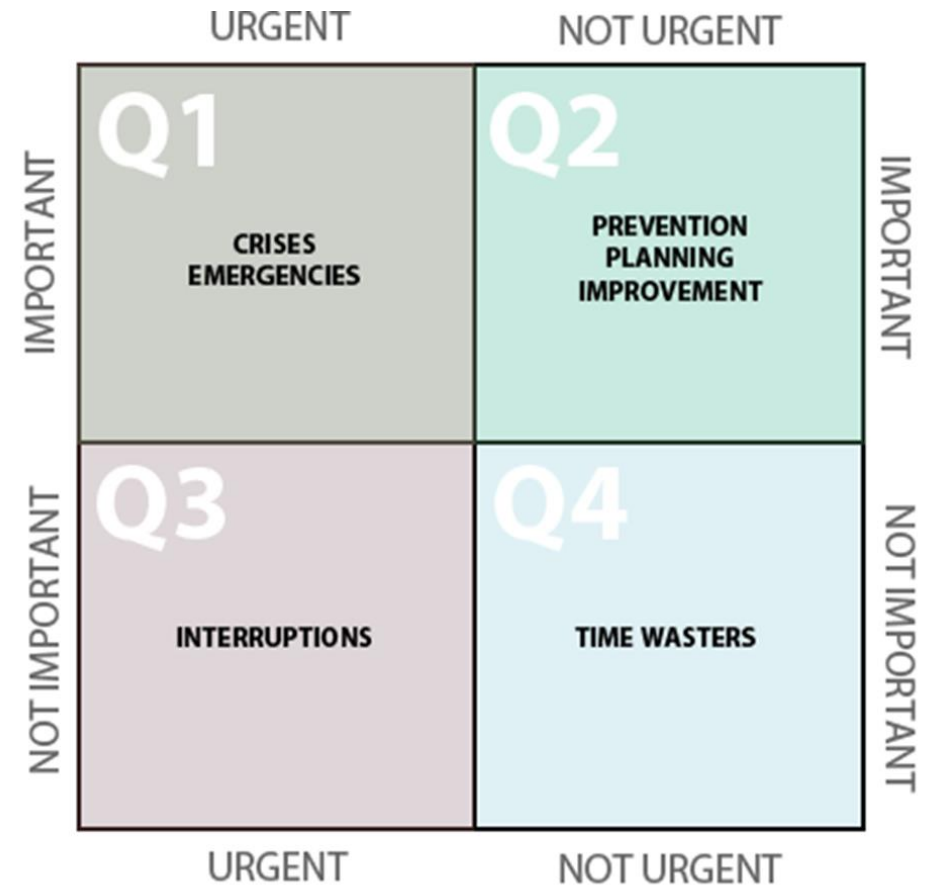
Time Management: Q2 Prevention, Planning, Improvement

- This is where you should spend most of your time.
- Quadrant 2 is all about planning, prevention, capability improvement, relationship building, recognizing new opportunities, etc...
- Spending time on these important things should lead to clear vision and a balanced life, discipline, control, and fewer and fewer crisis situations.



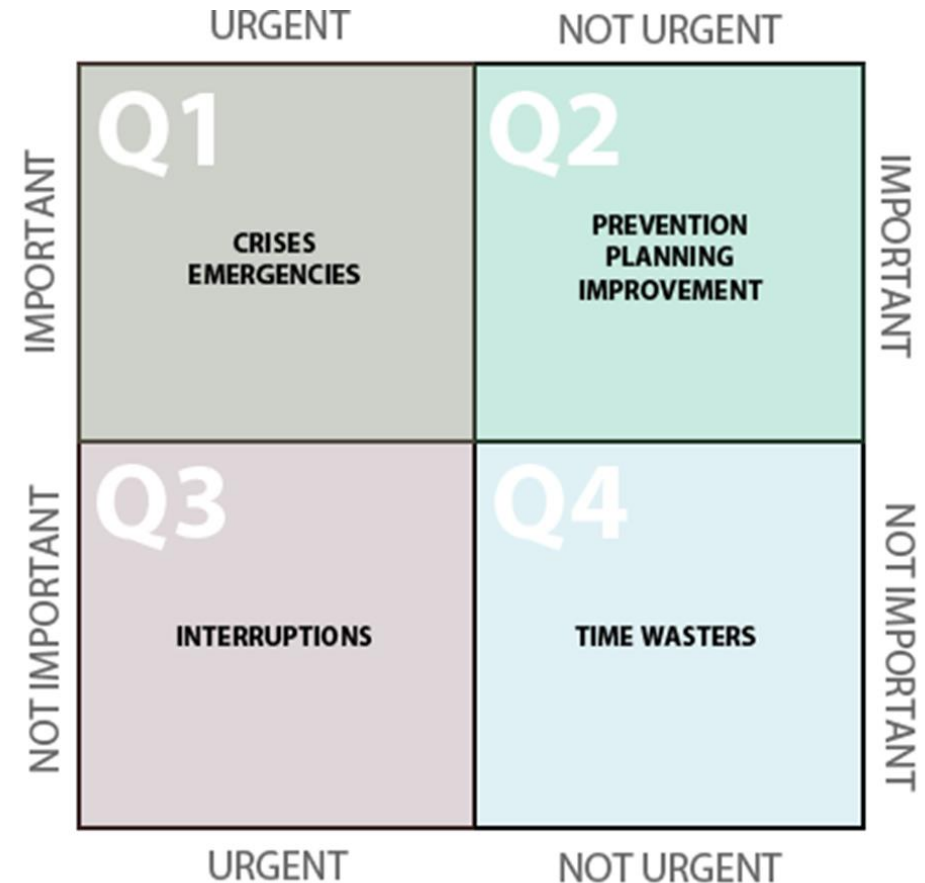
Time Management: Q3 Interruptions

- **Many of us spend a big portion of our time in this Quadrant confusing the Urgent things for the Important things.**
- Interruptions, ringing phones, most emails, etc... Spending too much time on the unimportant urgent things leads to a very short-term focus with continual crisis management.
- Your plans and goals will seem increasingly useless since you are unlikely to have time to devote to them. Your relationships and reputation will suffer and you will feel victimized with no control over your life.



