TOP 10

Tips for Communication Skills, Collaborations, and Digital Networking

ACS ON CAMPUS

Learning and growing in your chemistry or scientific career involves more than understanding chemistry.

Clearly communicating, effectively collaborating on teams, and leveraging digital networking are vital skills that will position you for success on any career path. Follow these ten tips to develop and perfect these skills to take your career to the next level.

1
Craft your message for communication beforehand.
Don't go into a communication without planning. Carefully create the message you want to communicate beforehand, and if possible, practice on a friend.

2
Choose your medium of communication carefully.
Communicating in person, via video chat, by email or text chat all give a different impression. Choose the right medium for the conversation you need to have.

3
Remember the 5 C's of communication.
Be clear, correct, complete, concrete, and concise.

6
Team members benefit from being open.
Have an open-door policy for communication, be open to giving and receiving feedback, new ideas, sharing information and resources, and open to owning your mistakes.

5
Being a team member means working together towards a shared goal.
Teams create a shared vision and goal that each team member agrees to work towards.

4
Pay attention to non-verbal cues.
Understand the cues you give off, keep an open stance with open arms, and a friendly tone with eye contact. Read the cues your conversation partner is giving off and adjust your communication appropriately.

7
Have fun when on a team.
Don't forget to socialize with each other – share a meal, a coffee, and laugh together to help form strong bonds.

8
Remember digital networking is a dialogue.
Digital networking is not a resume that you place online. It is a process of engaging with others.

9
Have a strategy for digital networking.
Setting out your strategy before you engage will help you choose the best platform and develop a plan to deal with conflicts arising between different groups of colleagues.

10
Digital networking requires you to engage regularly and professionally.
The frequency of engagement depends on the platform and your community. In most situations, daily engagement on weekdays is appropriate.