


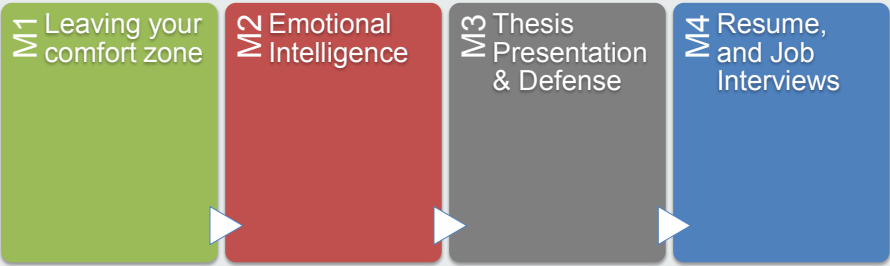
Soft Skills and Emotional Intelligence

PhD Summer School String Theory and Holography

Isabel Gonçalves (GATu), **Beatriz Silva** (DEM)
Pedagogical Council



Soft Skills and Emotional Intelligence



- M1 Leaving your comfort zone
- M2 Emotional Intelligence
- M3 Thesis Presentation & Defense
- M4 Resume, and Job Interviews

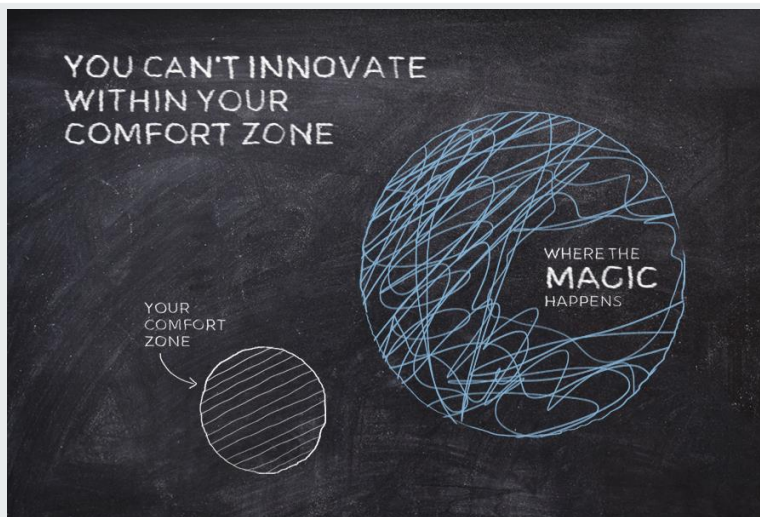
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Leaving your Comfort Zone



3

Leaving your Comfort Zone



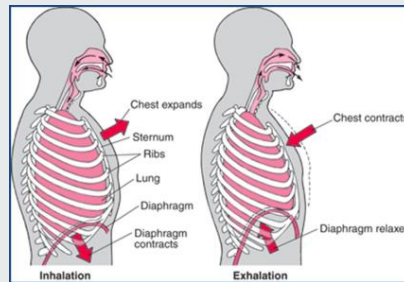
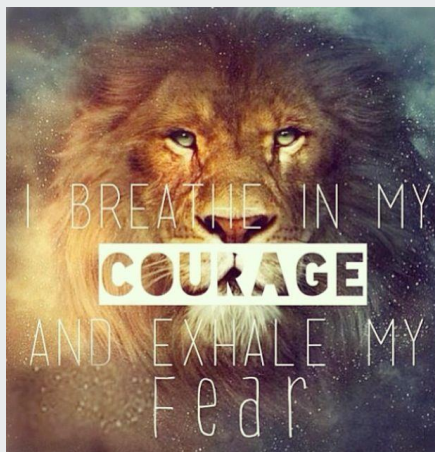
4

Vulnerability & Courage



5

Breathing, Behaving




Learn Diaphragmatic Breating!

