

# Leading Scientific Team and Project Meetings

*A workshop for scientists, research managers, team leaders and executives*

## Workshop Highlights

- Science meeting basics.
- The power of the agenda.
- The rules of interaction.
- A framework for structuring decision making .
- Roadblocks to progress and how to handle them.
- Harnessing conflict to improve decision making quality.
- Six group behaviors that hamper effectiveness in meetings and how to recognize and counteract them.

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## The Workshop

When meetings are run well they can be an invaluable tool for communicating information and making decisions in the science workplace. When run poorly they can be a source of frustration. *In this solution-focused half day workshop you will learn and practice the key elements of running and participating in productive and interactive team or project meetings in the science workplace.* You will learn:

- What makes meetings work, and what can hamper their usefulness.
- How to guide a group through the key stages of decision making.
- How to identify and counteract the most common impediments to effective meetings, including difficult or disruptive behaviors and conceptual traps like groupthink and hidden group biases.
- How to harness and use conflict to improve the quality of the group's decisions.

This is a highly interactive workshop using case studies and examples from the world of scientific research and development. Interactive discussion and role playing will allow participants to experience and practice specific techniques. Case studies and examples can be customized to reflect the specific circumstances of the host organization or sponsor. By the end of the workshop participants will have acquired a suite of skills enabling them to lead and participate in collaborative, productive and outcome-focused meetings.

## Target Audience

This workshop is intended for scientists at all levels including managerial or leadership positions.

## Workshop Leader



Carl M. Cohen, Ph.D., is President of Science Management Associates. Carl provides coaching, consultation and training in interpersonal, group and organizational skills to scientists and science executives in both the public and private sectors. Carl has more than 30 years of biomedical research and management expertise, including having been Chief Operating Officer of Biovest International focused on cancer immunotherapy and Vice President for Research and Development at Creative BioMolecules. Carl served as Chief of the Division of Cellular and Molecular Biology and Acting Chair of the Department of Biomedical Research at St. Elizabeth's Medical Center of Boston. During that same period he also held the positions of Professor of Medicine and Professor of Anatomy and Cellular Biology at Tufts University School of Medicine. Along with his wife Suzanne, L. Cohen, Ed.D., a psychologist, Carl is author of "**Lab Dynamics: Management and Leadership Skills for Scientists**" Cold Spring Harbor Laboratory Press, 3rd Ed. 2018. Carl is the founding Director of the Cold Spring Harbor Laboratory workshop on **Leadership in Bioscience**, which he has run since 2011. Carl has been trained in the Tavestock model of group and interpersonal dynamics and received his Ph.D. in Physics (Biophysics Research) from Harvard University.