




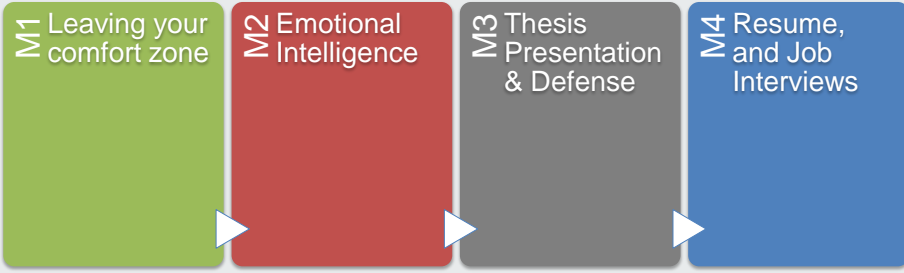
Soft Skills and Emotional Intelligence

PhD Summer School String Theory and Holography

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



Soft Skills and Emotional Intelligence



```
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

2

Leaving your Comfort Zone



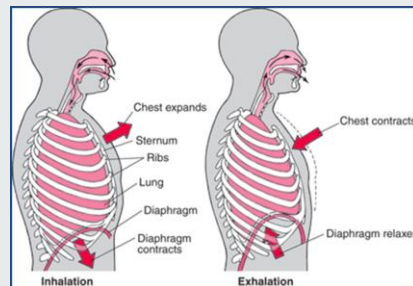
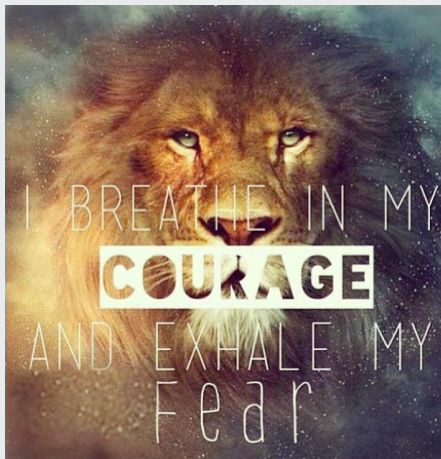
Leaving your Comfort Zone



Vulnerability & Courage



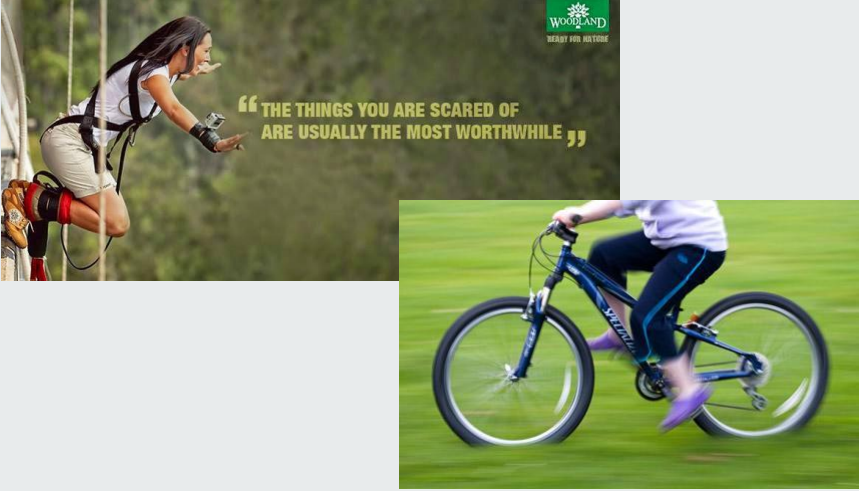
Breathing, Behaving



Learn Diaphragmatic Breating!