Time Management: Q4 Time Wasters

- **These are the time wasters in your life.**
- Spending too much time on non-urgent and not important things can lead to dependence on others for your basics, loss of jobs, irresponsibility, etc.
- Examples: Trivial busy work, Mindless web surfing, Watching too much TV, Lots of pleasant activities at work.



How to use this model to make your life better?

- **A. Identify Quadrant 2 activities**

- Write down all the Quadrant 1 and 3 activities you routinely do (all the Urgent stuff)
- Write down how you can prevent these things from reoccurring or from becoming emergencies in the first place: **These are your new Quadrant 2 activities.**

- **B. Free up time for Quadrant 2 activities**

- Look at all the things in Quadrant 4 and **STOP DOING THEM!**
- Look at all the things in Quadrant 3 and stop doing them too. This is more difficult as it involves saying NO to people.
- You should now have time to spend on Quadrant 2

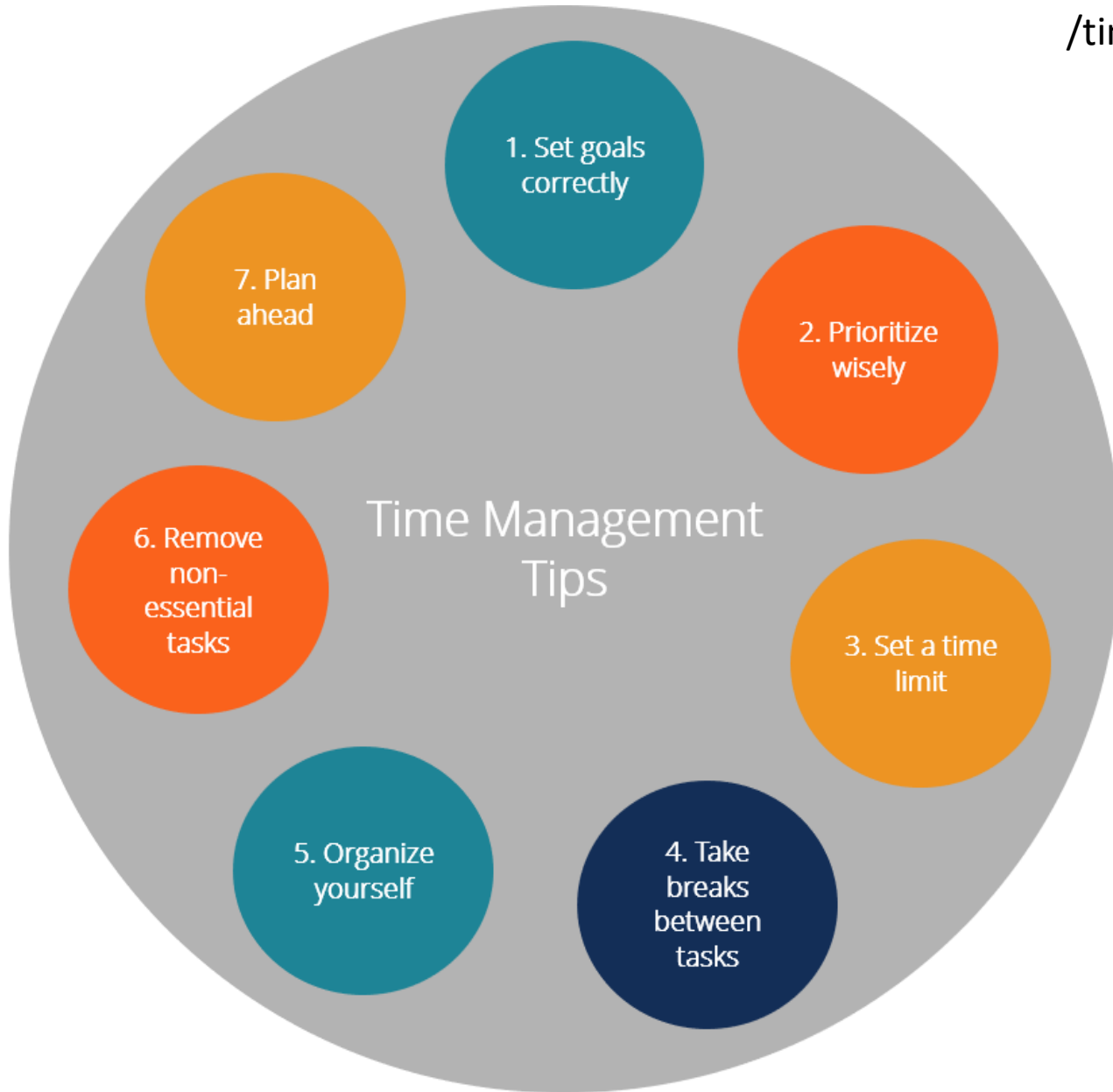
How to use this model to make your life better?

- **C. Schedule time for Quadrant 2**

- Schedule time to do Quadrant 2 activities (Put them in your calendar just like a meeting)
- **DO THE THINGS YOU SCHEDULED!**

- **D. Reduce Quadrant 1**

- The beauty with spending more time in Quadrant 2 is that it should slowly chip away at all your Quadrant 1 activities.
- As you reduce your Quadrant 1 activities you have more time for Quadrant 2, creating a fly-wheel effect.



Benefits of Time Management

1. Stress relief
2. More time
3. More opportunities
4. Ability to realize goals

1, Use the **SMART method** when setting goals. In essence, make sure the goals you set are Specific, Measurable, Attainable, Relevant, and Timely.

S

Specific

Make your goal specific and narrow for more effective planning

**M**

Measurable

Make sure your goal and progress are measurable

**A**

Achievable

Make sure you can reasonably accomplish your goal within a certain time frame

**R**

Relevant

Your goal should align with your values and long-term objectives

**T**

Time-based

Set a realistic but ambitious end date to clarify task prioritization and increase motivation



2. Prioritize wisely

Important and urgent: Do these tasks right away.

Important but not urgent: Decide when to do these tasks.

Urgent but not important: Delegate these tasks if possible.

Not urgent and not important: Set these aside to do later.

