

**Wednesday, June 5, 2019**7:00–7:45 am **Registration**7:45–8:00 am **Welcome to UMass and Overview of the Program**

Luanne E. Thorndyke, MD

*Vice Provost for Faculty Affairs, UMMS*8:00–9:30 am **Goal Setting and Career Planning**

Robert J. Milner, PhD

*Associate Vice Provost for Professional Development, UMMS*

Defined goals and a career plan are essential for academic and professional success. This session will guide participants through the **Individual Opportunity Plan**: to conduct an assessment of personal strengths and weaknesses, opportunities and threats, and set long-term goals and short-term objectives.

*By the end of the session, participants will be able to:*

- reflect on their career mission and goals
- conduct a self-assessment
- plan the next steps of their career

9:30–9:45 am **Networking Break**9:45–11:00 am **Managing Time & Multiple Priorities**

Luanne E. Thorndyke, MD

*Vice Provost for Faculty Affairs, UMMS*

Managing time wisely and balancing multiple priorities are challenges for all faculty. This session will discuss the principles of effective time management and offer tips and strategies for setting priorities, managing information (email), and aligning your time & energy.

*By the end of the session, participants will be able to:*

- implement strategies for managing time: planning, prioritizing, delegation & using technology

11:00 am–noon **What Makes a Good Educator?**

Mary M. Philbin, EDM

*Instructor, Department of Medicine, UMMS*

Faculty are expected to teach but most have little training in how to teach effectively. This session will kick-off a series of sessions on education by defining the knowledge, skills and behaviors of effective educators.

*By the end of the session, participants will be able to:*

- define the attributes of a good educator
- identify 1-3 ways to engage learners
- discuss 2-3 teaching strategies to support learning

12:00–1:00 pm **Lunch**1:00–2:30 pm **Giving a Great Talk**

Robert J. Milner, PhD

*Associate Vice Provost for Professional Development, UMMS*

Compelling presentations require deliberate design and practice. This session will provide a step-wise guide to designing a presentation, based on the Assertion-Evidence approach developed by noted author and educator, Michael Alley (PennState).

*By the end of the session, participants will be able to:*

- plan and prepare an effective presentation
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- 2:30–2:45 pm **Networking Break**
- 2:45–3:45 pm **Giving and Getting Mentoring**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*  
Mentoring is essential for career success; faculty are also mentors for students, trainees and colleagues. This session will define mentoring, provide strategies for obtaining mentoring, and describe the attributes of effective mentors and mentees.  
*By the end of the session, participants will be able to:*
- establish and sustain a mentoring relationship
  - describe the attributes of effective mentors and mentees
- 3:45–5:00 pm **Elements of Effective Feedback**  
Scott D. Wellman, MD  
*Associate Professor of Family & Community Medicine, UMMS*  
Feedback is essential for learning but may be difficult for faculty to provide effectively. This session will discuss how to engage in a feedback conversation with learners.  
*By the end of the session, participants will be able to:*
- list and use the steps in feedback conversations
  - use language in feedback conversations that enhance the ability of learners to utilize the feedback
- 5:30–7:00 pm **Reception & Dinner**
- 7:00–8:00 pm **Temperament and Teams**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*  
Our temperament defines how we express ourselves and interact with others. Understanding the temperaments of others is key for building teams and analyzing conflict. In this session participants will determine their personal temperament and engage in an interactive exercise that explores the influence of temperament in our own behaviors and in working with others.  
*By the end of the session, participants will be able to:*
- assess their personal temperament
  - evaluate how temperament affects our work in groups and interactions with others

## Thursday, June 6, 2019

- 8:00–9:00 am **Preparing for Promotion**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*  
Academic advancement is a mark of faculty success. This session will guide participants through the steps required for promotion and what faculty can do now to prepare themselves for academic advancement.  
*By the end of the session, participants will be able to:*
- identify the essential elements necessary for academic advancement
  - implement strategies for academic success
- 9:00–9:30 am **Crafting a Compelling CV**  
Robert J. Milner, PhD  
*Associate Vice Provost for Professional Development, UMMS*  
Your Curriculum Vitae is your academic and professional record — it must present your accomplishments clearly and accurately. This session will describe the elements of a compelling CV and provide tools for participants to assess and enhance their CVs.  
*By the end of the session, participants will be able to:*
- construct an effective CV

9:30–9:45 am **Networking Break**

9:45–11:00 am **Setting the Stage for Scholarship in the Work You Do Every Day**

Maryellen E. Gusic, MD

*Professor of Medical Education and Pediatrics, University of Virginia Medical School*

Scholarship is necessary for academic advancement but faculty may struggle to identify opportunities to create scholarly projects in the work they do everyday. Applying an accepted best practice model for scholarly work allows faculty to design, implement, and evaluate their work and to demonstrate the impact of this work through scholarship. This session will use hands-on exercises to guide participants in drafting a plan for scholarly work that aligns with their professional goals and passions and that meets institutional expectations for advancement.

*By the end of the session, participants will be able to:*

- identify opportunities for scholarship in their daily work
- compose a plan to turn an idea into a scholarly product
- explore venues for dissemination for various types of scholarly work

11:00 am–noon **Working with Others: Team Science, Collaboration and Authorship**

Robert J. Milner, PhD

*Associate Vice Provost for Professional Development, UMMS*

Scholarship is rarely an individual activity—collaborations and team science are increasing as faculty work involves interdisciplinary and interprofessional approaches. But this change also requires consistent and fair recognition of contributions to scholarly work. This session will provide strategies to manage effective teams and collaborations, and will use an exercise to illustrate criteria for authorship.

