

Trainings and Workshops to Advance Biotech/Life Science Career

Emotional Intelligence Quotient

BioTrain workshops are offered free of charge to qualified registrants

This series of short (2.5 hours) workshops is designed to provide foundational skills for workers employed in biotechnology. They are prepared with industry guidance and are taught by industry experts.

Claiming Your Strengths and Continuous Learning

Claiming Your Strengths starts with the identification of your key strengths - what you love to do, and your weaknesses - what you hate to do. Strategies are then presented by which you can enhance your career by making learning a part of your work. Willingness to learn new skills is one of the most crucial qualities employers look for when hiring new team members.

Managing Difficult Conversations and Conflicts

Tough talks can be awkward and unpleasant, but they are inevitable. Many conversations have significant outcomes. Because the stakes are so high, we fear the outcome, tend to put off the conversation, and are not adequately prepared for it. Turn potentially confrontational events into constructive dialogues to successfully navigate work and grow your potential.

Negotiations Public Speaking and Overcoming Speaking Anxiety Whether we're talking in a team meeting or presenting to an In life, we all participate in negotiations from time to time, regardless of job title/industry. When viewed as problemaudience, we all have to speak in public from time to time. solving, negotiation moves from being a win-lose game to one Speaking anxiety holds people back from applying for jobs, of mutual benefit. Inspiring new ways of practicing negotiating promotions, and much more. Learning how to tame adrenaline in everyday interactions improves your chances of getting more will allow you to take full advantage of opportunities to advance of what you want while keeping it mutually beneficial. your career. **Building Effective Networks Building Resiliency and Adaptability** This topic is designed to build resilience, well-being, and Almost everyone agrees that networking is important, but we often struggle to find the time and energy needed to build our optimism. These strengths-based prevention programs equip networks. This workshop encourages you to think about individuals with a set of practical skills that can be applied in networking as a critical part of how we get things done. You'll everyday life to rapidly learn new skills and behaviors in learn the downsides of having a homogenous network and the response to changing circumstances, take actions to deal with most effective ways to invest your time in building a broad, challenges, problems, and setbacks, and meet the demands of connective, and dynamic strategic network. their academic/work and personal lives successfully. **Communicating with Confidence Effective Listening** Many people think of confidence as a feeling. But in reality, it's Few skills are more valuable and practiced more poorly than a set of behaviors that you can change and improve over time. listening. In today's high-stress world, communication is more By acting confidently, particularly at the start of your career, you important than ever; yet we devote less time to listening to one can influence how others perceive you and change how you feel another. You will learn the pitfalls that interfere with effective about yourself. Hear expert insights and real-life examples on listening and how to avoid them. Learn how solid listening skills strategies to build your confidence from the outside in. Effective can be a gift of time that helps build relationships, ensure communication is critically important for career advancement understanding, solves problems, resolves conflicts, and means and the top traits employers look for hiring or promoting. fewer errors, and reduction of wasted time. **Teamwork and Problem Solving Critical Thinking and Time Management** Learn innovative ways to improve your team's performance and Improve your time management skills by sharpening your critical problem-solving in this fast-paced workshop. Problem-solving thinking skills. Critical thinking is the ability to organize as a team improves the chances of coming up with the best information logically to make a reasoned judgment. Effective time management involves prioritizing tasks, setting goals, solution/result. Pick up essential skills to lead, build and motivate teams in the workplace. Engaged teams have lower monitoring your progress, and avoiding procrastination. The

Contact: BioTrain@MontgomeryCollege.edu

customer ratings than disengaged teams.

turnover, greater profitability, higher productivity, and higher

ability to efficiently plan and control how you spend the hours

of your day, you can accomplish goals within the time allotted.