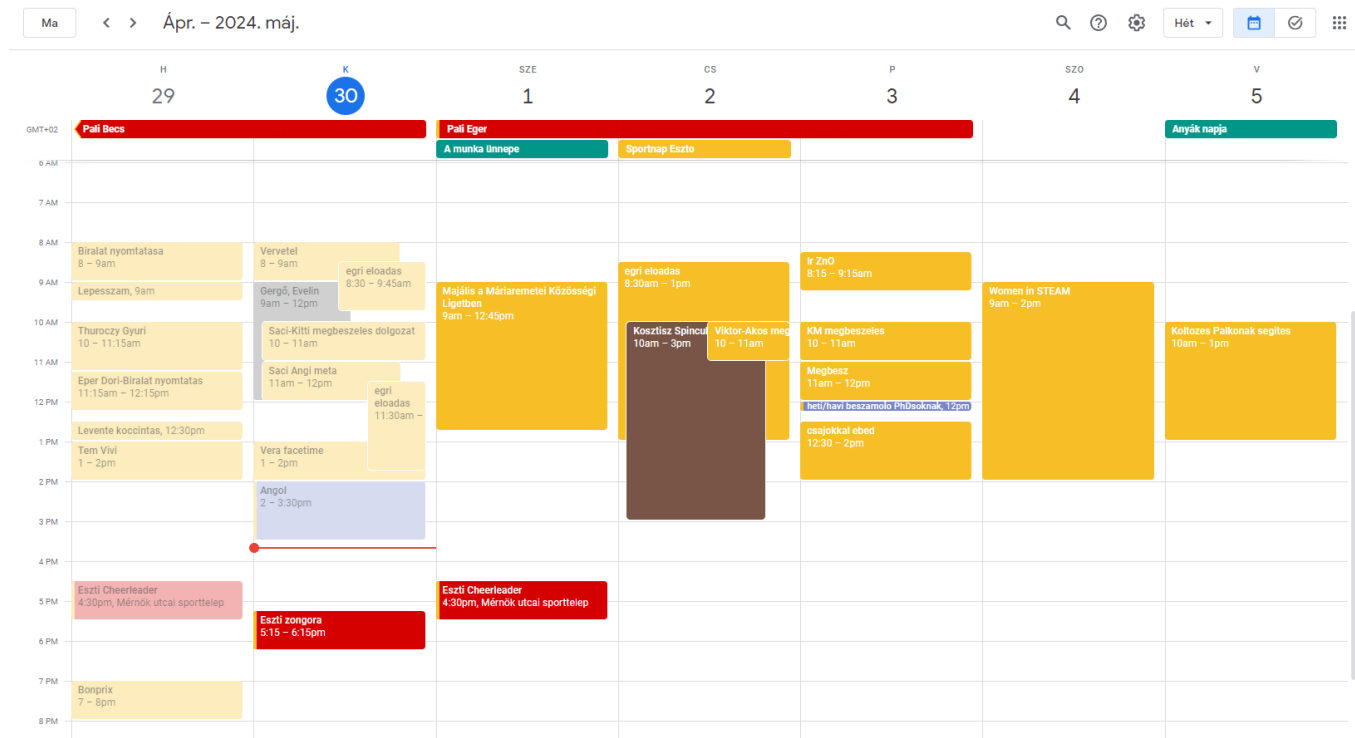
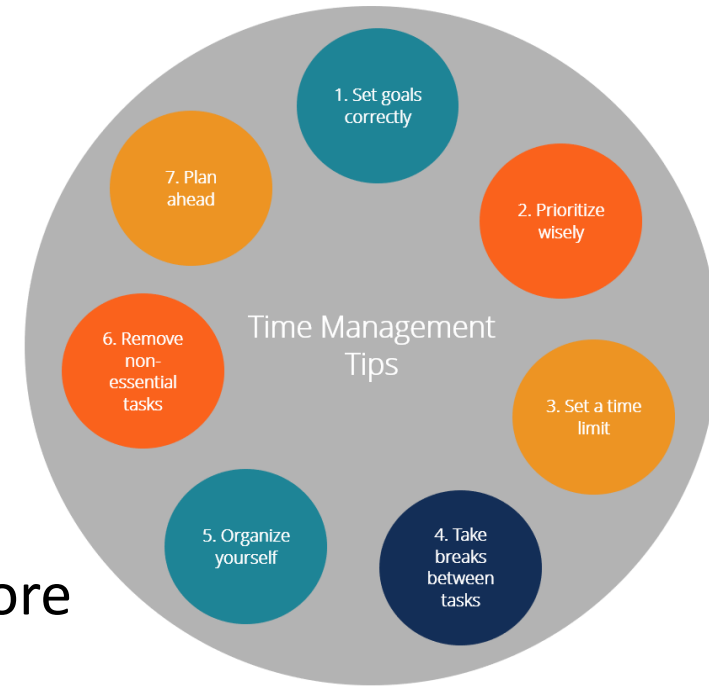
3. Set a time limit to complete a task

Setting time constraints for completing tasks helps you be more focused and efficient.

4. Take a break between tasks

5. Organize yourself

Utilize your calendar for more long-term time management. Write down the deadlines for projects, allocate time for every to-do thing!!!!



6. Remove non-essential tasks/activities

It is important to remove excess activities or tasks. **Determine what is significant** and what deserves your time. Removing non-essential tasks/activities frees up more of your time to be spent on genuinely important things.

7. Plan ahead

Make sure you start every day with a clear idea of what you need to do – what needs to get done THAT DAY. Consider making it a habit to, at the end of each workday, go ahead and write out your “to-do” list for the next workday. That way you can hit the ground running the next morning.



