

Lab Dynamics

Best Foot Forward, Part 3 How to Give a Great Job Talk

Slides



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Best foot forward

Part 3: How to give a great job talk

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Workshops, coaching, management solutions

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1

Today's Schedule

10:00 AM – Noon	AM Session
Noon – 12:30 PM	Break
12:30 PM – 2:30 PM	PM Session
	Review
2:30 PM	Finish

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2

Logistics

- Please keep your mic. muted unless you have a question.
- **Please keep your video feed “on.”**
- If you have a question use the “**raise hand**” feature:
 - Press “More” then select “raise hand.”
 - Or press alt-Y (PC) or option-Y (Mac).
- When your raised hand is recognized temporarily **unmute** yourself:
 - Hold down the “space” bar.
 - Or press alt-A (PC) or Shift-Command – A (Mac).
- To ask a question via the “chat” feature:
 - Click “Participants” button then select “Chat” and type the question.

– At various times during the workshop you will be assigned to Breakout Rooms. Make sure you are unmuted and your video feed is on when in breakout rooms.

– During the noon break or if you need to step away, don’t sign out or close the app. Mute your mic and turn off your video feed with the Zoom toolbar. Also, since you will be assigned to Breakout Groups several times during the workshop, please remember to activate your video and audio so others can see and hear you.

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3

Logistics

Please make sure you have the following:

1. You 5-minute job talk open and ready to share on Zoom.
2. The “Exercise” handout you were sent, either in printed form, on a second screen or device or available in a “window.”
2. A pad of paper and writing implement.

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4

Job talk vs research talk

- More about you than your science.
- How do you fit into the department/ group / organization?
- Opportunities to collaborate and employ students?
- Your future as a department/ organization member? (teaching, management, committees)
- They need to like you.

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5

5

Good speakers.....

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6



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7

Overview

- Prepare – research the place and the people.
- Know the parameters – time, place, room, format.
- Focus on one (or two at the most!) big things.
- **No jargon, abbreviations, acronyms.**
- Practice.
- Customize talk for every interview.
- Keep on time (25 double spaced pages for 50 minutes).

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8

8

The golden rule

- Tell them what you're going to tell them
- Tell them
- Tell them what you told them



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9

9

Build them a mental map of your talk



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10

10

Avoid weak words

- Hope
- Aspire
- Tried
- Seek

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11

11

If they invited you, they probably like your science

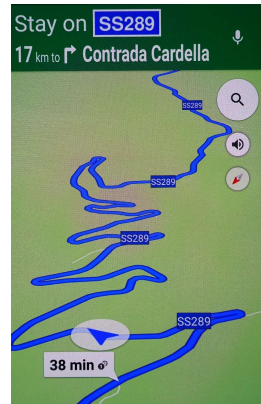
You don't need to prove the value of your research
you need to prove the value of you.

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12

No one cares about your journey



No one cares about the millions of experiments you did. They care about where you are now and where you are going.

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13



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14

14

Minor Interruptions

- Don't look irritated or rushed.
- Answer – briefly – just enough to straighten it out
 - Then carry on with your presentation.
- A question that you will answer later in your talk?
 - Say “Good point; just wait two slides”
- Requires a long answer ?
 - Say “Good point; The answer is a bit complicated but I do want to address it. Can I come back to that near the end?”



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15

Major interruptions

- If most in the audience are non-specialists
 - Explain the issue to the audience
 - Delay detailed discussion until after the talk
- If most of the audience is knowledgeable
 - Discuss it up to a point– don't try to diminish or avoid it.



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16

16

Difficult Questions, continued

- If you really don't know the answer
 - Say "That's a great point, honestly, I don't have the answer at that at the tip of my tongue. Can we discuss it after the talk?"
 - Don't feel that you have to invent an answer on the fly -- you are only human and you can't have thought of everything
- If the questioner disagrees with you and it looks like there will be an argument then defuse the situation
 - "Maybe we're looking at this differently (or "Maybe I'm not understanding the question") – can we go on to other questions and then you and I can talk about this later? I definitely want to answer your question if I can."