6

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Change is permanent



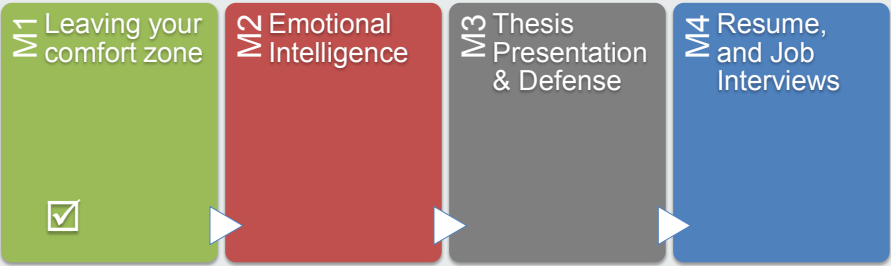
“ THE THINGS YOU ARE SCARED OF ARE USUALLY THE MOST WORTHWHILE ”

WOODLAND
READY FOR ADVENTURE

7

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Soft Skills and Emotional Intelligence



```
graph LR; M1[M1 Leaving your comfort zone] --> M2[M2 Emotional Intelligence]; M2 --> M3[M3 Thesis Presentation & Defense]; M3 --> M4[M4 Resume, and Job Interviews];
```

M1 Leaving your comfort zone

M2 Emotional Intelligence

M3 Thesis Presentation & Defense

M4 Resume, and Job Interviews

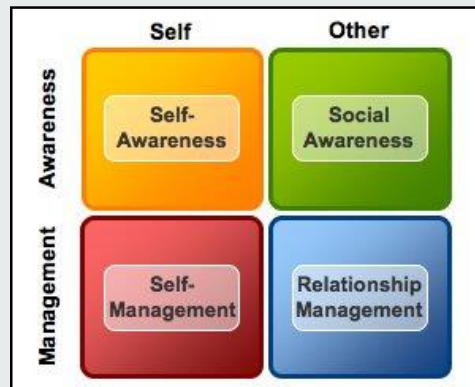
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Emotional Intelligence



[The Marshmallow Test]

Emotional Intelligence




<https://www.youtube.com/watch?v=1Ewgu369Jw>

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Advantages for the self

- More satisfying relationships
- Fewer negative interpersonal conflicts
- Better Performance
- Better decisions
- Increased self-confidence

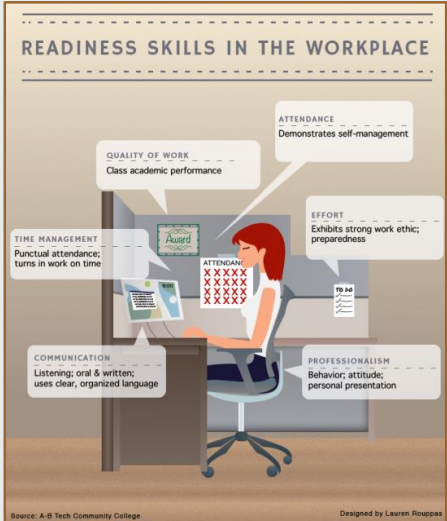


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Emotional Intelligence & Soft Skills

What skills do you need to develop during your PhD?



Source: A-B Tech Community College
Designed by Lauren Rouppas

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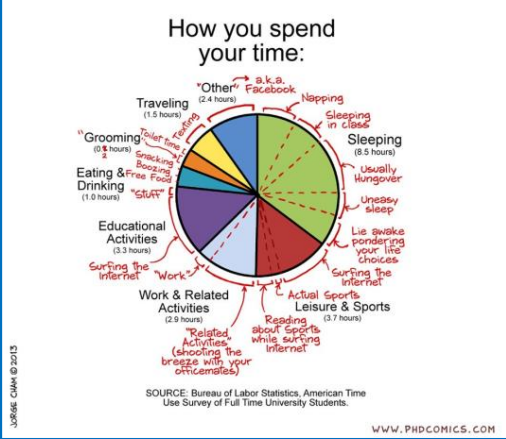


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Self-Management: Time Management

- Construct a timeline
- Establish deadlines
- Establish priorities
- Be self - disciplined
- Avoid procrastination
- Balance study and leisure

How you spend your time:



