

Squawk: “Something loose in cockpit.”

Reply: “Something tightened in cockpit.”

Squawk: “Number three engine missing.”

Reply: “Number three engine found on right wing after brief search.”

Squawk: “IFF inoperative.”

Reply: “IFF inoperative in OFF mode.”

Basics of lab briefings

Your teams will give briefings on
Wednesdays for Labs 2, 3, 4, 5 and 6.

Basics of lab briefings

- each person delivers part
- team grades (tech and CI)
- ~8 minutes to present (timed)
- ~4 minutes for Q&A and feedback
- slides
- informal, yet professional

Communication Prep Questions

- Audiences?
- Purposes?
- Outcomes?
(How will you judge your success?)

Audiences

- Professor, TA, LAs
- CI instructor
- Teammates
- Yourself
- Other?

Purposes

Audiences

- Professor, TA, LAs
- CI instructor
- Teammates
- Yourself
- Other?

Purposes

- Demonstrate learning
- Get useful feedback
- Build team
- Convey credibility
- Master a challenge

Takeaways*

- Good grade :)
- Feel satisfied
- Learned X
- Team solved problems
- Recovered from errors

Purposes

- Demonstrate learning
- Get useful feedback
- Build team
- Convey credibility
- Master a challenge

* How will you judge your success?

Some of your goals with regard to presentation:

- 1- know what to do if my audience looks confused (27*)
- 2- know what to do if I go blank (24)
- 3- know whether my audience is following me (24)
- 4- speak at a good pace (23)
- 5- use humor effectively (23)
- 6- be able to persuade others (23)

* number of “I need” + “I really need”

Slides

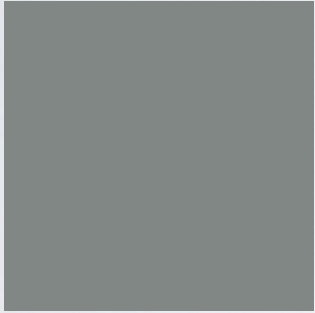
- Printed packet of slide basics
- Rubric of minimal requirements that define passable slides
- Two required slides: first and last

Required first slide: names and photos

(format of your choice)

Lab X: Lorem ipsum dolor sit robot

Team 9: The Nameless Nines



name



name



name



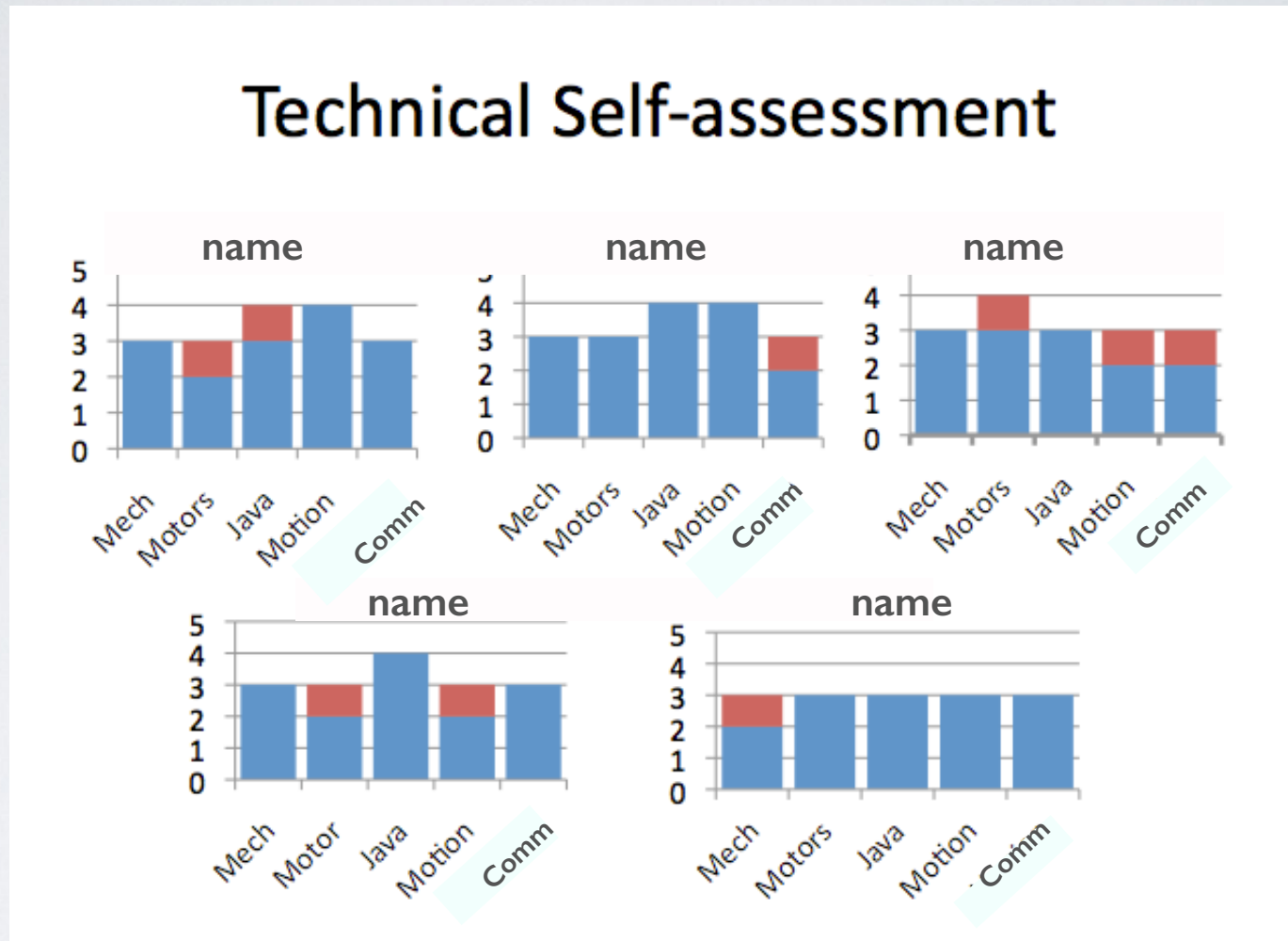
name



name

Crisp opening statement, (not starting with “So.”)

Required final slide: assess your individual learning
(format of your choice)



Individually summarize what parts of the lab you did.

Typical lab briefings

Audiences

Management

Other teams

Clients

Current funders

Potential funders

Purposes

Summary of work

Progress report

Explanation of decisions

Justification of funding

Request for input

Proposal

This lab briefing

Audiences

- Professor, TA, LAs
- CI instructor
- Teammates
- Yourself
- Other?


Purposes

Summary of work

Progress report

Explanation of decisions

Your briefings should cover:

- Project statement
 - Lab goals
 - Technical approach
 - Results
 - Lessons learned
- 

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- Project statement
- Lab goals
- Technical approach
- Results
- Lessons learned

for example:

- What was the problem we were addressing?
- What did we achieve?
- What did we do as a team? Individually?
(required)

Your briefings should cover:

- Project statement
- Lab goals
- Technical approach
- Results
- Lessons learned

for example:

- What were the goals of the lab?
- Did we meet them?
- If not, why not?
- What did we accomplish beyond the required tasks?

Your briefings should cover:

- Project statement
- Lab goals
- Technical approach
- Results
- Lessons learned

for example:

- How did we conduct our investigation?
- What decisions did we make?
- What was our process?

Your briefings should cover:

- Project statement
- Lab goals
- Technical approach
- Results
- Lessons learned

for example:

- What images or video should we show?
- What plots should we show?
- What do our plots say?

Your briefings should cover:

- Project statement
- Lab goals
- Technical approach
- Results
- Lessons learned

about graphics:

- necessary
- sufficient
- titled
- easily readable**
- labeled

**Tasty reward for teams with 100% readable slides!!

Your briefings should cover:

- Project statement
- Lab goal and objective
- Technical approach
- Results
- Lessons learned

for example:

- What did we discover?
- What was surprising?
- What will we do differently?
- Technical or team?

Questions are your friends: invite them

Why are questions scary?

Why are questions essential?

TIPS:

Assign a scribe >> **required!**

Spirit of inquiry

Be thoughtful and respectful (not defensive)

Bring extra slides

Be confident about what you don't know

Prepare for tough questions

Repeat to be sure you understand

Use your team

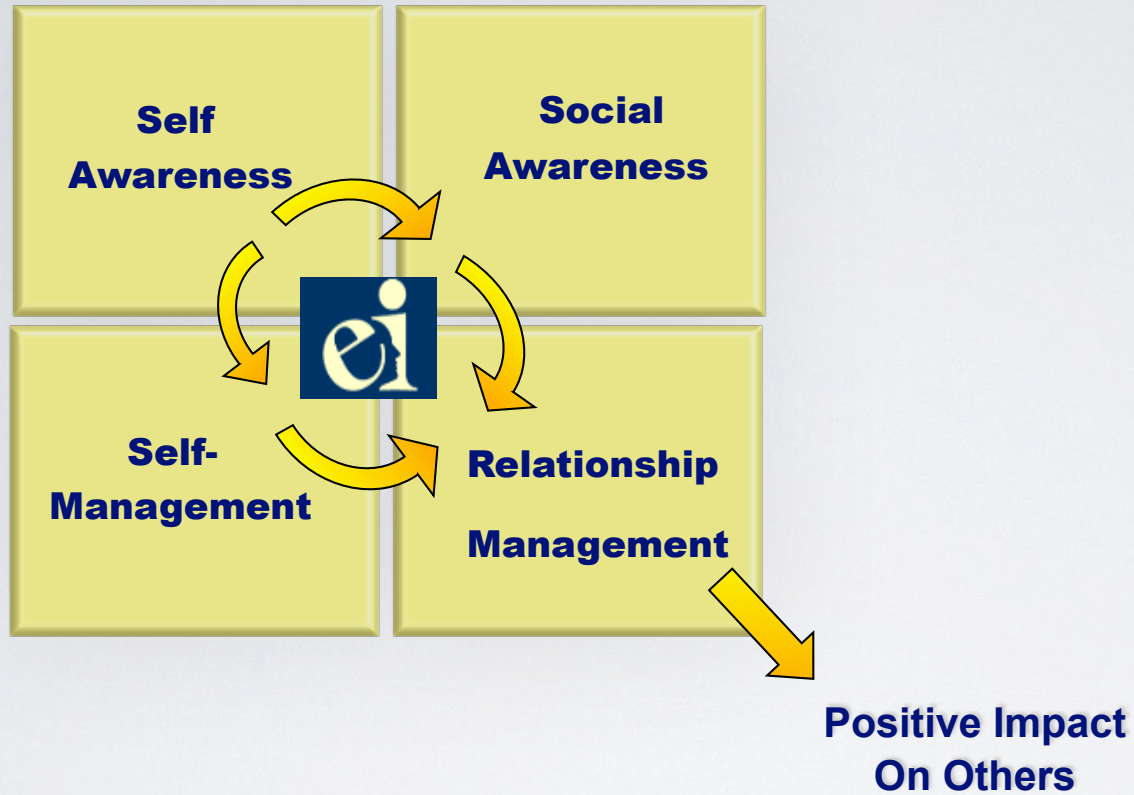
Make the questions right / good / smart :-)

When presenting:

- Breathe
- Practice out loud
- Coordinate as a team

- Plan intro and ending
- Plan and manage time
- Plan transitions
- Answer Qs as a team

Emotional Intelligence Framework



Daniel Goleman, [The Brain and Emotional Intelligence](#)

HOW MANY OF YOU
SCREWED SOMETHING
UP IN THE LAST WEEK?

HOW MANY OF YOU DID
SOMETHING GREAT IN
THE LAST WEEK?

THINK OF ONE OF
THOSE THINGS YOU
SCREWED UP.

THEN CLOSE YOUR EYES.

IMAGINE THAT IT'S

- right

- wrong

- good

- bad

- stupid

- smart

- better

- worse

IMAGINE THAT IT'S

- right
- good
- stupid
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- worse

The purpose of this exercise is to increase your ability to think flexibly about your point of view –
–while being serenaded :-)

Collaboration

Challenge # 1: self-awareness

- adjusting your own perspective
- realizing others come with different outlooks

Collaboration

Challenge # 1: self-awareness

Homework

In your teams, find or make opportunities to try the good/bad exercise 2-3 times this week.

Send me a brief email by next Friday telling me what you observed.

Let's practice :-)

Let's practice :-)

Get in your teams

Take __ minutes

Tell each other two or three things you want to improve with regard to your presenting

Make a preliminary plan for preparing your briefing:

roles and responsibilities

schedule



Photo: NASA; JPL

To go fast, go alone.
To go far, go with others.

Proverb, source unknown.