## Overview of the workshop programme

## Voice & language

## How to communicate easily and effectively

Ludwig-Maximilians-Universität München, Collaborative research centre "Chromatin dynamics" 22 November 2016 [9.00 – 17.00] or 25 November 2016 [9.00 – 17.00] Target group: PhD candidates
Trainer: Robert Kötter, GOLIN WISSENSCHAFTSMANAGEMENT, Hamburg

In academia we are constantly required to speak with and in front of people. These situations can be challenging not just in terms of content but also vocally.

With a little practice it is possible to construct precise formulations, have a well-trained and strong voice with clear diction and modulation. This allows you to attend conferences and seminars well-armed to make your presentations and contributions more effective and to deal with critical situations calmly.

The workshop is specifically designed for academics. The focus is on effective use of voice and clear and convincing speech. A strong voice also requires physical training which gently and effectively strengthens the muscles used during speech.

- » Basics of voice & speech: Appearing confident and effective
- An important partnership: Voice and body
- >> Great impact with little effort: Professional vocal training
- >> Nerves, difficult questions and stressful situations: Tips & tricks
- >> Voice & speech:
  My next steps

Robert Kötter, Cologne, earned a highschool diploma from Lyndon Institute, Vermont, and worked subsequently in Ireland for a number of years. He works as a speaker, coach and systemic consultant. In 2005 he founded the consultancy firm zweirat. He trains scientists and executives in communication, creativity and mental strengths. His customers include the German Aero Space Center, the Art and Exhibition Hall of the Federal Republic of Germany and Hapag-Lloyd.