Work-Life-Balance in Science

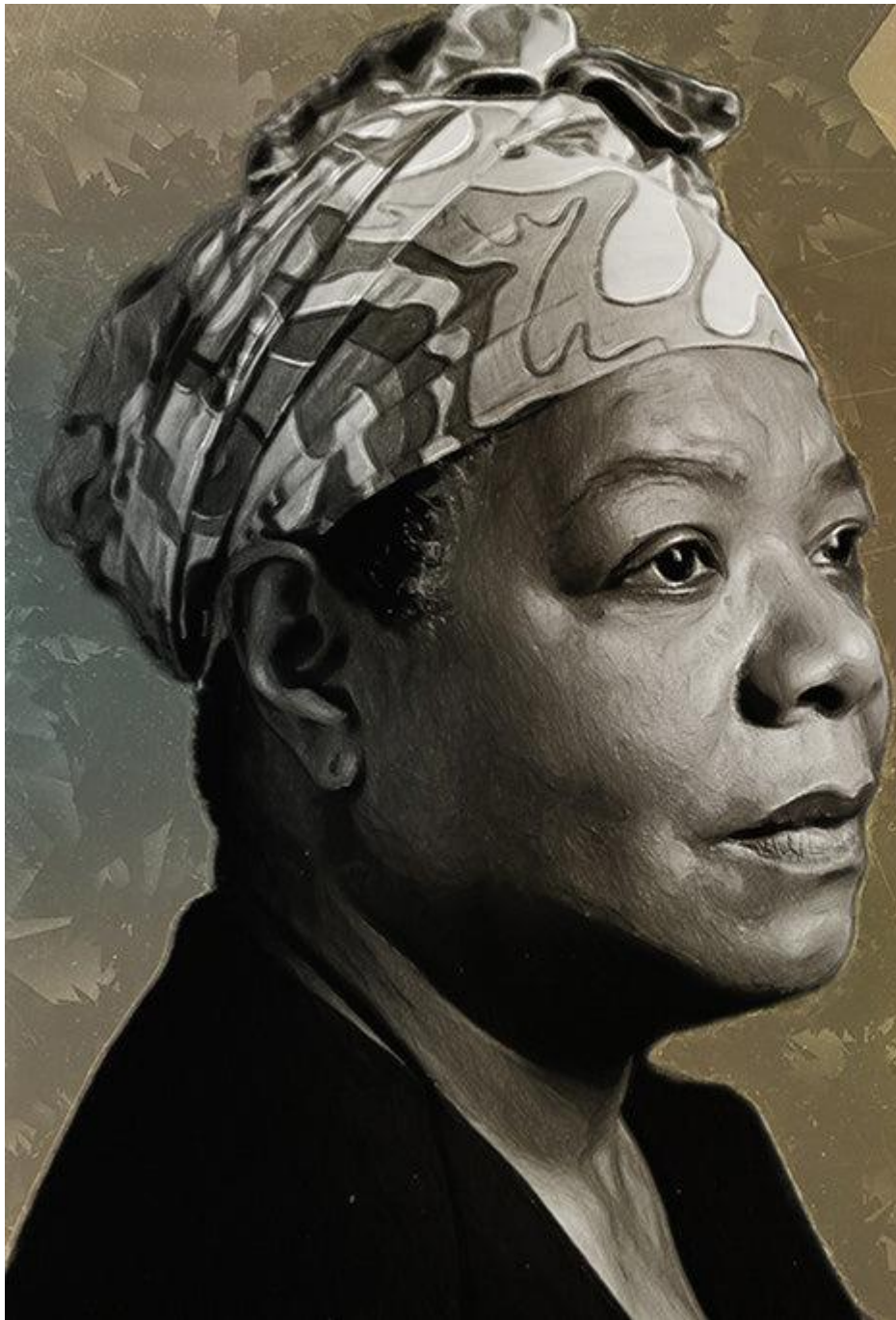
- Taking time away from work is an essential part of maintaining good mental health, but researchers often find it difficult to step out of the lab. Often, science's cut-throat culture and high pressure environment makes researchers feel that they should stay late and arrive earlier. Here's your guide to maintaining a healthy balance:
- <https://www.nature.com/collections/fgbafieaad>
- <https://www.sciencemag.org/careers/2018/02/find-your-sweet-spot-work-life-balance>

How do you achieve a work-life-balance in academia?

"How do you achieve a work/life balance in academia?"

Jim Usherwood, The Royal Veterinary College
Anita Hall, Imperial College
Louise Horsfall, University of Edinburgh
Lorraine Kerr, University of Edinburgh

Chair: Julie Gould, Naturejobs



I've learned that people will
forget what you said, people
will forget what you did, but
people will never forget how
you made them feel.

~ Maya Angelou

Ten simple rules to improve academic work–life balance

<https://www.timeshighereducation.com/campus/four-ways-achieve-better-worklife-balance-academia>

<https://blog.mdpi.com/2023/02/07/work-life-balance-academics/>

1. Create physical boundaries to improve your work-life balance / Set boundaries to establish your workplace and time
2. Work smart / Long hours do not equal productive hours, Examine your options for flexible work practices
3. Take time off when needed / Schedule breaks
4. Make your health a priority

‘Two recent meta-analyses confirmed that perfectionism is positively related to burnout, occupational-related stress, anxiety, and depression.’

Eat a healthy diet.

Get enough sleep.

Prioritize your physical and mental health.