SOURCE: Bureau of Labor Statistics, American Time Use Survey of Full Time University Students.
WWW.PHDCOMICS.COM

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Self – Management: Avoiding Procrastination




20% EFFORT → **80% RESULTS**






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Focus

How to Focus


by Anna Vital




95% of people say they struggle to focus




keep food at your desk
glucose helps your brain focus




turn off the phone
most phone calls are not urgent




get a good chair
there is a reason bosses don't sit in cheap chairs




time yourself
and see how much you did in 1 hour
reward yourself




shut off everything
that you are not really using




clear your desk
completely




put on headphones
classical music or no music is best for focusing




make a list
make it short




if you get focused, be proud of yourself



and look at it every morning before work




bring your pet with you
they help you focus

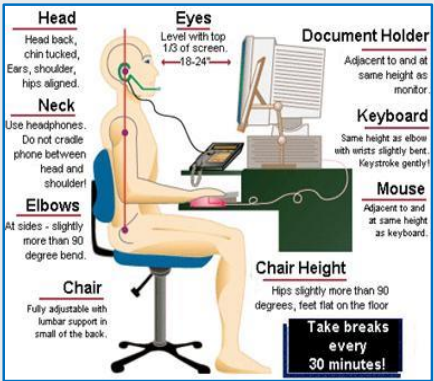


get more infographics at fundersandfounders.com

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Good Working Conditions



Head
Head back, chin tucked, Ears, shoulder, hips aligned.

Neck
Use headphones. Do not cradle phone between head and shoulder!

Elbows
At sides - slightly more than 90 degree bend.

Chair
Fully adjustable with lumbar support in small of the back.

Eyes
Level with top 1/3 of screen. 18-24"

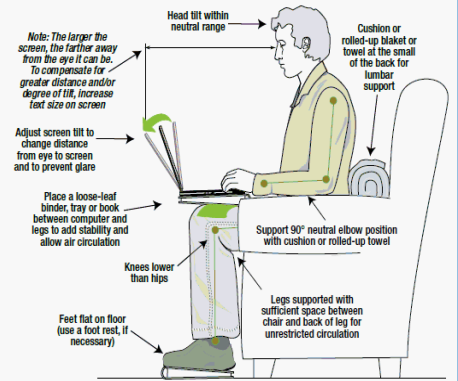
Document Holder
Adjacent to and at same height as monitor.

Keyboard
Same height as elbow with wrists slightly bent. Keystroke gently!

Mouse
Adjacent to and at same height as keyboard.

Chair Height
Hips slightly more than 90 degrees, feet flat on the floor.

Take breaks every 30 minutes!



Head tilt within neutral range

Note: The larger the screen, the farther away from the eye it can be. To compensate for greater distance and/or degree of tilt, increase text size on screen.

Adjust screen tilt to change distance from eye to screen and to prevent glare

Place a loose-leaf binder, tray or book between computer and legs to add stability and allow air circulation

Feet flat on floor (use a foot rest, if necessary)

