

# ACADEMIC WORKSHOPS & COACHING

Communication creates connection.

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Communication Workshops and Coaching for undergraduates, Ph.D. students, professors, and university administrative staff.

As global collaboration and academic mobility continue to evolve, university life has become increasingly international. Our workshops and academic coaching focus on developing and improving key communication skills to enable rich interaction with people from diverse cultures.

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# Advising Students

*“Advice is like snow - the softer it falls ... the deeper it sinks into the mind.” - Samuel Taylor Coleridge*

The academic world today is increasingly international – and the need for convincing and nuanced communication in English is growing at the same pace. This can be seen in the many situations where university staff need to give advice to the student body – ranging from organizational and administrative help through to academic support and advice concerning emotional challenges.

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## Objective

This workshop provides its participants with the tools to help, advise and support international students or colleagues in English. The aim is that the participants will feel much more at ease in the situations in which they give advice in English, thus enabling them to offer a more efficient, friendly and helpful service.

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## Content of the Workshop

- Communications skills for giving advice concerning e.g. complications with university registration, finding an internship, choosing course modules, dealing with everyday situations in university life
- Establishing rapport with the person you are dealing with
- Focusing on language skills e.g.
  - asking and answering questions
  - direct, indirect and diplomatic questions
  - framing the correct questions to aid clarification
  - active listening
  - giving advice
  - and many more
- Developing and practicing the participants' own case studies
- Detailed feedback, from peers and trainer

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## Target Group

Administrators, counsellors and academics at Universities who would like to improve their communication skills in English to enable them to give more exact and helpful advice and support

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## Required English Language Skills

CEF level B2/ C1 and above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 – 2 days

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# Academic Writing

*“A good style must first be clear” – Aristotle, The Art of Rhetoric*

*Unlike spoken English where correct spelling and grammar are of secondary importance, the written word reveals everything. In academic writing, in particular, aspects such as fluency, precise wording and clarity are becoming increasingly important. In order to communicate on this complex and sophisticated level, a vocabulary and writing style is required that is more elaborate than the one used when writing an SMS or an e-mail.*

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## Objective

In this workshop, the participants learn to express their thoughts more clearly in writing using a wide range of language tools and a more versatile vocabulary. They work systematically to improve their grammatical weaknesses and to develop their essay-composing skills, with regards to style, expression and coherence. Based on a systematic, practice-oriented approach, we "analyze" essays, reports and other scientific text forms by breaking them down into their individual components, optimizing the writing competence of each participant.

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## Content of the Workshop

- Recognizing essential characteristics of different types of text
- Feedback and help with individual questions and difficulties
- Focusing on essays: form, style, core statements / key phrases
- Basics of spelling and grammar
- Using stylistic devices such as inversion, connecting words, etc.
- Creating text blocks and templates

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## Target Group

Students (Bachelor's or Master's degree courses) or PhD students who wish to improve their academic writing style in the English language

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## Required English Language Skills

CEF level B2 or above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 - 2 days

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# Dealing with Conflict

*“10 % of conflicts are due to difference in opinion. 90 % are due to the wrong tone of voice.”*

*In working life and thus also at the university, conflicts are not unusual. Resolving them constructively can help to create an open and trusting atmosphere in many situations. At the same time, however, there is a risk that conflicts will hamper collegial relationships, cooperation, and thus productivity. It is therefore crucial to recognize and understand conflicts in their different forms, especially in multilingual teams.*

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## Objective

In this workshop, the participants will deal with personal conflicts in their respective work environment and will examine different types and triggers. The aim is to transform the emotional situation into a shared, objective dialogue. Participants learn how to resolve future conflicts with composure, thus attaining positive results. In addition, they practice their ability to initiate difficult conversations and to achieve satisfactory solutions.

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## Content of the Workshop

- Defining and understanding conflicts
- Differentiating between constructive and problematic conflicts
- Recognizing your own way of resolving conflicts
- Effective negotiation with the aim of achieving a solution acceptable to all parties
- Learning techniques for solving conflicts, finding compromises and allowing for different views
- Understanding your own coping strategy and assertive performance
- Positive and negative effects of language and body language
- Identifying cultural differences and their impact on conflicts
- Role play with trainer and group feedback, in order to put the theory into practice

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## Target Group

Students (Bachelor's or Master's degree courses) or PhD students who have to speak a lot of English and want to improve their ability to deal with conflicts

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## Required English Language Skills

CEF level B2 / C1 or above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 - 2 days

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# Networking & Social Skills

*"It's all about people. It's about networking and being nice to people and not burning any bridges. Your book is going to impress, but in the end it is people that are going to hire you." – Mike Davidson*

*Establishing contacts is one of the key skills in the increasingly global academic world. Beyond professional knowledge, it is "soft skills" that are required. Almost everyone has been there: the preparation of a challenging presentation for a conference is often mainly focused on the content to be presented, neglecting the basic groundwork for "simple" conversations during lunch or coffee breaks. These seemingly informal talks during the events often have a major impact. Networking is a success factor and it increasingly takes place in the English language.*

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## Objective

How do you introduce yourself correctly? Which polite phrases are appropriate in which situation and which questions can be used to keep a conversation going? In the case of small talk, the importance is more on the how than on the what. In this workshop participants will become acquainted with the entire range of "social English skills" in an intercultural context. Using role play they learn to put these into practice, helping them establish relationships more easily and improving their conversational skills.