Try meditation or mindfulness exercises

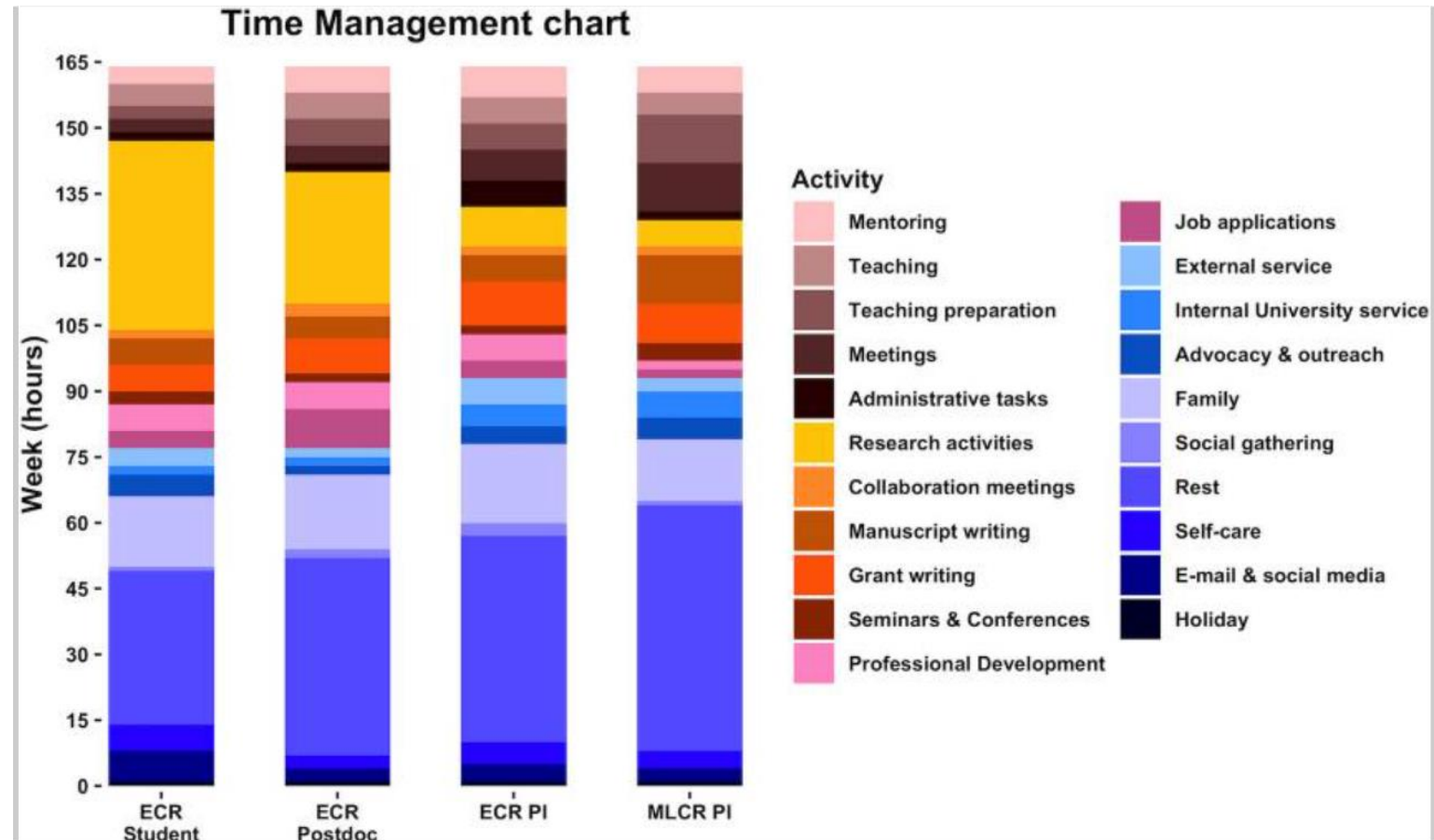
Ten simple rules to improve academic work–life balance

5. Regularly interact with family and friends

6. Have a long-term strategy to help with prioritization, and review it regularly

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8282063/>

Furthermore, research by Bizzego et al. reveals that ‘the mere copresence of another person synchronizes physiological signals’, including things like body temperature and blood volume pressure. This is vitally important to keeping the body healthy.



Ten simple rules to improve academic work–life balance

7. Make time for volunteer work or similar commitments that are important and meaningful to you

8. Get out into nature

It has long been known that nature has multiple other benefits, such as lower heart rate, improved nervous system recovery, better mood, and enhanced cognition.

9. Clear your mind after work

10. Talk to your supervisors for tips on work-life balance / Open a dialogue about the importance of work–life balance and advocate for systemic change



Me trying to excel in my career,
maintain a social life, drink enough
water, exercise, text everyone back,
stay sane, survive and be happy

How I handle
this work -
life balance
stuff?



3, Scientific presentation

Letter type

Calibri

Montserrat

Arial

Verdana

Never use:

Times New Roman

Comic sans

Berlin sans

Edwardian script

Harrington

Font size

NEVER USE MORE THAN 1 TYPE in a presentation

This is 24 – if you want the audience to read the text not use smaller (max 20, never below)

References usually smaller 16

Or 14, but never use smaller font size

If you are presenting online same rules!! Very important

Animation: less is more

Try to avoid the overanimation....

Try to avoid the overanimation....

Try to avoid the overanimation....

Try to avoid the overanimation....

3, Scientific presentation

Simple background – black letters

Simple background – black letters

Simple background – black letters

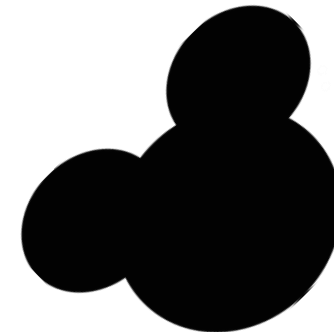
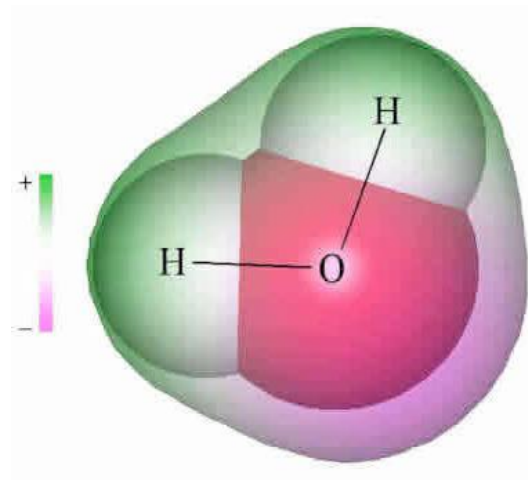
Simple background – black letters

