UC LEAF

Workshops

Section 11.2
Ready, Set, Go! Workshops

2012-13

Hiring: Effective Interviewing, Evaluation and Afterwards          October 11, 2012
Setting the Tone of Your Lab                                      November 8, 2012
Personnel/Conflict Management                                     December 13, 2012
Funding Your Research Program: the NIH                           January 10, 2013
Time Management                                                    February 14, 2013
Understanding the Medical Campus Structures & Planning for Career Advancement March 14, 2013
Mentoring/Career Guidance                                          April 11, 2013
The Paper Trail                                                   May 9, 2013

2013-14

Writing Effective Grants for External Funding                    October 14, 2013
Funding Your Research Program: The NIH and Other Funding Processes January 16, 2014
Individual Conflict Management                                   February 12, 2014
Individual Conflict Management                                   February 19, 2014

2014-15

Hiring, Effective Interviewing, and Evaluation                    Thursday, September 18, 2014
Setting the Tone of Your Lab & Personnel Conflict Management     Thursday, October 9, 2014
Funding Your Research Enterprise                                 Thursday, November 13, 2014
Grant Writing                                                     December 11, 2014
Successful Collaborative Research                                Thursday, January 8, 2015
Time Management                                                   Wednesday, February 11
Planning for Career Advancement (RPT)                            Thursday, March 12, 2015
Mentoring & Career Guidance                                       Thursday, April 9
Hiring, Effective Interviewing, Evaluation

Thursday, September 18, 2014 9:00 – 11:00AM

Facilitator: Christy Holland, Professor of Internal Medicine

- Learning Objectives
  - Recognize the importance of staffing the lab with the right people
  - Differentiate between employees, including postdocs, and students
  - Distinguish appropriate versus inappropriate interview questions
  - Effectively evaluate candidates
  - Discuss the University of Cincinnati's hiring policies and procedures
  - Plan new hire orientation

Setting the Tone of Your Lab & Personnel Conflict Management

Thursday, October 9, 2014, 9:00 – 11:00AM

Facilitators: Heidi Kloos, Associate Professor of Psychology & Karen Faaborg, Professor Emeritus and LEAF AAC Chair

- Learning Objectives
  - Identify a managerial style consistent with your personality and skills
  - Integrate lab policies, ethics, and operations into an identifiable lab culture that has a recognizable personality and creates a happy and successful environment
  - Integrate and practice professionalism in all aspects of lab conduct including authenticating the veracity of data
  - Describe how to manage the financial aspects of the lab
  - Formulate a 5-year strategic plan for their laboratory
  - Recognize when the lab is becoming dysfunctional and formulate intervention strategies
  - Create a laboratory that maintains morale and demonstrates cohesiveness
  - Effectively manage conflict and other personnel issues
  - Acquire skills to fire personnel
  - Plan strategies for project management

Funding Your Research Enterprise

Thursday, November 13, 2014, 9:30 –11:30AM

Facilitator: Jim Heubi, Associate Dean for Clinical and Translational Research

- Learning Objectives
  - Identify internal and external sources of laboratory / research funding
  - Describe types of NIH (e.g., R awards and K awards), foundation, state, VA, DOD and NSF funding
  - Describe the external review process

Grant Writing

Thursday, December 11, 2014, 9:00 – 11:00AM

Facilitator: Margaret Hanson, Associate Dean, Graduate School & Melanie Cushion, Senior Associate Dean, College of Medicine

- Learning Objectives
  - Discuss critical characteristics that are in common with all types of research grants
  - Review topics relevant either to NIH or NSF in separate groups
  - Adopt strategies to prepare a more effective grant

Successful Collaborative Research

Thursday, January 8, 2015, 9:00 – 11:00AM

Facilitator: Christy Holland, Professor of Internal Medicine

- Learning Objectives
  - Demonstrate the power of team-based approaches to problem solving
  - Explain the additional challenges to developing multi-disciplinary collaborations; whether across
campus or countries
  ○ Use technology to facilitate cross-disciplinary collaboration
  ○ Be sensitive to different academic and industrial cultures that exist in other disciplines