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## Content of the Workshop

- Helpful phrases for typical conversation situations, such as
  - introducing yourself and others
  - starting and maintaining an interesting conversation
- discovering common interests, expressing appreciation for the work or research of the respective conversation partner
- finding suitable topics and elegant transitions
  - finishing a conversation politely
- Greetings, invitations and small talk
- Suitable topics and those which should be avoided
- Active listening and establishing connections with the respective conversation partner
- Correctly interpreting body language in social situations
- Developing cultural understanding
- Making the most of networking opportunities at university or at conferences
- Practical conversation exercises and role play

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## Target Group

Students (Bachelor's or Master's degree courses) or PhD students who want to display a self-confident manner at international conferences or in international teams

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## Required English Language Skills

CEF level B1 / B2 or above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 day

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# Presenting & Rhetorical Skills

*"Making the simple complicated is commonplace; making the complicated simple, awesomely simple, that's creativity" – Charles Mingus*

Effective English-language presentations are nowadays an indispensable part of the international academic world. From short updates within a research team, through presentations at conferences, to defending one's master's or PhD thesis: it is important to be convincing in a wide range of situations and on different platforms. In addition to well-founded content, the recipe for success is, above all, an aura of self-confidence and a sound command of the English language and the good news is that both these skills can be trained!

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## Objective

This workshop provides its participants with the most important ingredients to confidently give English language presentations that attract attention. The focus is on proficient language fluency, the use of practice-oriented communication techniques, rhetorical skills and nonverbal communication. The participants become more confident, which in turn increases their success with their audience.

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## Content of the Workshop

- Ingredients of effective academic presentation
- Visualization techniques
- Establishing a relationship with the audience (avoiding "the curse of knowledge!")
- Learning to use rhetorical tools, in order
  - to ensure an effective start ("The first 90 seconds")
  - to achieve a successful build-up of tension
  - to interest, guide and convince the audience
- Rhetorical questions and techniques, such as "tripling" (the rule of three), "machine-gunning" or "dramatic pausing"
- Using one's voice optimally
- Dealing with stage fright
- Mastering difficult situations in a foreign language, e.g. responding confidently to interposed questions and objections and returning to the topic
- The path to professional academic presentation includes, among others,
  - individual presentations, 3-minute rhetorical talks, spontaneous presentations, poster presentations etc.
  - Analysis of the participants' contributions by means of video recordings (only in the 2-day workshops) including feedback
  - Discussion and analysis of presentation films (DVD and Internet)

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## Target Group

Students (Bachelor's or Master's degree courses) or PhD students who want to display a self-confident manner when giving international presentations

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## Required English Language Skills

CEF level B2 / C1 and above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 - 2 days

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# Pronunciation for Efficient Communication

*“Pronunciation has made many an innocent word sound like a doctor's orders for a stomach pump ...” – Zelda Fitzgerald*

*Today's academic world is an international world with English as its connecting language. When people from different countries and regions mingle, so do different accents, dialects and pronunciations. This usually enriches communication, but in some cases, it can also impede it. Good pronunciation is literally the basis for being understood and thus for the correct comprehension of facts, approaches and results by the respective target group.*

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## Objective

In this workshop, the participants intensively study the sound of the English language, thus learning how to apply it correctly. They identify their specific difficulties in pronunciation, especially in an academic context, systematically working to eliminate them. With a methodical hands-on approach and lots of fun, the participants not only improve their spoken English, but also increase their self-confidence and enhance their language skills with the aid of simple exercises.

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## Content of the Workshop

- Identifying your own weaknesses - applying tips and tricks for better pronunciation
- Individual feedback regarding specific errors that occur repeatedly
- Basics of pronunciation: breathing and formation of individual sounds
- Breathing is crucial: learning different techniques that optimally fit your own voice, as well as breathing exercises to ease the tension before giving a presentation
- The phonetic alphabet as a tool for pronunciation
- Filling the room with your own voice: the effect of emphasis and intonation

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## Target Group

Students (Bachelor's or Master's degree courses), or PhD students who want to improve their pronunciation for a more effective and confident appearance at conferences or in international teams

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## Required English Language Skills

CEF level B1 / B2 or above

We offer a short online test to ascertain the respective language level of the participants. This is helpful but not a must.

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## Number of Participants

Up to 10 participants

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## Duration

1 day

As a follow-up, we recommend an additional day for individual coaching sessions of 30 to 45 minutes.

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# COACHING

We look forward to supporting you in individual tasks and challenges. You will be supported and mentored by a coach with many years of experience and expertise in the field of communication training or in your area of expertise.

Call us for details: +49 40 46 88 22 47





If you wish to improve your ability to communicate in the world of academia you have come to the right place. Our experienced communication trainers and coaches look forward to collaborating with you.

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