



We will begin momentarily at 2pm ET



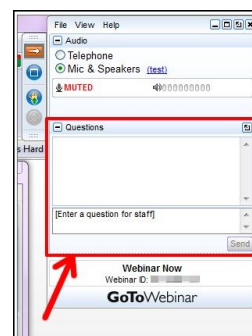
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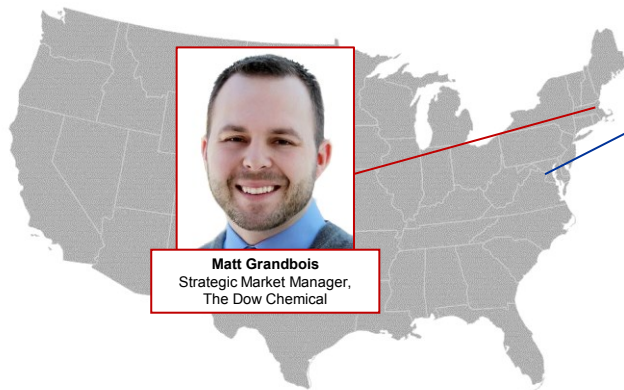
**Stefan Gross**, Director of Enzymology, Agios Pharmaceuticals

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### **“Professional Development that Makes a Difference: Communication Skills, Networking, and Time Management**



**Matt Grandbois**  
Strategic Market Manager,  
The Dow Chemical



**Linda Wang**  
Senior Editor,  
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# Agenda

- Making the case for professional development
- Development that makes a difference
  - Communication Skills
  - Networking
  - Time Management
- Compounding enables the difference
- Resources
- Summary

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## Audience Survey Question

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT



**When was the first time you actively participated in your own professional development?**

- Prior to graduating college
- Grad School/Post-Doc
- After entering the work force
- Never

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*Your career trajectory is much like sailing on the open sea ...*

*Gradual movements early on mitigate later drastic actions.*

*Navigating your career requires you to know **where you are, where you're going, and how to get there.***

## Career Journey: A Human Potential Function

- Your career journey is highly dependent on your human potential.

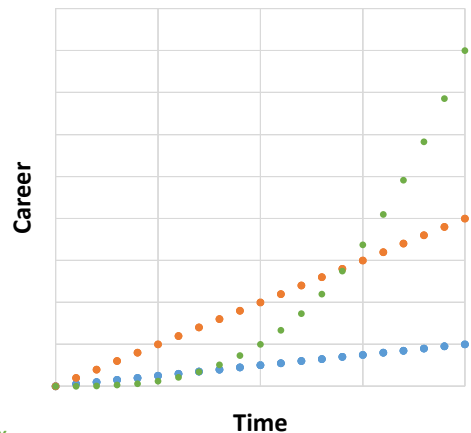
$$\text{Career} = \text{Human Potential} * \text{Time}$$

- Increasing your trajectory can be accomplished by introducing external development.

$$\text{Career} = \text{Human Potential} * \text{Time} * \text{Professional Development}$$

- Compounding** is the key to unlocking your potential and achieving your desired career pathway.

$$\text{Career} = \text{Human Potential} * \text{Time} * (\text{Professional Development})^x$$



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## Elevation of Scientific Potential

Scientific professionals need both “hard” and “soft” skills.

- **“Technical/Hard” Skills**
  - Synthesis, Analysis, Computational Methodology, *etc.*
  - Developed prior to entering work force, often function of pedigree
  - Look GREAT on a resume!
- **“Professional/Soft” Skills**
  - Harder to put into a one-page document
  - Less defined acquisition procedure
  - *What are they?*

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What do you think are some types of professional **“soft skills”** for chemists?



(type your suggestions in the chat!)



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## Professional “Soft Skills” for Chemists

### Communication Skills

Teamwork/Collaboration  
 Adaptability/Flexibility  
 Problem Solving  
 Critical Observation  
 Conflict Resolution

### Time Management

Work Ethic  
 Patience  
 Influence/Persuasion

Creativity

Decision Making

### Networking

Leadership  
 Self-Confidence  
 Acceptance of Criticism  
 Positive Attitude  
 Growth Mindset  
 Resilience  
 Coaching/Coachability

Source: bemycareercoach.com

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## Communication

- We spend **70-80 percent** of our waking hours in some **form of communication**.
- Preparation comes down to **knowing your audience, message/purpose, and timing**.