ifit TÉCNICO LISBOA

Change is permanent



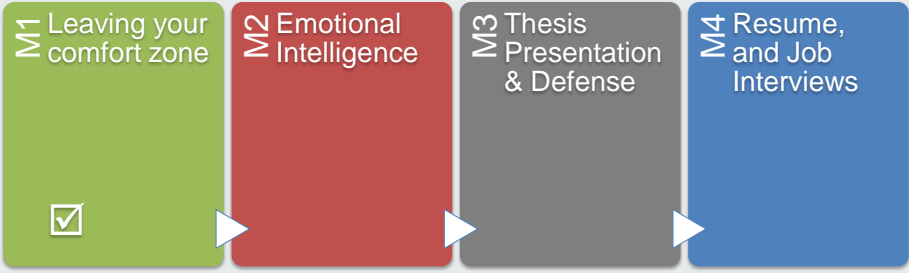
“ THE THINGS YOU ARE SCARED OF ARE USUALLY THE MOST WORTHWHILE ”

WOODLAND
HEAVY FOR HISTORY

7

ifit TÉCNICO LISBOA

Soft Skills and Emotional Intelligence



M1 Leaving your comfort zone

M2 Emotional Intelligence

M3 Thesis Presentation & Defense

M4 Resume, and Job Interviews

8

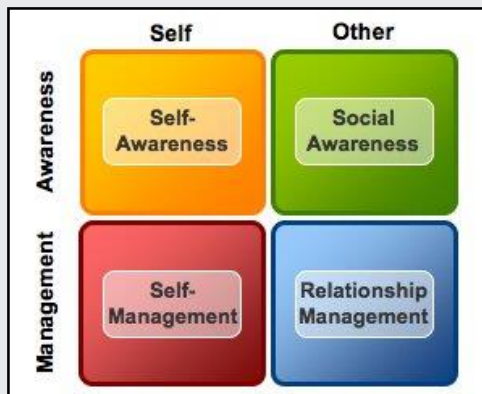
Emotional Intelligence



[The Marshmallow Test](#)

9

Emotional Intelligence



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

10

Advantages for the self

More satisfying relationships

Fewer negative interpersonal conflicts

Better Performance

Better decisions

Increased self-confidence



Emotional Intelligence & Soft Skills

What skills do you need to develop during your PhD?



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

13