Knees lower than hips

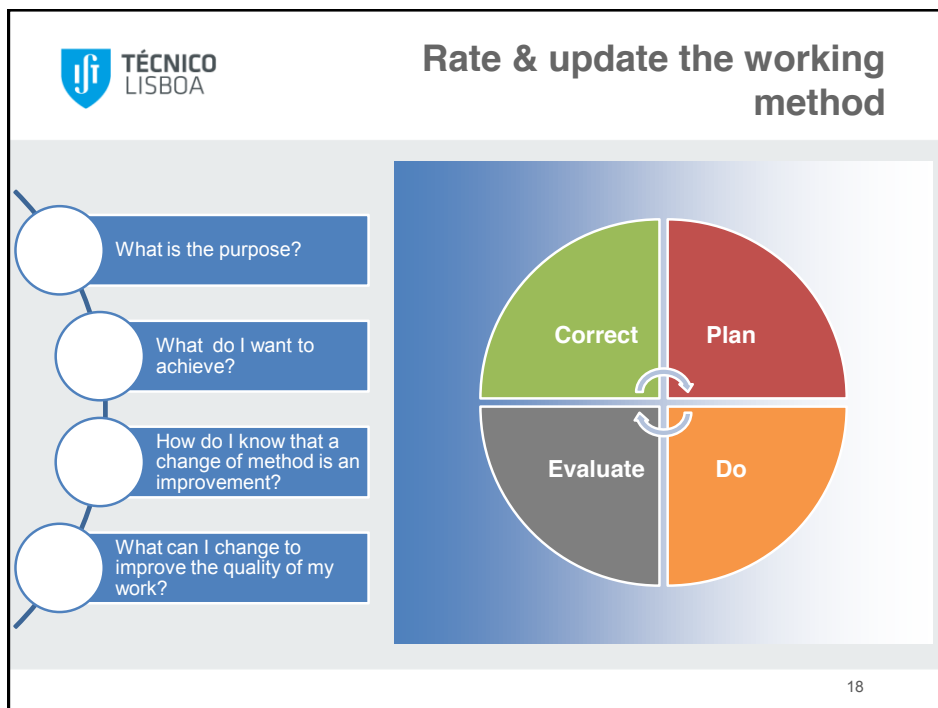
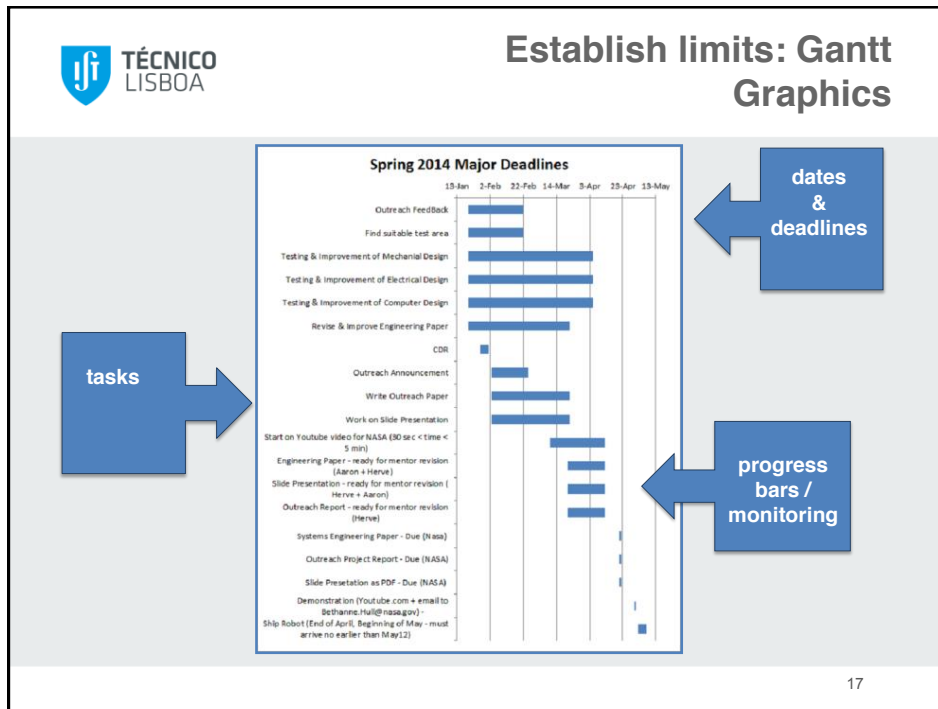
Support 90° neutral elbow position with cushion or rolled-up towel

Legs supported with sufficient space between chair and back of leg for unrestricted circulation

Cushion or rolled-up blanket or towel at the small of the back for lumbar support

Places to study in Lisboa: <http://www.ondelisboa.com/locais-onde-estudar-lisboa/>


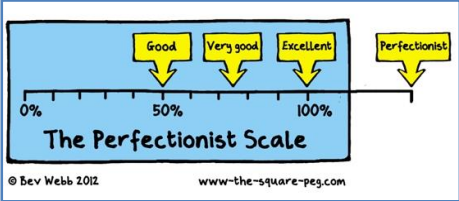
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Be precise, but avoid perfectionism

