# School of Medicine Junior Faculty Development Course

**January 11 – May 17, 2018**  
**School of Medicine, Room 170A**

## Section I: Introduction

<table>
<thead>
<tr>
<th>Session 1: January 11 - 5:30 - 9:30</th>
<th>Pre-class assignment: Complete pre-course assessment; take Birkman assessment online</th>
</tr>
</thead>
</table>
| **Course Introduction**           | Kathy Griendling, PhD  
Associate Dean, Faculty Affairs  
& Professional Development  
**Class introductions**  
**Review of goals and structure of the course** |
| **Birkman Analysis**              | Michael Sacks, PhD  
Associate Professor in the  
Practice of Organization and  
Management, Goizueta  
Business School  
**Understanding your work style, your personality, your perceptions of self and others and how you behave in the normal work environment and in response to stress** |

## Section II: The Business of Academics

| Session 2: January 25 - 5:30 - 8:30 |  |
|-----------------------------------|  |
| **Organizational Structure and SOM Finances** | Heather Hamby, MPH  
Executive Associate Dean and  
Chief Operating Officer, School of Medicine  
**Funds flow between SOM, Healthcare and University**  
**Expenditures and ledgers for the medical school**  
**Financial strategic alignment (FSA)** |
| **Human Resource Pearls** | Cliff Teague, BS, MA  
Senior Director, Human Resources, School of Medicine  
**Hiring practices and managing people** |
| **How to Work with your Department Administrator** | Liz McCarty, MS, CRA  
Executive Administrator and  
Vice Chair for Administration  
Department of Pediatrics  
**Faculty salaries, grant finances, clinical schedules, non-sponsored accounts, etc.** |

| Session 3: February 8 - 5:30 - 8:30 |  |
|-----------------------------------|  |
| **Leading a Medical School** | Vikas P. Sukhatme, MD, ScD  
Dean, Emory School of Medicine  
Chief Academic Officer, Emory Healthcare  
**Vision for the School of Medicine (SOM)**  
**Challenges and opportunities** |
| **Crucial Conversations** | Nathan O. Spell III, MD  
Associate Professor of Medicine  
Associate Dean for Education and Professional Development  
**Tips for approaching crucial conversations** |
### Section III: Education and Teaching

**Session 4: February 15 - 5:30 - 8:30**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker(s)</th>
<th>Position(s)</th>
<th>Presentation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Lisa Bernstein, MD</td>
<td>Associate Professor of Medicine</td>
<td>Small group teaching</td>
</tr>
<tr>
<td></td>
<td>Michael Greenwald, MD</td>
<td>Associate Professor, Pediatrics and Emergency Medicine</td>
<td>Creating a lesson</td>
</tr>
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<td></td>
<td>Barbara Pettitt, MD</td>
<td>Professor of Surgery</td>
<td>Giving feedback to trainees</td>
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<td></td>
<td>David Schulman, MD</td>
<td>Associate Professor of Medicine</td>
<td>The digital classroom and engaging learners</td>
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**Session 5: February 22 - 5:30 - 8:30**

<table>
<thead>
<tr>
<th>Topic</th>
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<th>Position(s)</th>
<th>Presentation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Skills I</td>
<td>Molly Epstein, PhD</td>
<td>Associate Professor, Practice Management Communication, Goizueta Business School</td>
<td>Persuasive speaking</td>
</tr>
<tr>
<td>Promotions and Tenure</td>
<td>Kathy Griendling, PhD</td>
<td>Professor of Medicine, Associate Dean, Faculty Affairs &amp; Professional Development</td>
<td>Overview of promotions and tenure in the SOM Promotion case studies</td>
</tr>
</tbody>
</table>

### Section IV: Research and Scholarship

**Session 6: March 8 - 5:30 - 8:30**

<table>
<thead>
<tr>
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<th>Position(s)</th>
<th>Presentation(s)</th>
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</thead>
<tbody>
<tr>
<td>Manuscript Writing</td>
<td>Chris Gunter, PhD</td>
<td>Associate Professor of Pediatrics &amp; Human Genetics Director of Communication Operations, Marcus Autism Center</td>
<td>Scientific writing and publishing; suggestions from an editor</td>
</tr>
</tbody>
</table>

**Session 7: March 22 - 5:30 - 8:30**

<table>
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<tr>
<th>Topic</th>
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<th>Position(s)</th>
<th>Assignment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-class assignments</td>
<td>Molly Epstein, PhD</td>
<td>Associate Professor, Practice Management Communication, Goizueta Business School</td>
<td>1) Individual counseling session 2) Videotape your lecture (by appointment @ GBS)</td>
</tr>
</tbody>
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**Session 8: April 12 - 5:30 - 8:30**

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<thead>
<tr>
<th>Topic</th>
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<th>Position(s)</th>
<th>Presentation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Writing</td>
<td>David Guidot, MD</td>
<td>Professor and Division Director, Pulmonary, Allergy, Critical Care and Sleep Medicine</td>
<td>Types of career development awards How grants are reviewed Common pitfalls and tips for success</td>
</tr>
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<td></td>
<td>Janet Gross, PhD</td>
<td>Grants Tutorial Director, Office of Postdoctoral Education School of Medicine</td>
<td>How to write a grant Grant writing resources</td>
</tr>
</tbody>
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### Section V: Leadership & Administration

#### Session 9: April 19 - 5:30 - 8:30

| Ethics          | John Banja, PhD  
|                 | Director, Ethics Center, 
|                 | Professor, Department of 
|                 | Rehabilitation Medicine  
|                 | Benjamin Stoff, MD  
|                 | Assistant Professor of 
|                 | Dermatology  
|                 | Senior Faculty Fellow, Emory 
|                 | Center for Ethics  

*Ethics and medical practice*  
*Case discussions*

#### Session 10: May 3 - 5:30 - 8:30

| Negotiation/Conflict Resolution | Krysia Waldron, PhD  
| --------------------------------| Coach, the Executive 
|                                 | Education Program, Goizueta 
|                                 | Business School  

*Workshop on negotiation skills and discussion of how to resolve conflicts*

#### Session 11: May 17 - 5:30 - 8:30

| Leadership     | Jonathan Lewin, MD  
|                | Executive Vice President for 
|                | Health Affairs, Emory 
|                | University, 
|                | Executive Director, Woodruff 
|                | Health Sciences Center, 
|                | President, CEO, and Chairman 
|                | of the Board, Emory 
|                | Healthcare  
|                | Linda McCauley, PhD, RN  
|                | Dean and Professor, Emory 
|                | University Nell Hodgson 
|                | Woodruff School of Nursing  

*Leadership skills*  
*Fundamental principles of leadership*  
*Perspectives on leadership*

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**Course Director:**  
Kathy Griendling, PhD  
Associate Dean for Faculty Affairs and Professional Development  
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**Staff:**  
Katie Davis  
Associate Program Director  
Katie.Davis@emory.edu