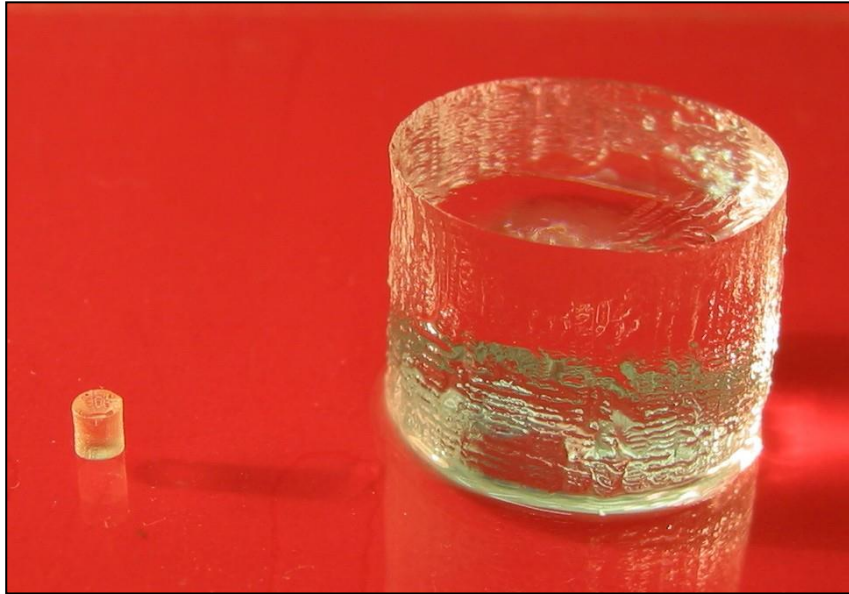
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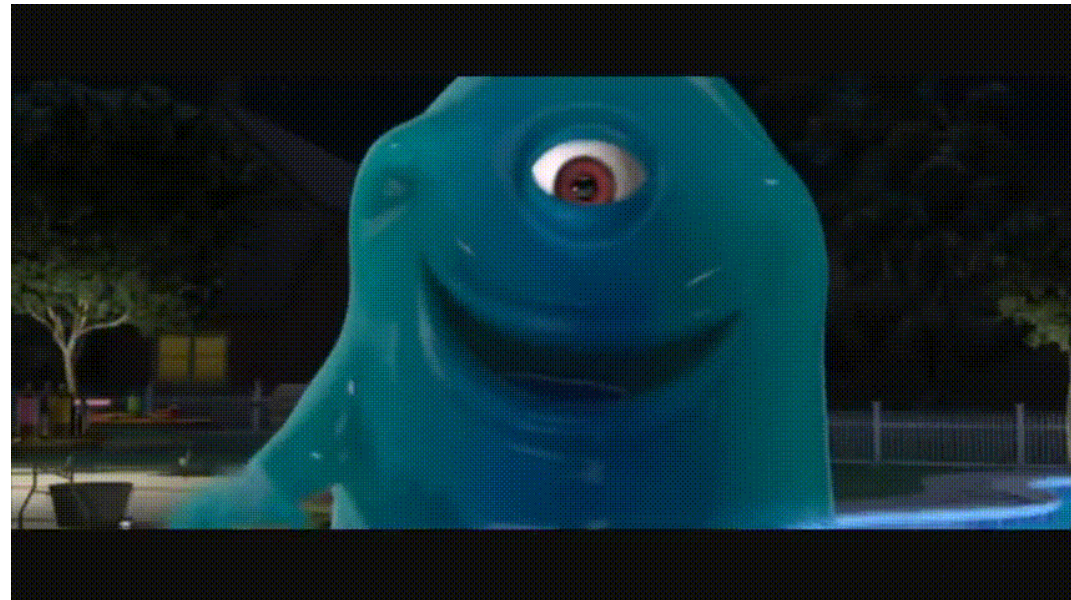
How to present your work in an excited way??

Find connection between the audience background and your talk





- **termoreverzibe** (physical)
- **permanent** (chemical)



Pick examples



Never write full sentences, because they will start reading instead of listening what you are telling and you are losing the audience .

Use bullet points instead:

- Main information
- Short and focused
- DO not need sentences
- Use **bold to highlight**
- Or not just bold, but also underline **to make differences**
- Colors just for special cases