- Do you have a perfectionistic tendency?
- Ideals are directions, not absolutes
- Don't lose sight of the whole
- Concentrate your efforts on what you can do
- Celebrate victories

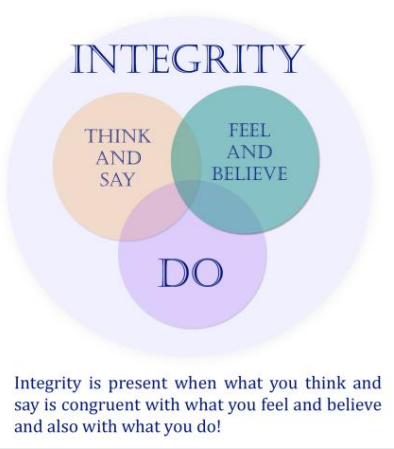
© Bev Webb 2012 www-the-square-peg.com

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Relationship Management: with Supervisor

- Listen to the feedback and suggestions
- Schedule regular meetings
- Prepare meetings in advance
- Showcase work & ask for feedback
- Be honest about the actual work



Integrity is present when what you think and say is congruent with what you feel and believe and also with what you do!

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Soft Skills and Emotional Intelligence

M1 Leaving your comfort zone

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M3 Thesis Presentation & Defense

M4 Resume, and Job Interviews

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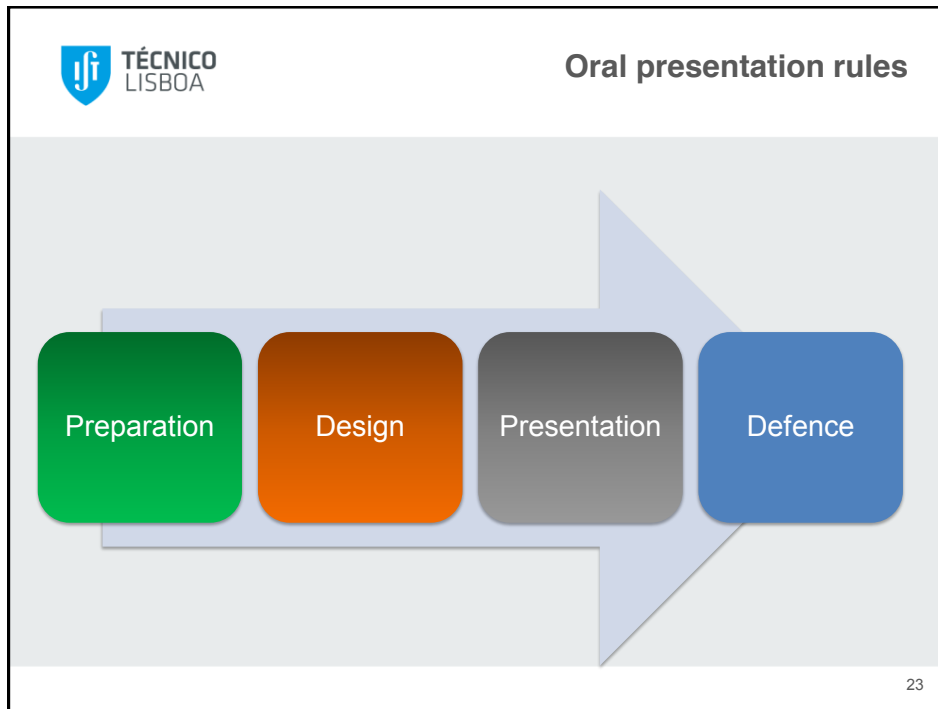
Q: HOW MANY PH.D.'S DOES IT TAKE TO GET A POWERPOINT PRESENTATION TO WORK?

ANSWER: $(n+1)$

WHERE n = THE NUMBER OF ACADEMICS IN THE ROOM WHO THINK THEY KNOW HOW TO FIX IT, AND 1 = THE PERSON WHO FINALLY CALLS THE A/V TECHNICIAN.

