

## Supporting job presentations / Organizing job presentations with scientists

To promote understanding of scientific issues and careers, it is common to invite professionals to present their jobs. Without support, those professionals might struggle with their stage presence, can be intimidated by some questions or rely too much on reading their CVs.

This training provides simple scientific communication tools to improve public speaking and thus to interact with the audience.

The training targets the presenters or the people in charge of organizing those meetings/presentations.

**Duration:** 1 to 2 days

### Goals

To organize meetings about scientific careers that encourage audience participation.

### Learning objectives

- Make the audience involved in the meeting.
- Use tools for discussion that encourage interactions.
- Train professionals to use those tools.

### Learning progress

- Challenges and objectives of a meeting about scientific careers.
- Participative approach and tools for discussion.
- Ask questions to encourage audience participation and be prepared to answer unsettling questions.
- Prepare the speakers for the meetings.
- Case studies, adaptation to specific situations.

### To go further

The elements studied during the training can also be applied at work to encourage people's participation when managing projects or organizing meetings.

## Technical and educational resources

The training offers several configurations depending on the activity: group or individual work, work in pairs or small teams.

It favors participative methods like case studies, games, etc. which help people gain ownership of the notions studied. The different mediums used (PowerPoint presentations, articles and studies, bibliographies...) will be distributed to each participant. The tools used during the training will also be distributed at the end.

## Support

A certified trainer will oversee the training.

## Monitoring

An attendance sheet has to be signed by the trainer and the participants for each half-day of training.

## Assessment of the results

This training does not end with a diploma or a certification.

Different methods are used to evaluate satisfaction and skills acquisition:

- A survey will be sent to each participants two weeks before the training to learn about their experiences and specific expectations.
- Case studies help evaluating live the knowledge acquired during the training.
- A self-administered survey will be filled by each trainee at the end.
- An attendance sheet summing up the skills acquired during the session will be distributed at the end.
- A call can be organized to review the training.

## The target of the training

It targets:

- people in charge of organizing career-related meetings (teachers, human resources, librarians, communication...).
- to any professional wanting to participate in a meeting like such.

**Prerequisite:** None.

## Logistics

The training is organized by the client, who provides a room adapted to their needs.

To make sure the training goes smoothly, each group will be composed of a dozen of participants (12 at most, cancellation below 5).

**Check us out at [Estim-mediation.fr](http://Estim-mediation.fr) or contact us at [ecolemediation@universcience.fr](mailto:ecolemediation@universcience.fr)**

## **Feedback**

“I live with new ideas and ways to improve interactions in class. I will apply some of those techniques, including when I give a public speech at work.”

“In one day the training allows you to acquire the knowledge necessary to host a meeting in front of a class.”