Use images

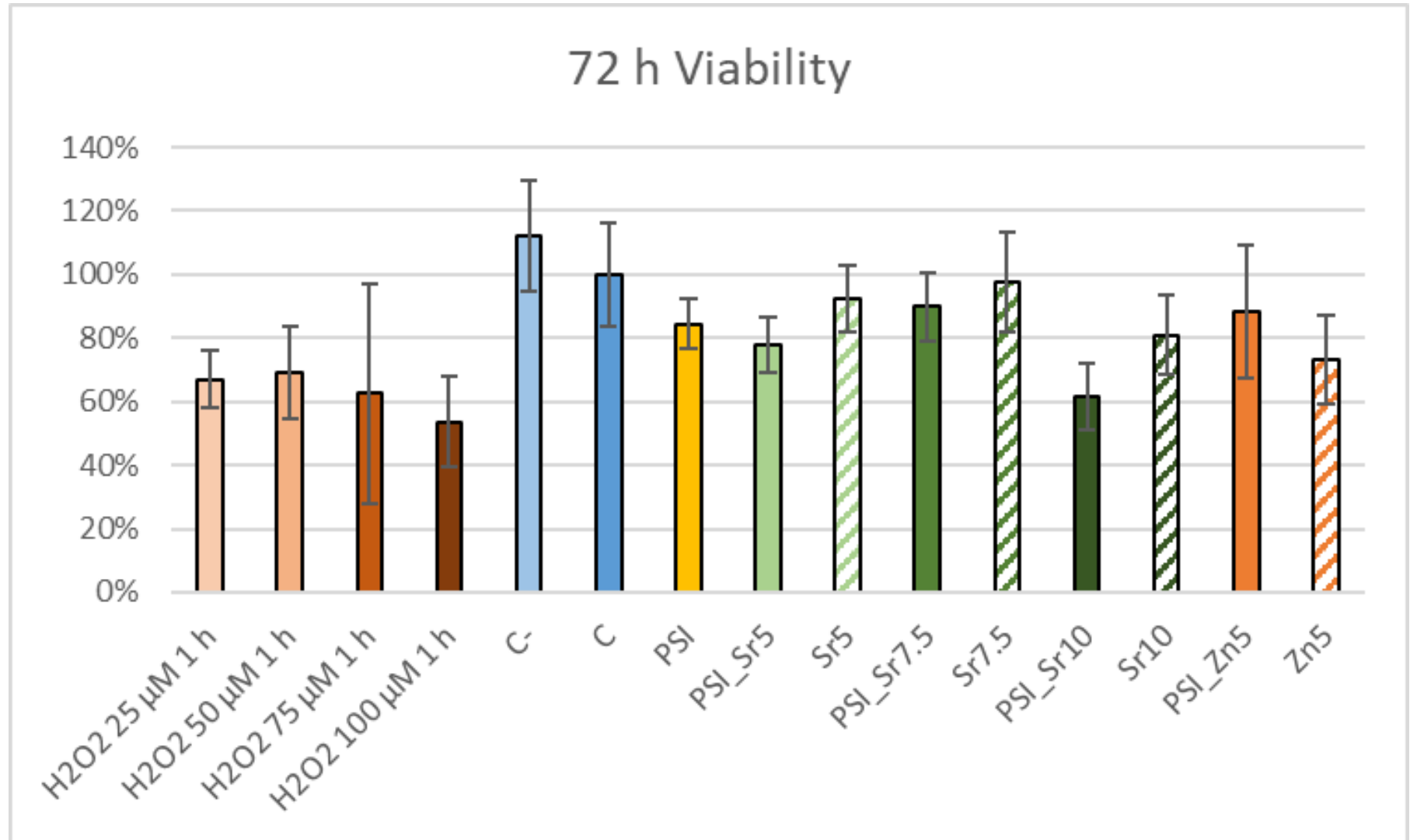


<https://venngage.com/blog/how-to-make-a-good-presentation/>

Clear structure. No one likes to get lost in a maze of information.

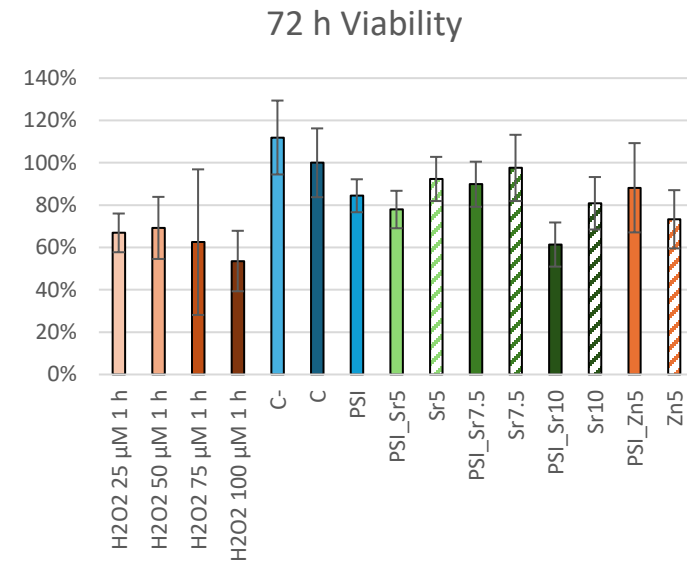
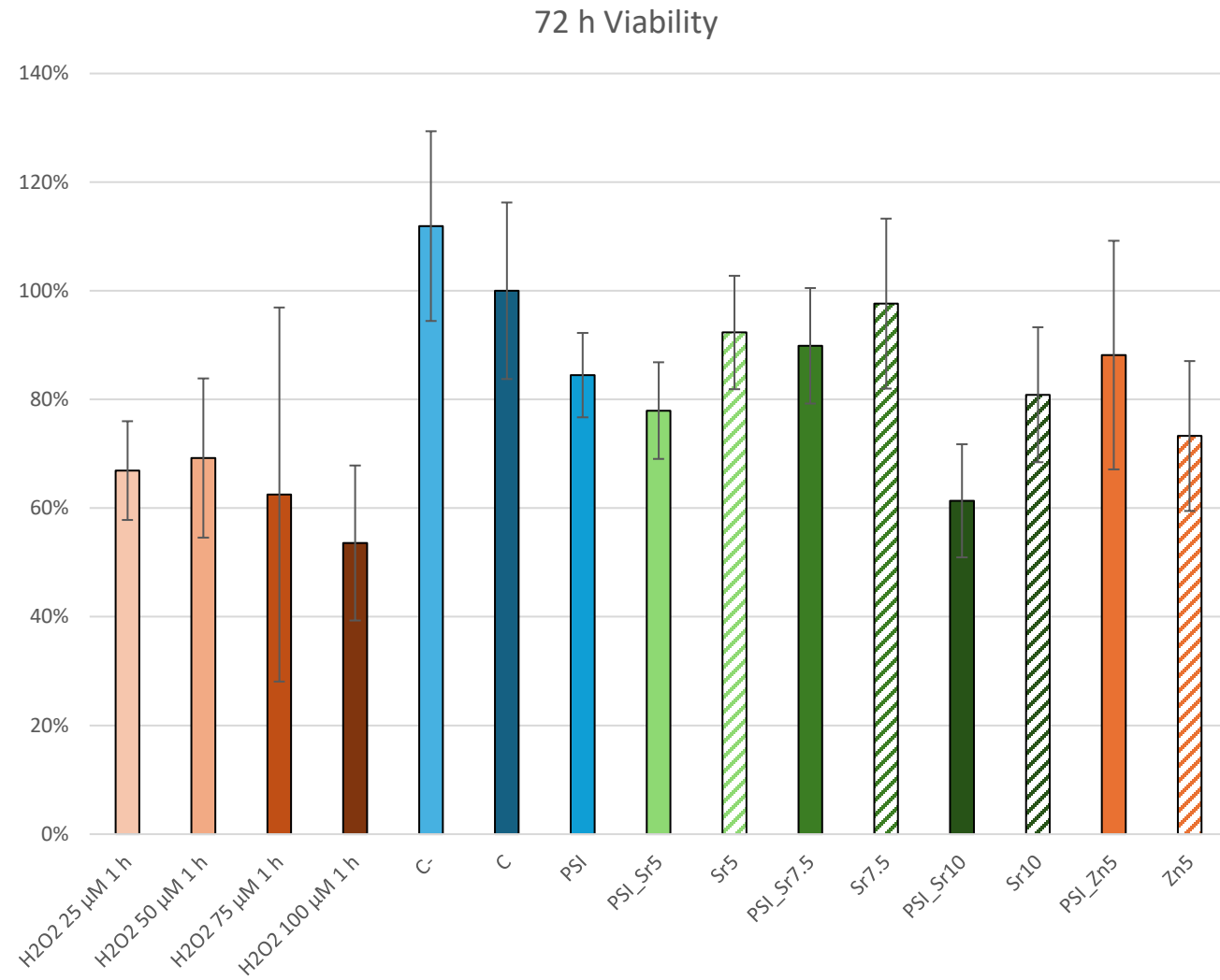
Figures

It is OK if it is big, just make sure it is in a good quality



Figures

Never do like that:



Tables

Be carefull with tables...