### Personal Communication

<i>Distant</i>	<i>Intimate</i>
Boss	Mentor
<i>Upward</i>	
<i>Same/Below</i>	
Subordinate	Friend

What quadrant is your audience?

**AUDIENCE**

### Small Group Communication

Team Meeting  
 Conference Presentation  
 Stakeholder Review

**Audience leads to Purpose.**

**PURPOSE**

### Written Communication

Social Media Stakeholder Update  
 Email  
 White Paper  
 Scientific Communication Research Paper

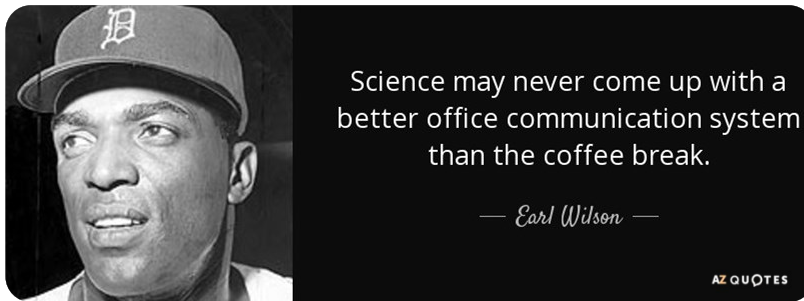
**Key to Impact is Brevity.**

**TIMING**

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## Communication<sup>2</sup>



- **“One talk leads to another...”**
  - Develop your thought leadership by engaging in various forms of communication can open up new opportunities to learn and share your ideas.
- **Metacommunication is just as important**
  - Your message is often much more than just what you say, but how you say it.

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### Audience Survey Question

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT



### In your opinion, what is networking best for?

- Your current job
- Your future job
- Both your current and future job
- Neither, you like collecting business cards.

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## Networking

Networking is more than business card collecting.



**Networking is a continuous development of relationships.**

- Your network includes mentors, collaborators, employers, friends, *etc.*
- Your network contacts should know the value you bring to them.
- Your network needs maintenance, so don't "set it and forget it".

Networking is finding the **right person** with the **right skills** at the **right time**.

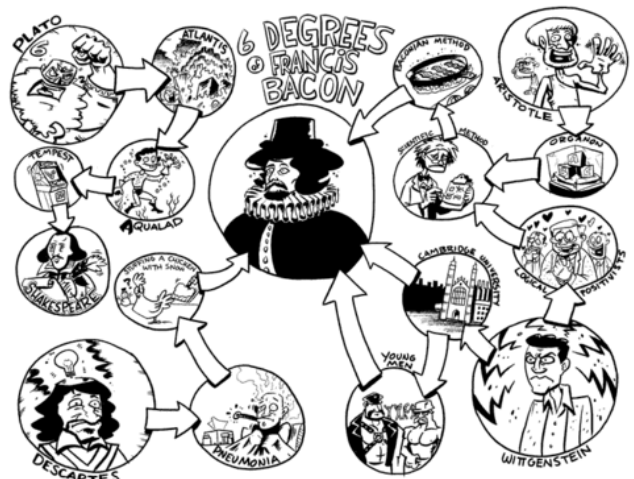
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## Networking<sup>2</sup>

### • Develop your extended network!

- Actively analyze your network in reference to your personal goals
- Address gaps in your network by finding key "connected contacts"
- "Connected contacts" can indirectly expand your existing network.
- **What's the good in having a network if you don't use it?**



Source: partiallyexaminedlife.com

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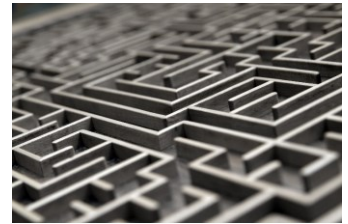
## Time Management



Source: inspiringtravellers.com

- (*Obvious*) There is only so much time in the day and as scientists we have much to do....
- (*Spoiler*)...***it's only going to get worse!***
- Regardless of your age or position, it always seems that there is never enough time to address both our responsibilities and our interests.

- Time management is a skill that can be developed over time through practice
- One way to improve your time management is learning and applying the **critical path method**.