**Workshop 6: Time Management**  
*Wednesday, February 11, 2015, 9:00 – 11:00AM*

*Facilitator: Amy Bunner, Assistant Designated Institutional Officer, College of Medicine*

- Learning Objectives
  ○ Establish a time management plan and set priorities
  ○ Develop a strategy to keep up with the scientific progress in their field(s)
  ○ Develop multi-tasking skills
  ○ Identify ways to balance work and family
  ○ Describe methods of effective delegation
  ○ Determine when and how to say no

**Planning for Career Advancement (RPT)**  
*Thursday, March 12, 2015, 9:00 – 11:00AM*

*Facilitator: Alex Lentsch, Senior Associate Dean, College of Medicine and Valerie Gray Hardcastle, Professor of Philosophy, Psychology, and Psychiatry & Behavioral Neuroscience, Executive Director of UC LEAF*

- Learning Objectives
  ○ Differentiate the unique functions of the units within the medical campus including CCMC, UC, UCP, UH, UC Health, and the VAMC at Clinical and Research Levels
  ○ Identify the organization within each of the units
  ○ Build relationships with critical personnel
  ○ Identify the faculty governing bodies and committees of UC
  ○ Distinguish the milestones necessary at each level of career advancement
  ○ Develop a plan to reach the necessary milestones for career development
  ○ Describe the roles of UC and the PI in the conduct of ethical research and grant management

**Mentoring & Career Guidance**  
*Thursday, April 9, 2015, 9:00 – 11:00AM*

*Facilitator: Chip Montrose, Vice Provost & Dean of the Graduate School*

- Learning Objectives
  ○ Recognize why you need a mentor and what you can except from them
  ○ Develop a plan of how to find mentors and interact with them
  ○ Validate your career goals and definition of success. Take a self-assessment and work with the results
  ○ Plan a career guidance network that is both local and national
  ○ Learn how to elicit frank discussions and opinions and cope with negative outcomes
FORTE Workshops

Strengthening Your Research Program
Wednesday, September 24, 1:00 - 4:00 PM
Facilitators: Jim Herman, Professor of Psychiatry; Howard Jackson, Professor of Physics; and Pat Limbach, Professor of Chemistry

• Moving from Visibility to Impact
  o Learning Objectives:
    ▪ Managing the evolution of the lab and your changing managerial and laboratory roles
    ▪ How to expand your role professionally
    ▪ How to maximize your impact professionally and institutionally

• Expanding Your Research Networks
  o Learning Objectives:
    ▪ How to choose and maintain collaborations to enhance research
    ▪ Potential pitfalls in collaborations and how to prioritize collaboration offers
    ▪ Working across cultures: Understanding the industry or people you will be approaching

Pathways to Leadership
Wednesday, January 28, 1:00 - 4:00 PM
Facilitators: Margaret Hanson, Associate Dean, Graduate School; Donna Martsolf, Associate Dean for Research, College of Nursing

• Learning Objectives:
  o Identify possible pathways to leadership in administration, organizations, local/national venues, review panels
  o Provide tools for leading to address equity and promotion issues, strategic planning, and best practices in academia
  o Help develop managerial skills in promoting culture/values, vision, the health of the team, and basic "people" principles
Effective Communication & Organizational Dynamics

Wednesday, March 25, 1:00 - 4:00 PM

Facilitators: Stacie Furst-Holloway, Associate Professor, Psychology; Steve Strakowski, Senior Vice President, Strategy & Transformation, UC Health; Richard Puff, Assistant Vice President, Public Relations, Academic Health Center

- **Conflict Management**
  - Learning Objectives:
    - Becoming aware of our own and others' social styles to improve interpersonal communication, team dynamics, and a collegial work environment
    - Controlling organizational dynamics: communicating authority; managing interrupters; disarming dissenters; and reducing vulnerability to gender bias

- **Self-promotion**
  - Learning Objectives:
    - Identify university and professional society resources to promote your research finding.
    - Effectively communicate research progress and findings to the community