





Symposium for Research Administrators

University of Wisconsin-Madison
September 26th, 2018

Symposium for Research Administrators



Turn **CRAZY** Talk into **SMART** Talk:
Gain **Confidence, Clarity & Credibility**

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SMPH Presenters:

- Debbie Meltzer, Assistant Dean
- Lori Uttech-Hanson, Research Administrator
- Rich Halberg, Principal Investigator

Turn **CRAZY** Talk into **SMART** Talk:
Gain Confidence, Clarity & Credibility

- Complex environments
- Many types of personalities
- Requires successful, collaborative relationships

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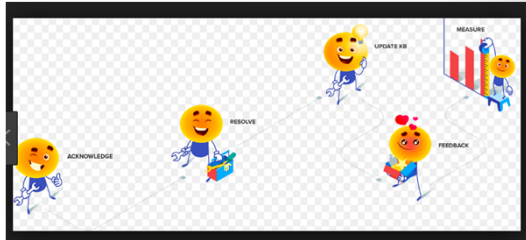
Learning Objectives: *Participants will...*

- Discover several key competencies for developing “connected” working relationships.
- Learn “what works” from an experienced PI.
- Share successes or challenges and learn best practices.
- Identify one skill or strategy to improve on.

Key Communication Skills

1. Develop a relationship and acknowledge feedback.
2. Always keep your boss in the loop.
3. Don't give alternative facts or exaggerate or stretch the truth.
4. Habitually come prepared and recognize time is precious.
5. Be a problem solver.

Skill 1: Develop a Relationship and Acknowledge Feedback



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Skill 2: Always Keep Your Boss "in the Loop!"



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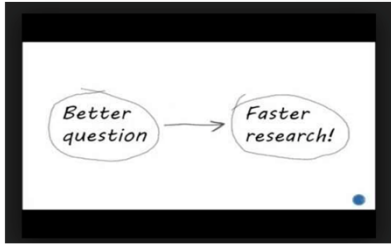
Skill 3: Don't Give Alternative Facts or Exaggerate or Stretch the Truth



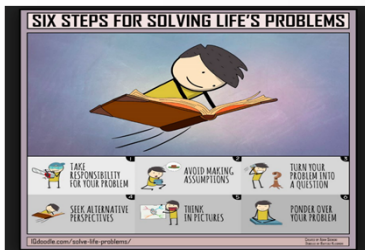
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Skill 4: Habitually Come Prepared and Recognize Time is Precious



Skill 5: Be a Problem Solver!



Turn **CRAZY** Talk into **SMART** Talk:
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- Share best practices and strategies that work.
- Questions?

CONTACT INFORMATION

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13
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