Self – Management: Avoiding Procrastination

IF GOOD THINGS COME TO THOSE WHO WAIT

ISN'T PROCRASTINATION A VIRTUE?

14

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

they help you focus

get more infographics at fundersandfounders.com

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

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

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.

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

Knees lower than hips

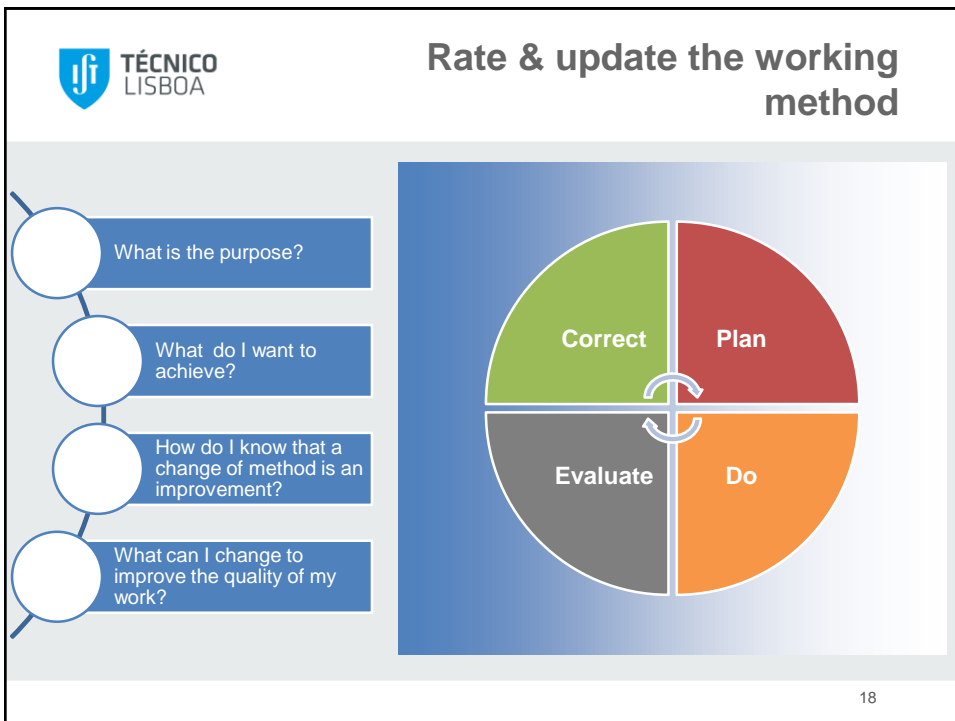
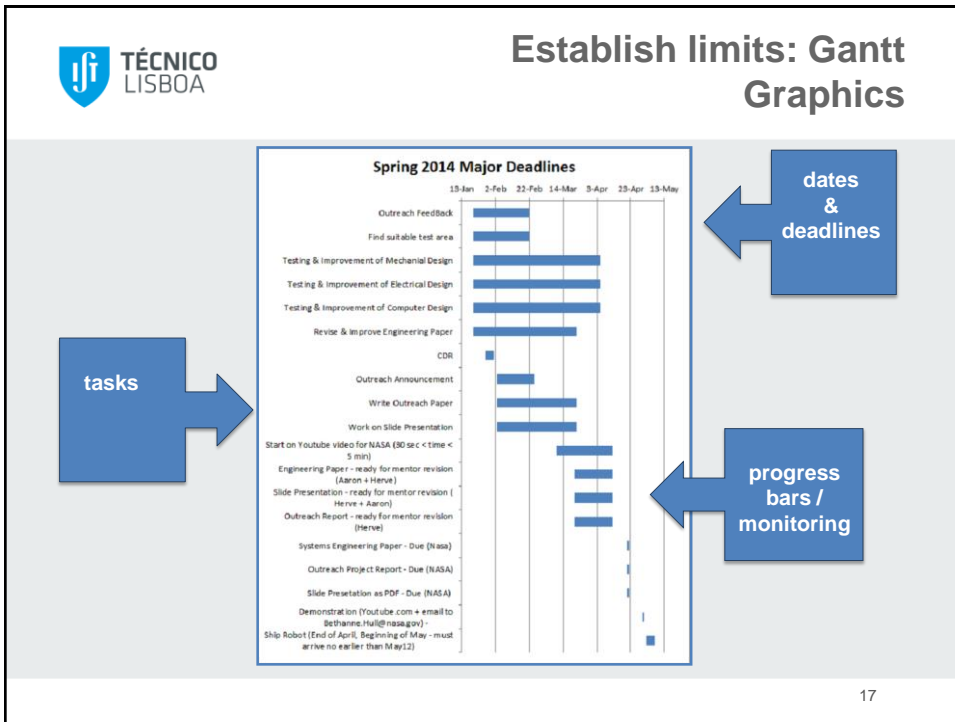
Feet flat on floor (use a foot rest, if necessary)


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

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

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

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


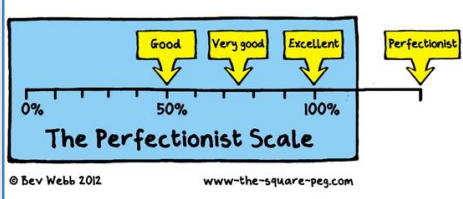




