

Science Management Associates: Workshop Target Audiences

Workshop	Number of sessions*	Comments	Target Audience				
			Postdocs	Staff scientists	Faculty/ Group Leaders/ Supervisors	Admin. and support staff	Graduate students
1. Difficult Conversations in the Research Workplace: Fundamentals of Negotiation	1	We combine these four sessions into a four-session event called Management Skills for Scientists” (Workshop 12, below) to provide a comprehensive crash course in management for postdocs, faculty and others. This is our most popular offering.	✓	✓	✓	✓	✓
2. Leading Scientific Team and Project Meetings	1		✓	✓	✓	✓	
3. Hiring and Retaining Your Science Team: Interviewing, Selecting and Orienting Scientists, Technical Staff and Managers	1		✓	✓	✓	✓	
4. Managing Your Science Team: Setting Goals, Giving Feedback and Evaluating Scientists	1		✓	✓	✓	✓	
4A. Mentoring and Managing Your Science Team: Setting goals, giving feedback and creating individual development plans.	1		✓	✓	✓	✓	
5. A Day of Lab Dynamics	2	For those with limited time, this series typically includes Workshop 1 followed by either Workshop 2, 3 or 4.	✓	✓	✓	✓	
6. Leading Pharmaceutical Project Teams	1		✓	✓	✓	✓	
7. Speaking of Science: Presenting Your Science and Yourself. Speaking and Presentation Skills for Scientists	1	A powerful experiential learning workshop, limited to an enrollment of 12.	✓	✓	✓	✓	✓

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8. The Front Lines of Science: Management and Leadership Challenges in the Science Workplace.	1							
9. Best Foot Forward, Part 1: Interviewing Skills for Postdocs	1	This series gives postdocs essential skills they need to be successful on the job market, whether for an academic position or a job in industry. The workshops are highly interactive to give participants the ability to practice their interview and negotiating skills face to face. The combination of Workshops 9, 10, 11 and 12 is our most comprehensive offering specifically for postdocs and is listed below as Workshop 14.	✓					
10. Best Foot Forward, Part 2: Negotiating a Job Offer	1		✓					
11. Best Foot Forward Part 3: How to give a great job talk	1		✓					✓
12. Management Skills for Scientists: Our Most Popular Four-Part Workshop Sequence	4	This two-day sequence is comprised of Workshops 1, 2, 3 and 4. It has quickly become our most popular offering, covering the key areas PIs or research directors need to know as new managers.	✓	✓	✓			
13. Leadership for Scientists	6	This series is modeled on our annual Cold Spring Harbor workshop “Leadership in Bioscience” and offers a multi-session leadership experience for advanced postdocs and junior faculty. Includes workshops 1, 2, 3, 4, 7 and 8	✓		✓			
14. Just for Postdocs: The skills you need to jump start your career in science.	7	This series, comprised of Workshops 1, 2, 3, 4, 9, 10, and 11 is our most comprehensive training experience for postdocs.	✓					
15. Sexual Harassment in The Science Workplace: What you need to know	1		✓	✓	✓	✓	✓	✓
15. Keeping Your Remote Team On Track	1 hr				✓	✓		
16. Managing Stress In The Era of Covid-19	1 hr		✓	✓	✓	✓	✓	✓

*An on-site workshop session typically runs for half a day (e.g. 8:30 AM- noon or 12:45 PM-4:30 PM). A Zoom workshop runs from 10:00 AM- 2:30 PM or 3:00 PM (your local time, with a 30 minute break at noon), depending on the workshop.