*By the end of the session, participants will be able to:*

- use strategies to initiate and maintain effective collaborations and teams
- describe the responsibilities of authors and criteria for inclusion of authors on papers

12:00–1:00 pm **Lunch**

*Afternoon sessions are divided into parallel Clinical and Research Tracks*

### **Clinical Track**

1:00–2:30 pm **Teaching in the Clinic**

Richard M. Forster, MD

*Associate Professor of Medicine, UMMS*

Clinical faculty teach as they practice in the clinic or at the bedside. This session will describe strategies to integrate effective education with efficient clinical practice.

*By the end of the session, participants will be able to:*

- increase their effectiveness as clinical educators

2:30–2:45 pm **Networking Break**

2:45–4:00 pm **Integrating Quality and Patient Safety**

Katharyn Kennedy, MD

*Associate Professor of Emergency Medicine*

Clinicians are expected to incorporate principles of quality improvement and patient safety into their daily practice. This session will describe strategies to integrate quality and safety to enhance effective and efficient health care delivery.

*By the end of the session, participants will be able to:*

- describe the principles and methods of quality and safety studies

- 4:00–5:00 pm     **Advice for New Clinical Faculty**  
Susanne Muehlschlegel, MD, MPH  
*Associate Professor of Neurology*
- Clinical training does not fully prepare physicians to work within the complexity of a health care organization. This session will provide guidance for clinical faculty from the perspective of “things I know now that I wish I knew then”.
- By the end of the session, participants will be able to:*
- employ strategies to increase their effectiveness as clinical faculty

## Research Track

- 1:00–2:30 pm     **Know Your K and R Grants**  
Joan M. Lakoski, PhD  
*Director of Proposal Development, West Virginia University*  
Robert J. Milner, PhD  
*Associate Vice Provost for Professional Development, UMMS*
- Funding is critical for faculty engaged in research. This session will provide guidance on applications for NIH career development (“K”) and research (“R”) awards.
- By the end of the session, participants will be able to:*
- describe the NIH application and review process
  - to choose the appropriate type of award for their career stage & situation
  - submit an application using strategies for success

- 2:30–2:45 pm     **Networking Break**

- 2:45–5:00 pm     **Writing Competitive Specific Aims**  
Joan M. Lakoski, PhD  
*Director of Proposal Development, West Virginia University*  
Robert J. Milner, PhD  
*Associate Vice Provost for Professional Development, UMMS*
- The Specific Aims page or its equivalent is the most important part of a grant application. This session will describe the essential elements of a competitive Specific Aims page. Participants draft key components for a specific aims page with feedback from colleagues and the presenters.
- By the end of the session, participants will be able to:*
- describe the essential elements of a competitive specific aims page
  - draft a specific aims page for a research proposal

Dinner on Own  
OPTIONAL: Trip to Tower Hill Botanical Gardens

## Friday, June 7, 2019

- 8:00–9:30 am     **Tools & Tips for Successful Negotiation**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*
- Life is full of negotiations: big and small; personal and professional. This session will discuss the strategies and tactics for negotiation and a framework to prepare for a negotiation.
- By the end of the session, participants will be able to:*
- discuss the differences between positional and interest-based negotiation
  - apply interest-based strategies in a relevant negotiation role-play exercise
- 9:30–9:45 am     **Networking Break**

- 9:45–11:00 am **Purposeful Planning: Designing Educational Sessions that Promote Learning**  
Maryellen E. Gusic, MD  
*Professor of Medical Education and Pediatrics, University of Virginia Medical School*  
Planning an educational session requires a deliberate approach to ensure that learning will happen. Whether in large or small group settings, systematic planning allows an educator to adapt their approach to create an effective session that will meet the needs of their learners. This planning process is useful to employ for sessions for learners across the continuum—students to peers. This interactive session will describe a step-wise framework to apply in developing an educational session to engage learners. Participants will also consider how to measure the success of their teaching interventions.  
*By the end of the session, participants will be able to:*
- outline key steps to use in planning an educational session
  - design or refine an upcoming session for a specific group of learners
  - select outcomes to measure the effectiveness of an educational session
- 11:00 am–noon **Challenging Teacher-Learner Interactions**  
Richard M. Forster, MD  
*Associate Professor of Medicine, UMMS*  
Some learners may pose challenges for faculty. This session will describe approaches for difficult teacher-learner interactions.  
*By the end of the session, participants will be able to:*
- use strategies to handle difficult teacher-learner interactions
- 12:00–1:00 pm **Lunch**
- 1:00–2:45 pm **Interpersonal Communication Skills: Graceful Self-Promotion**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*  
Being able to present your accomplishments in a manner that impresses others is a key skill. This session will provide guidance and practice on communicating your achievements gracefully.  
*By the end of the session, participants will be able to:*
- speak with self assurance and confidence that will influence others with your leadership skills
  - convey information about an accomplishment in a manner that impresses others with your capabilities and impact
  - demonstrate your leadership “presence” in planned and spontaneous interactions with others
- 2:45–3:00 pm **Program Close**  
Luanne E. Thorndyke, MD  
*Vice Provost for Faculty Affairs, UMMS*  
Robert J. Milner, PhD  
*Associate Vice Provost for Professional Development, UMMS*  
The Co-Directors will close the BOOTCAMP with summary comments.