WWW.PHDCOMICS.COM

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First Steps

Preparation

- Manuscript delivered
- Start by re-reading manuscript + note taking
- What are the main ideas? Making choices is mandatory!
- What do I want my audience to remember in the end?
- Pay attention to your presentation time, room, means

The slide includes two images: one of a woman with glasses and many colorful sticky notes on her face and hands, crossed out with a large blue 'X', and another of a person sitting on a chair with their feet on a table, looking at a laptop.


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Preparation


“Be genuine.
Be *remarkable*.
Be worth connecting with.”

SETH GODIN
@ThisIsSethsBlog



“Quem não arrisca não petisca” Portuguese Proverb


25

 **TÉCNICO LISBOA**


Start with the end in mind


Preparation

- Seek harmony
- Illustrate with examples
- Reduce the text in your presentation to a minimum




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 **TÉCNICO LISBOA** **Start with the end in mind** Preparation




know your audience...

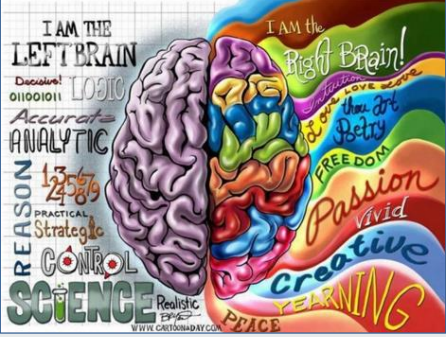
“Simplicity is about subtracting the obvious, and adding the meaningful.”
— John Mieda



If your participation is unnecessary, why make a presentation?

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 **TÉCNICO LISBOA** **Balance** Preparation



Remember: you need a logic structure and a solid content for your presentation, but also need to think how you will connect with your audience

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Analog Mode

Preparation

The presentation is not just to convey information - what is the added value?

Make your plans in analog mode - draw ideas on a white sheet, a chalkboard, ...

When preparing your presentation, prepare your notes too!

<http://www.thersa.org>

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How we process information

Design


We process information (visual and verbal) in two distinct channels

We have a limited processing capacity (7 + / - two items)

We are active processors

We remember best what appears at the beginning and at the end

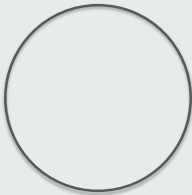
30

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How we process information

Design

Set of points in a plane that are equidistant from a given point




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Main Rules

Design

“Use less, gain more.”
— John Maeda




Eat **only**
until **80%** full.



Be sparing in the use of animations and animated transitions

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Main Rules

Design







- Use size font always equal to or greater than 20
- Always use the same font, choose a font that is not complicated
- Do **not** use **too many** colors
- 1 slide, 1 idea
- Experiment with letters on dark backgrounds and light color

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An example

Design

<p>DESIGN</p>  <p><i>not only function</i></p>	<p>STORY</p>  <p><i>not only argument</i></p>	<p>SYMPHONY</p>  <p><i>not only focus</i></p>
<p>EMPATHY</p>  <p><i>not only logic</i></p>	<p>PLAY</p>  <p><i>not only seriousness</i></p>	<p>MEANING</p>  <p><i>not only accumulation</i></p>

Adapted from Carol Peak's "A Whole New Mind"

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Design Makes a Difference

Design

Energy Usage


19.5 million residents of New York State consume as much energy as the 800 million in sub-Saharan Africa