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### **Audience Survey Question**

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT



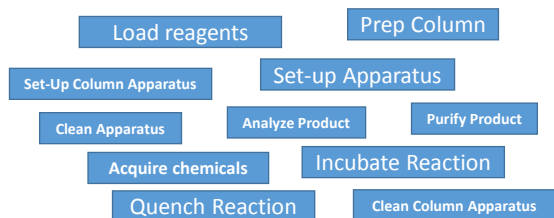
**When managing your time which of the following methods do you employ? (multiple correct answers)**

- Identify what needs to be done
- Identify the time needed to complete each task
- Identify the order or the connection of each task
- Arrange the tasks in order and how they are connected

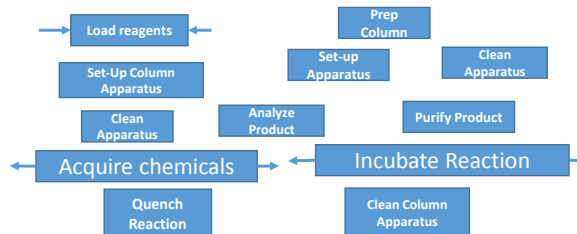
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# Critical Path Method for Time Management

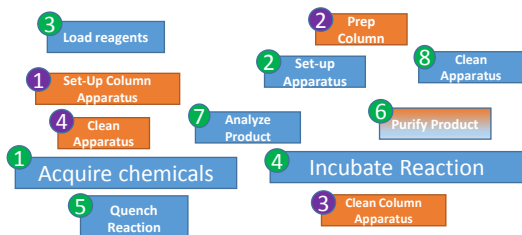
## 1. Identify all tasks that need to be done.



## 2. Identify duration for each task



## 3. Identify order/connection between tasks



Be aware that some tasks may have more connectivity than others (e.g. purify product):

- Some have multiple precursors
- Some have multiple dependencies
- Some have both!!

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# Critical Path Method for Time Management

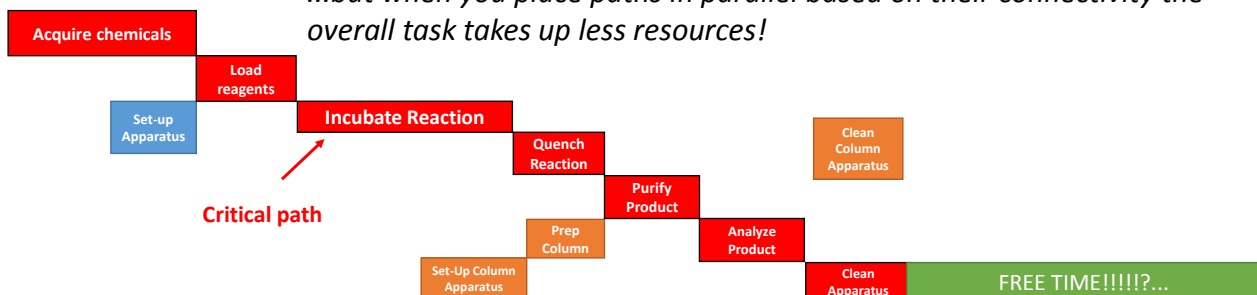
## 4. Arrange the tasks according to their order and connectivity.

*The duration of the task appears daunting when plotted linearly....*



time →

*...but when you place paths in parallel based on their connectivity the overall task takes up less resources!*



*Applying the critical path method for time management uncovers "more time in the day"!*

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## Time Management<sup>2</sup>



- **As you become more proficient at critical path time management, you will discover that more time will become available to you**

- Computers were invented to give us more time in the day, but now they are the vehicle to helping us get more out of the day



- This new found time can be used to further focus on value-adding activities.....like **more professional development!!!**



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## (Professional Development)<sup>x</sup>

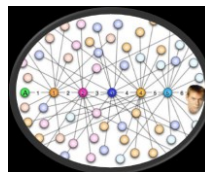
- There is **no “one-size fits all”** approach to professional development, so **play to your strengths** and don't force what isn't natural.
- Connecting and compounding your development will create a unique path that is best suited to maximize your personal happiness.



X



X



=



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## So where should you start? What's the next step?