TÉCNICO LISBOA


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


19



TÉCNICO LISBOA

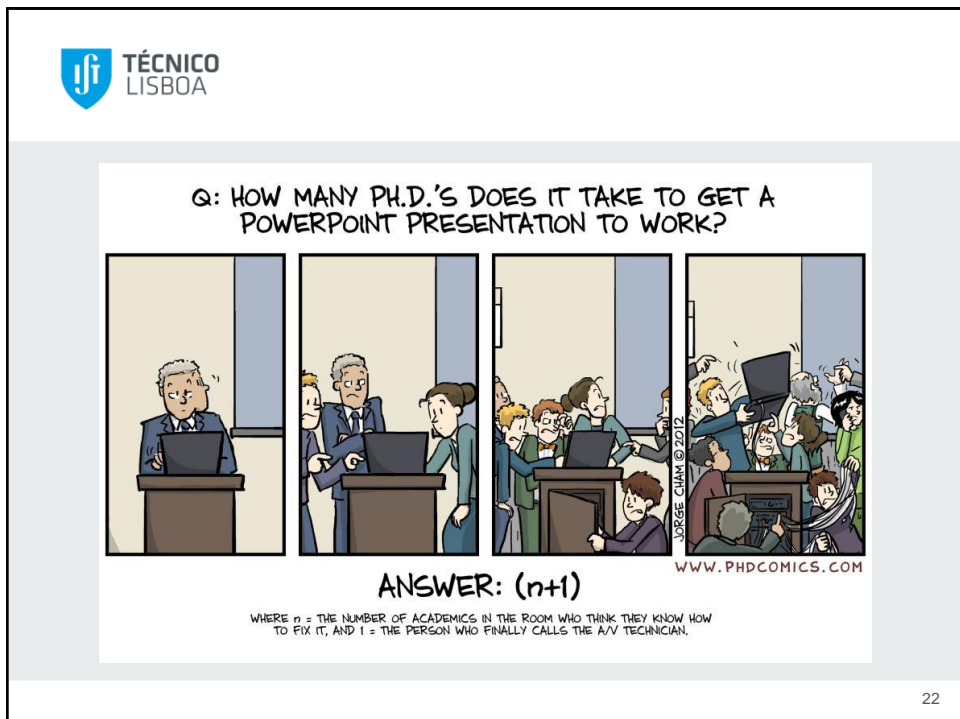
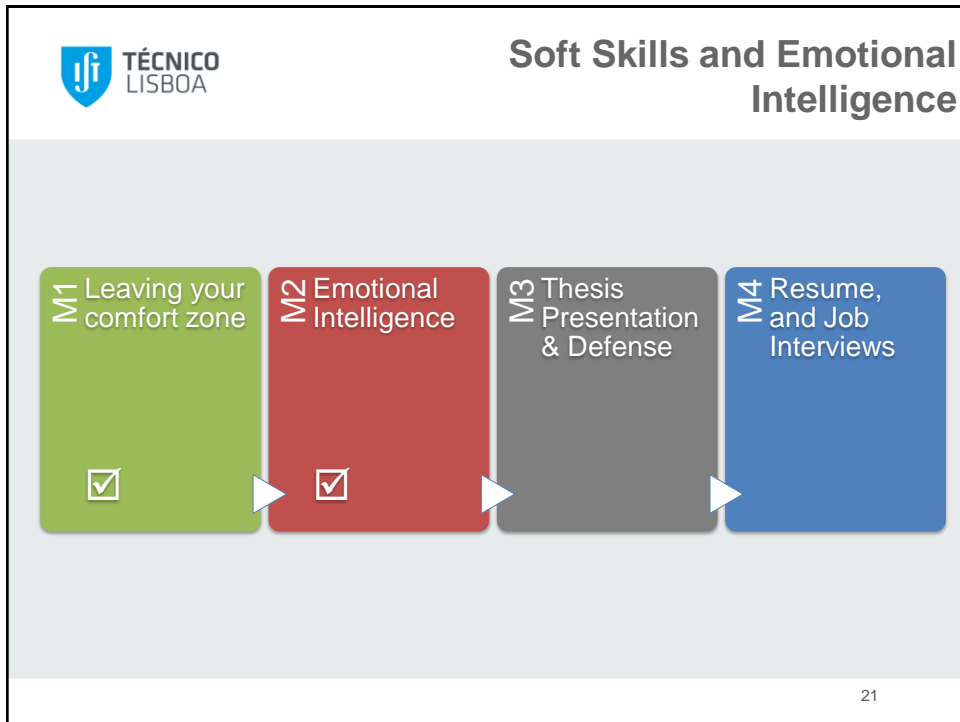
Relationship Management: with Supervisor

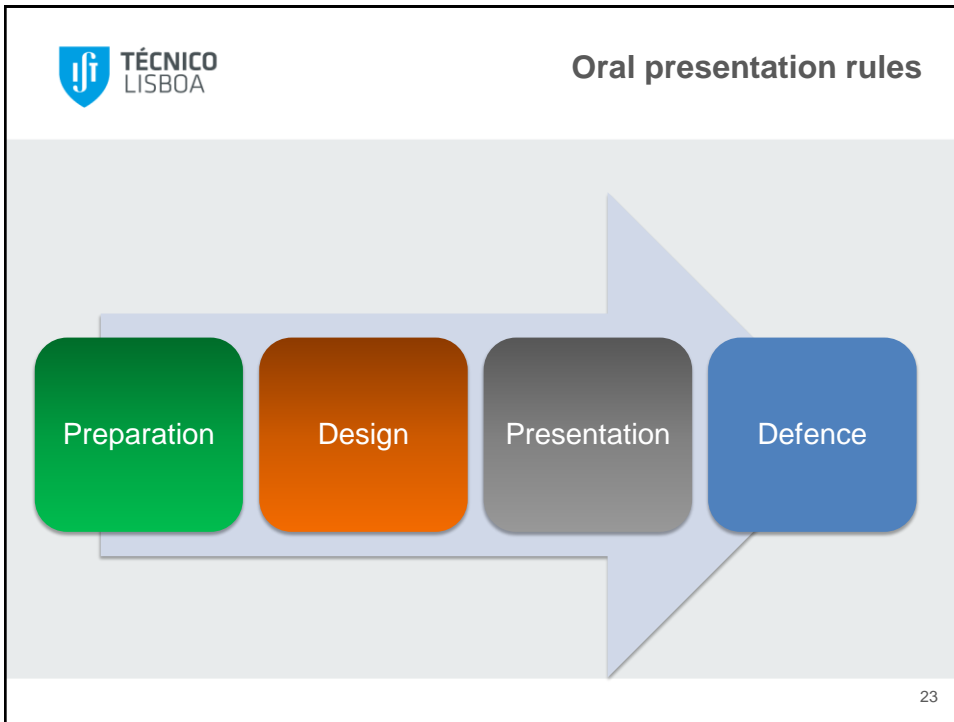
- Listen to the feedback and suggestions
- Schedule regular meetings
- Prepare meetings in advance
- Showcase work & ask for feedback
- Be honest about the actual work




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

20







 **TÉCNICO LISBOA**


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

24

 **TÉCNICO LISBOA**

Preparation


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

SETH GODIN
@ThisSethsBlog



“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



26



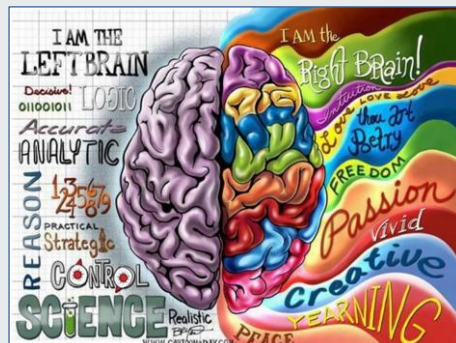
“Simplicity is about subtracting the obvious, and adding the meaningful.”