Same data as it was shown in the figure...

H ₂ O ₂ 50 μM 1 h	H ₂ O ₂ 75 μM 1 h	H ₂ O ₂ 100 μM 1 h	C-	C	PSI	PSI_Sr5	Sr5	PSI_Sr7.5	Sr7.5	PSI_Sr10	Sr10	PSI_Zn5	Zn5
68%	102%	46%	118%										
84%		70%	124%		90%	74%							66%
55%	40%	38%	130%	77%	75%	73%	87%	76%	70%	71%	23%	34%	62%
	46%	60%	140%	98%	75%	83%	104%	98%	106%	63%	72%	61%	60%
			143%	100%	92%	70%	87%	102%	104%	48%	92%	111%	92%
			129%	123%	89%	74%	81%	82%	101%	53%	91%	97%	88%
			89%	102%	85%	94%	103%	91%	107%	72%	68%	84%	73%
			100%										
			120%										
			96%										
69%	63%	54%	112%	100%	84%	78%	92%	90%	98%	61%	81%	88%	73%
15%	34%	14%	17%	16%	8%	9%	10%	11%	16%	10%	12%	21%	14%

Just a few column and row

Use arrows to show the trend

ido	ATPO, NE/ml	TSH, uNE/ml
2023.07.05	462	100,4
2023.07.26	1820	116,89
2023.09.14	2540	48,13
2023.10.16	1986	6,22
2024.01.16	1576	4,45
2024.04.30	1870	5,894



When speaking to an individual or group

Project confidence, strength and preparedness

- Project your voice
- Use good breathing techniques
- View your whole body as an instrument of sound:
 - the larynx and pharynx, the mouth, and the nose

An effective speaker looks like this:

- Tall, open posture and gestures
- Head up
- Eye contact with the room

<https://www.youtube.com/watch?v=3yYjYvdcCw8>

Glossophobia

<https://www.youtube.com/watch?v=dWtBzkMvbww>

Effective communication includes body language:

- Up to 90% of communication is non-verbal.
- The eyes communicate more than any other part of the human anatomy.



An ineffective speaker looks like this

- Gestures small, close to body, or hands in pockets or on face
- Eyes avoiding the audience
- Standing small with stooped posture



For an „in person” presentation

- Use good posture and movement
- Dress professionally
- Use hand gestures and facial expression to connect with your audience
- Speak slowly and modulate your voice
- Don't face your slides or read your slides
- Use a laser pointer effectively

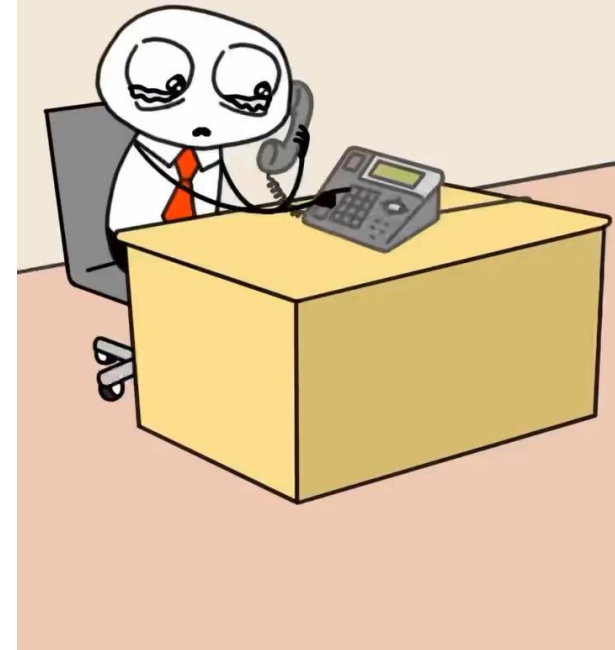


Thank you for your presence

**AMIKOR EGÉSZ NAP JÓPOFIZTÁL
MINDENKIVEL DE VÉGRE HAZAÉRSZ
ÉS ÚJRA ÖNMAGAD LEHETSZ**



**Me whenever I have to call
anyone for anything at work**



https://www.google.com/search?q=management+raining+delegating+effectively&rlz=1C1GCEA_enHU1056HU1056&oq=management+training+delega&gs_lcrp=EgZjaHJvbWUqCQgBEAAYExiABDIGCAAQRRg5MgkIARAAGBMYgAQyCggCEAAYExgWGB7SAQg1MjUwajBqN6gCALACAA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:b6bce6a6,vid:kKMfJReTOWU,st:0

<https://www.mural.co/blog/team-charter>

<https://www.mural.co/blog/team-planning>

<https://clickup.com/>

https://www.google.com/search?sca_esv=80565d2b7391f165&rlz=1C1GCEA_enHU1056HU1056&sxsrf=ADLYWIKoKS8z03gu9nEc5KMT3GaiD-UJrw:1714812168483&q=active+listening&tbm=vid&source=Inms&sa=X&ved=2ahUKEwjikqKRzfOFaxXF8QIHHQ4RBecQ0pQJegQICxAB&biw=1280&bih=559&dpr=1.5#fpstate=ive&vld=cid:87b35beb,vid:rzsVh8YwZEQ,st:0

<https://h5p.org/content-types-and-applications>

<https://www.youtube.com/watch?v=1Evwgu369Jw>

<https://www.mural.co/template-categories/plan>

<https://www.mural.co/templates/project-planning>

MBTI Explained: Personality Testing



WHAT'S YOUR TYPE ?