19.5 MILLION
RESIDENTS OF NEW YORK STATE CONSUME AS MUCH ENERGY AS THE
800 MILLION
IN SUB-SAHARAN AFRICA

Slide A

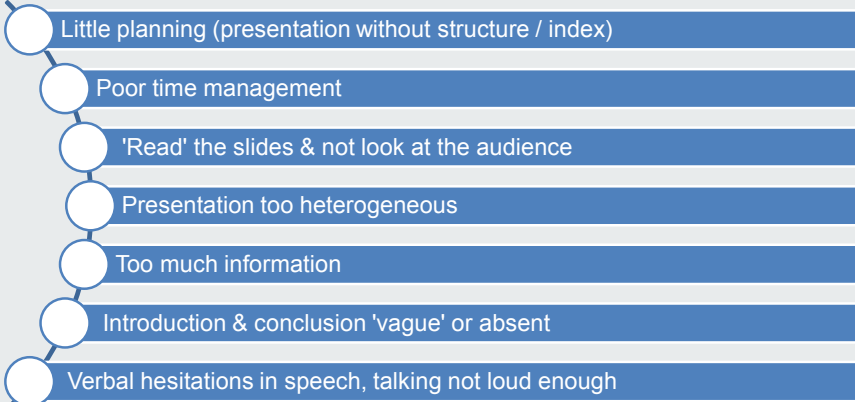
Slide B

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7 most common mistakes

Presentation


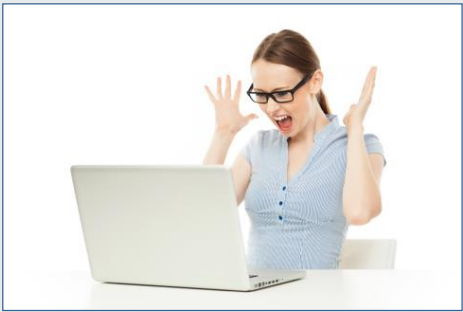


- Little planning (presentation without structure / index)
- Poor time management
- 'Read' the slides & not look at the audience
- Presentation too heterogeneous
- Too much information
- Introduction & conclusion 'vague' or absent
- Verbal hesitations in speech, talking not loud enough

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Presentation Day Presentation



Be present and attentive throughout the presentation

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Practice Makes Natural Presentation



Watch presentations of colleagues


Take notes: what you liked, what you disliked, what you'd do differently?

Train your presentation (with colleagues and supervisor)

video and / or audio recording (1 week before)



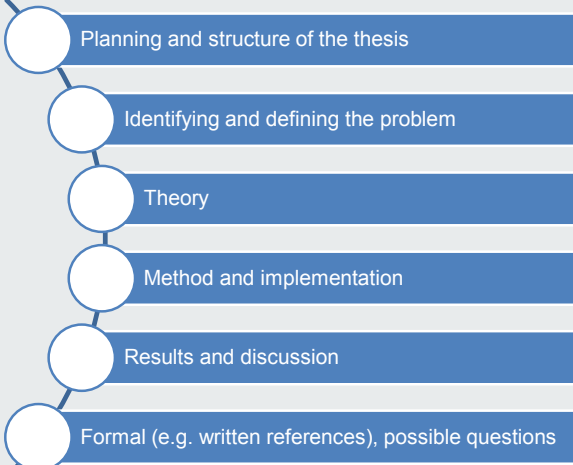
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**Preparation of discussion:
Points to Consider**


Defense





**technically,
the glass is always
full.**

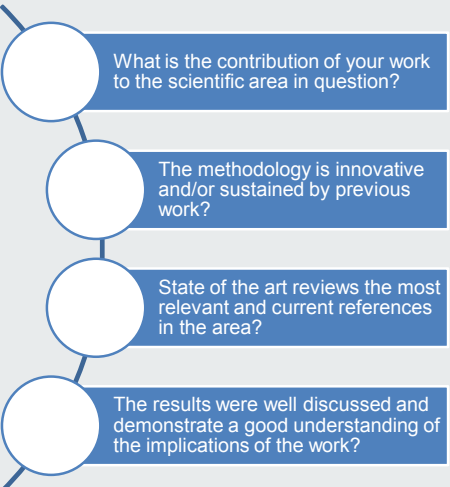
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**Preparation of discussion:
Questions & Attitude**

Defense





Attitude

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Body Language Defense

IT'S WHAT YOU DON'T SAY THAT COUNTS!

LEARN TO READ AND INFLUENCE PEOPLE THROUGH NONVERBAL COMMUNICATION.

