Definition:

________________________________________

Why so difficult?

Roles & Pathways in Research Administration

Examples:

Effective & Ineffective
Characteristics of Effective Communications

Costs of poor communication

Some communication barriers/challenges

To individuals:

To organizations/institutions:

1.

2.

3.
Exercises (notes)

Exercise 1: Administration acronyms list

Exercise 2: Count the number.....

Exercise 3: My hot buttons
Learning styles characteristics

- Visual
- Auditory
- Kinesthetic

My preference_______________________

Gender & Style differences

Lenses:

Direct/ Indirect:
Exercise 4:

Some “cultural” issues in research administration:

List:
## Listening exercise 5:

**My “listening challenges”:**

### Some traits of Active listeners

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Electronic communications

Wrap up-- “gimme five”

- Verbal & written
- Listening
- Electronic

Never

Always

1.

2.

3.

4.

5.
Personal Improvement Plan

Additional notes & reminders

(See RO website for survey & materials)

Just one thing: