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?)
<table>
<thead>
<tr>
<th>Audiences</th>
<th>Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Professor, TA, LAs</td>
<td></td>
</tr>
<tr>
<td>- CI instructor</td>
<td></td>
</tr>
<tr>
<td>- Teammates</td>
<td></td>
</tr>
<tr>
<td>- Yourself</td>
<td></td>
</tr>
<tr>
<td>- Other?</td>
<td></td>
</tr>
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<td>Audiences</td>
<td>Purposes</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>- Professor, TA, LAs</td>
<td>- Demonstrate learning</td>
</tr>
<tr>
<td>- CI instructor</td>
<td>- Get useful feedback</td>
</tr>
<tr>
<td>- Teammates</td>
<td>- Build team</td>
</tr>
<tr>
<td>- Yourself</td>
<td>- Convey credibility</td>
</tr>
<tr>
<td>- Other?</td>
<td>- Master a challenge</td>
</tr>
</tbody>
</table>
Takeaways*

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

* How will you judge your success?

Purposes

- Demonstrate learning
- Get useful feedback
- Build team
- Convey credibility
- Master a challenge
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
Lab X: Lorem ipsum dolor sit robot

Team 9: The Nameless Nines

name  name  name  name  name  name

Crisp opening statement, (not starting with “So.”)
Individually summarize what parts of the lab you did.
<table>
<thead>
<tr>
<th>Audiences</th>
<th>Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>Summary of work</td>
</tr>
<tr>
<td>Other teams</td>
<td>Progress report</td>
</tr>
<tr>
<td>Clients</td>
<td>Explanation of decisions</td>
</tr>
<tr>
<td>Current funders</td>
<td>Justification of funding</td>
</tr>
<tr>
<td>Potential funders</td>
<td>Request for input</td>
</tr>
<tr>
<td></td>
<td>Proposal</td>
</tr>
</tbody>
</table>
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
Your briefings should cover:

- 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:

<table>
<thead>
<tr>
<th>- Project statement</th>
<th>for example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Lab goals</td>
<td>- What were the goals of the lab?</td>
</tr>
<tr>
<td>- Technical approach</td>
<td>- Did we meet them?</td>
</tr>
<tr>
<td>- Results</td>
<td>- If not, why not?</td>
</tr>
<tr>
<td>- Lessons learned</td>
<td>- What did we accomplish beyond the required tasks?</td>
</tr>
</tbody>
</table>
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

Self Awareness
Social Awareness
Self-Management
Relationship Management

Positive Impact On Others

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
- good
- stupid
- better

- wrong
- bad
- smart
- worse
IMAGINE THAT IT'S

- right
- good
- stupid
- better

- wrong
- bad
- smart
- 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
To go fast, go alone.
To go far, go with others.
Proverb, source unknown.