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17

17

Running Out of Slides

- Short talks are better than ones that are too long
- What to do:
 - Don't make a personal comment
 - "Hum, I'm running out of slides ..."
 - Stretch it a little -- see if you can think of an example, or story, to bolster your points
 - Conclude unhurriedly, summarizing your main points, but don't be repetitious

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18

18

Make an ending

- "This is my final slide..."
- "In summary..... That completes my presentation. I am of course happy to take questions and I'd like to thank you all for your attention.
- If someone jumps in with a question before you can say this say "Great question. Let me just say before I answer it thanks to everyone for attending and for your kind attention. I'm happy to take questions. Thank you." (wait for applause).

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19

19

Body language

- **Make eye contact.** Look at the camera not your or their images.
- **Smile.**
- **Avoid distracting mannerisms.** Record a trial run.
- **Use your hands where they can see them, not below the screen.**
- **Move around in the frame.**
- **Vary cadence and tone.**

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20

Body language



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Look for a smiler



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22

22

The job talk

- The audience will typically be very diverse – faculty, students and others.
- They all need to understand most of your talk.
- They all may be asked for their views of your talk.
- 90% of the people in the room need to understand and follow 90% of what you say.

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23

Levels

- *Very general*: you mother could understand it
- *General*: Your mother who has a PhD in anthropology could understand it
- *Intermediate*: First year grad student gets it
- *Intermediate/expert*: People in your field but unfamiliar with your specific system
- *Expert*: Maybe only one of these in the room.

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24

24

Five Minute Talk Outline

- Intro, big picture objective: 1 min.
 - Overview of this talk with hint of one big result.
 - How your work fits into the field (**why** its important).
 - *Level: very general*
- Strategy, approach, methodology: 1 min.
 - *Level: general to intermediate*
- Results – one big result: 1 min.
 - *Level: intermediate/expert*
- Future directions: 1 min.
 - *Level: very general*
- Summary of entire talk and thanks: 1 min.
 - *Level: very general*

Tell them what you're going to tell them.



Tell them.



Tell them what you told them.

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25

25

Forty Minute Talk Outline

- Intro, big picture objective: 5 min.
 - Overview of this talk with hint of one big result.
 - How your work fits into the field (**why** its important).
 - *Level: very general*
- Strategy, approach, methodology: 5 min.
 - *Level: general to intermediate*
- Results – a couple of big results: 10 min.
 - *Level: intermediate/expert*
- Future directions: 10-15 min.
 - *Level: very general*
- Summary of entire talk and thanks: 5 min.
 - *Level: very general*

Tell them what you're going to tell them.



Tell them.



Tell them what you told them.

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26

26

Feedback to speakers

- What they did well.
- What they could do better.

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27

27

Summary

- Start with the “why” and/or a “hook.”
- Everyone MUST be able to understand most of your talk.
- Structure your talk - draw them a map
- Respect your audience: time, content, fonts.
- No jargon.
- Body language trumps everything else..
- End with a summary and thank your host and audience.
- Rehearse until you're ready to scream.

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28

28

Please take the survey

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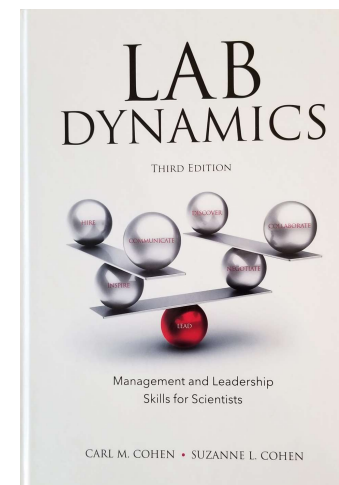
29

29

Thank you!

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30

30