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Body Language Defense

- Breathe and relax
- Smile
- Look your audience in the eye
- Keep calm
- Walk it
- Vary your gestures


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Complementary information




PechaKucha 20
Images x 20 seconds
<http://www.pechakucha.org/cities/lisbon>



Toastmasters
<http://www.toastmasters.org.pt/>



<http://www.presentationzen.com/>



IDEAS WORTH SPREADING
<http://www.ted.com/>

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Soft Skills and Emotional Intelligence

M1 Leaving your comfort zone

☑

M2 Emotional Intelligence


☑

M3 Thesis Presentation & Defense

☑

M4 Resume, and Job Interviews

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Abimael S. Silva
Peço desculpas para aqueles que estavam esperando um formato de currículo regular

WEBDESIGNER

Resume Examples

Summarize Your Unique Value

Watch Your Language




The goal of a resume is to get you an interview – leave them wanting more

Keep it Concise
Don't Write a book

Best Resume Templates

45

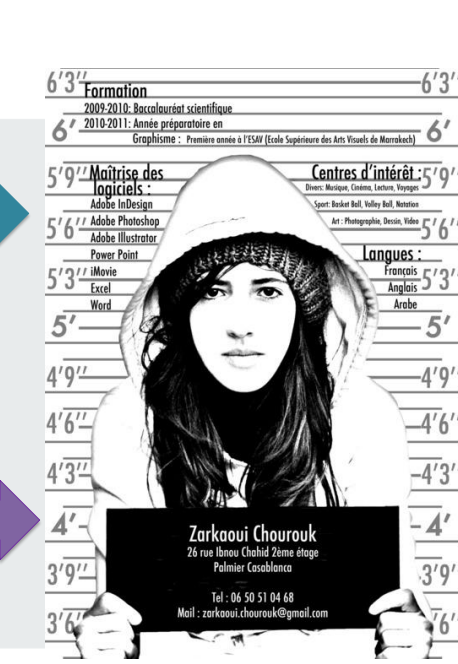


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Resume Examples

Communicate with confidence

Use keywords – think like a lazy recruiter



Be clear about your objectives

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5 Power Words to Make your Resume Get Noticed

Fitting in is a short-term strategy, standing out pays off in the long-run.
- Seth Godin
QuoteFix1.com

SPEARHEADED **CREATED**

INITIATED **ACCELERATED**

CONSOLIDATED

Choose your words wisely

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Job Interview

Applying for a job at IKEA

Before **During** **After**


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Job Interview

Before

- Research about the company
- Practice answering common questions interviewers ask
- Neatly arrange and carry your papers
- Dress smart and avoid bright, flashy colors
- Don't wear strong perfume or cologne
- Unless otherwise instructed (e.g., to fill out a job application), arrive about ten minutes early for the interview



KeepCalmAndPosters.com

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Job Interview

During

- Smile, offer a handshake immediately, introduce yourself
- Read the mood, adapt but be sincere (integrity)
- Sit with good posture. If you don't know what to do with your hands, keep them folded in your lap
- Maintain eye contact with the interviewer
- Don't eat, drink, chew gum or smoke, or even ask if it's ok

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Job Interview During

Personal Space

Don't invade the interviewer's personal space


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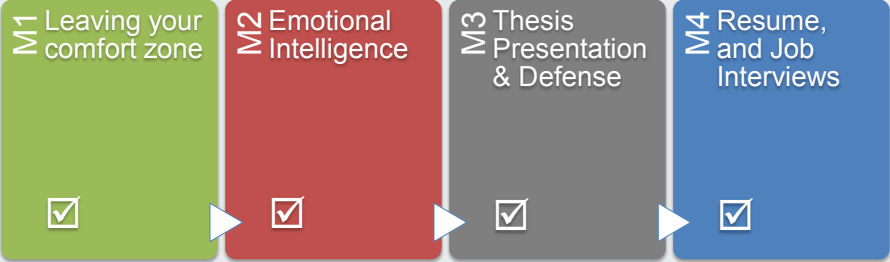
Typical Questions During

- Tell me about yourself...
- What are your weaknesses and your strenghts?
- Why should you get this job? Why did you apply for this position?
- Where do you see yourself in five years time?
- What is your greatest professional achievement?
- Tell me about a conflict you faced at a previous position and how you dealt with it.
- Do you have any questions?

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Soft Skills and Emotional Intelligence



M1 Leaving your comfort zone

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