### Guiding Principle: 80-20 Rule

**80%** comes from hands-on experience and practice;  
**20%** comes from reading a book.

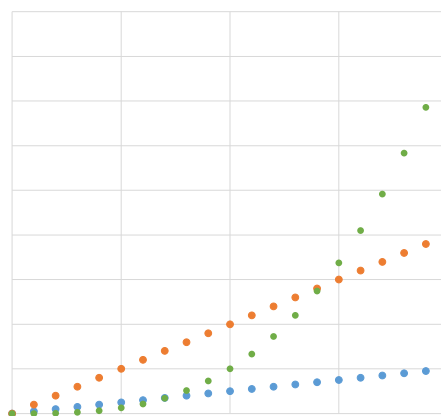
1. Attend a PROF symposium or activity during your next ACS Meeting. (<http://prof.sites.acs.org>)
2. Take time to evaluate the intersection of your current extracurricular activities and your professional development needs....**then ACT!!**
3. Practice critical path time management to uncover some "free time" and fill it up by having coffee with a new contact (networking).

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## Summary

- Professional Development is an important part of transforming your **linear trajectory into an exponential path** to realizing your potential.
- Soft skills (*e.g.* communication skills, networking, time management) are great stand-alone, but their true value comes in **compounding**.
- There are great resources available in a variety of locations, you just need to take the initiative as the **most vested stakeholder is you!**



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## Matthew Grandbois

@GrandboisMatt  
grandboismatthew@gmail.com

### Current Employment and Volunteer Positions

Strategic Marketing Manager, Dow Electronic Materials  
ACS Younger Chemists Committee, Secretary  
ACS PROF Younger Chemist Chair

### Education

Ph.D. Chemistry (2010; University of Minnesota)  
B.A. Chemistry (ACS) and B.A. Music Performance (2004; Augustana College – Sioux Falls, SD)

### Personal Interests

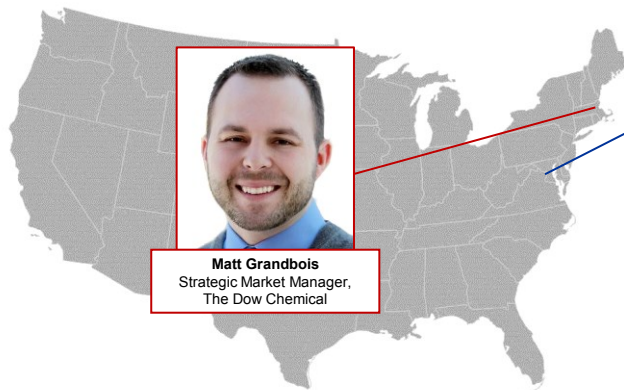
Family; Homebrew/Craft Beer Culture; Improvisational Comedy; Cooking



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***“Professional Development that Makes a Difference:  
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Strategic Market Manager,  
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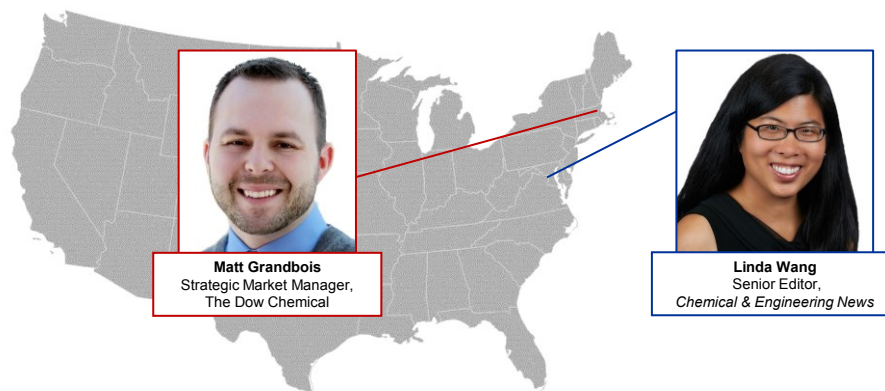
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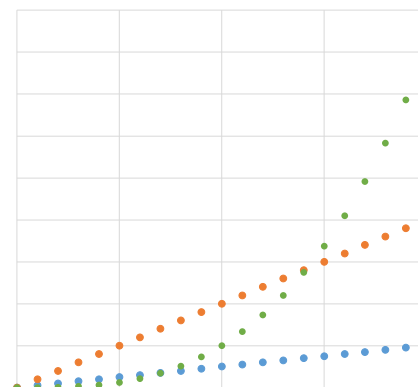
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## Final Thoughts

- Professional Development is an important part of transforming your linear trajectory into an exponential path to realizing your potential.
- Soft skills (*e.g.* communication skills, networking, time management) are great stand-alone, but their true value comes in compounding.
- There are great resources available in a variety of locations, you just need to take the initiative as the **most vested stakeholder is you!**



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