



SELECTED TOPIC AREAS FOR SINGLE LECTURES/SEMINARS

Planning your research approach/efforts and troubleshooting your research

1. Can be delivered as grad or undergrad level discussion
2. Discussion of handling situations where you may not know what you don't know...
 - a. How to communicate
 - b. How to ask for help
 - c. When to ask for help
3. What can you do when nothing seems to be working?
4. How do you avoid making mistakes (when possible)
5. How do you handle stress???

Organizing your time - instead of letting it "organize" you!

1. Time Management 101
2. Discussions of:
 - a. How to triage what's on your plate
 - b. How to manage what's on your plate
 - c. How to avoid the common traps that busy people often fall into
3. You can actually accomplish a LOT more than you think you can!

Communication - why it matters and just how important is it... really?

1. Even the MOST IMPORTANT message in the UNIVERSE will never be heard if you don't reach your intended audience.
2. You won't reach your intended audience if you don't understand how they communicate and if you fail to engage them

What is this emotional intelligence stuff anyway?

1. Why emotional intelligence is VITAL to the working environment
2. Mental health and emotional intelligence – the basics
3. Communication – what its role is, dos and don'ts

How to interview:

1. Overview and discussion of interview techniques and skills
2. How to interview a candidate for a position
3. How to interview your interviewer