— John Maeda




If your participation is unnecessary, why make a presentation?

27



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

28


TÉCNICO LISBOA


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/>

29


TÉCNICO LISBOA

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



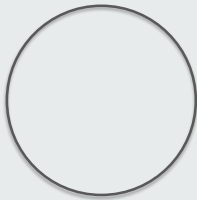
30

 **TÉCNICO LISBOA**


How we process information

Design

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




31

 **TÉCNICO LISBOA**


Main Rules

Design

“Use less, gain more.”
— John Maeda




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



Be sparing in the use of animations and animated transitions


32

 **TÉCNICO LISBOA**







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

33


 **TÉCNICO LISBOA**

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 Daniel Pink's "A Whole New Mind"

34




TÉCNICO
LISBOA

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



Slide A

Slide B

35




TÉCNICO
LISBOA

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

36

 **TÉCNICO LISBOA**

Presentation Day

Presentation

Be present and attentive throughout the presentation

37

 **TÉCNICO LISBOA**

Practice Makes Natural

Presentation






38

Preparation of discussion: Points to Consider

Defense

- Planning and structure of the thesis
- Identifying and defining the problem
- Theory
- Method and implementation
- Results and discussion
- Formal (e.g. written references), possible questions




technically,
the glass is always
full.

39

Preparation of discussion: Questions & Attitude

Defense

- What is the contribution of your work to the scientific area in question?
- The methodology is innovative and/or sustained by previous work?
- State of the art reviews the most relevant and current references in the area?
- The results were well discussed and demonstrate a good understanding of the implications of the work?



Attitude

40

Body Language

Defense

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

LEARN TO READ AND INFLUENCE PEOPLE THROUGH NONVERBAL COMMUNICATION.


41

Body Language


Defense

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


42

 **TÉCNICO LISBOA**


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/>

43

 **TÉCNICO LISBOA**

Soft Skills and Emotional Intelligence

M1 Leaving your comfort zone

☑

M2 Emotional Intelligence

☑

M3 Thesis Presentation & Defense

☑

M4 Resume, and Job Interviews

44



TÉCNICO LISBOA

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

www.abimael.com.br

Best Resume Templates

45




TÉCNICO LISBOA

Resume Examples

Communicate with confidence

Use keywords – think like a lazy recruiter



Be clear about your objectives

46

IFT TÉCNICO LISBOA

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
@sethgodin.com

SPEARHEADED **CREATED**

INITIATED **ACCELERATED**

CONSOLIDATED

Choose your words wisely

47

IFT TÉCNICO LISBOA

Job Interview


Applying for a job at IKEA

HIRE ME!

Make a chair and take a seat.

Before **During** **After**

48




TÉCNICO
LISBOA

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



49



TÉCNICO
LISBOA

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

50

IFT TÉCNICO LISBOA

Job Interview **During**

The diagram illustrates the concept of 'Personal Space' with four distinct zones relative to a person standing on the left:

- Intimate Zone:** Indicated by a red arc, extending from the person to 45 cm.
- Friend Zone:** Indicated by a green arc, extending from the person to 1.2 m.
- Social Zone:** The area between the Friend Zone and the Audience Zone.
- Audience Zone:** Indicated by a blue arc, extending from the person to 3.6 m.

Personal Space

Don't invade the interviewer's personal space

51

IFT TÉCNICO LISBOA

Typical Questions **During**

- Tell me about yourself...
- What are your weaknesses and your strengths?
- 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?

52

TÉCNICO LISBOA

Soft Skills and Emotional Intelligence

M1 Leaving your comfort zone

M2 Emotional Intelligence

M3 Thesis Presentation & Defense

M4 Resume, and Job Interviews

Isabel Gonçalves (GATu) - isabel.goncalves@tecnico.ulisboa.pt

Beatriz Silva (DEM) – beatriz.silva@tecnico.ulisboa.pt

53