



**EMORY**  
UNIVERSITY  
SCHOOL OF  
MEDICINE

**Office of Postdoctoral Education**

## **Leadership Certificate Program January & February 2020**

OPE will offer a series of 6 events this winter that are focused on leadership essentials. All sessions will be taught by Emory University Goizueta Business School faculty. Sessions are designed to provide opportunities to learn new information and develop new skills that you can use right away. You will also learn information and skills that will make you a more effective professional and leader whether you are planning for a career in academia, industry, government or the non-profit sector.

*Postdoctoral Scholars interested in receiving a certificate of completion so that they can list the OPE Leadership Certificate on their CV or resume must attend and participate in the entirety of all 6 events. All Postdoctoral Scholars are invited to attend any and all sessions. A description of the sessions is below.*

### **Gaining Self-Awareness and Awareness of Others**

*Instructor: Michael Sacks*

Understanding yourself and the colleagues with whom you work is one of the key elements for a successful career. In this workshop, you'll be learning about your personality in nine areas, the influence your behavior has on others in your life, how you operate under stress, and what you need for maximum productivity while also learning to understand and appreciate other styles. Upon completion of this workshop, you will have a better understanding of how self-awareness and awareness of others can be an asset in the workplace.

**Date and Time:** Tues. Jan 14 - 1:30-4:30

**Location:** 153A

## **Developing Socio-Emotional Intelligence**

*Instructor: Rick Gilkey*

This session focuses on advances in our understanding of social emotional intelligence. The topics we will address are:

- Defining social and emotional intelligence and their role in defining success and promoting health
- Understanding the impact and importance of these neurologically based forms of intelligence and how they complement and enhance cognitive intelligence (IQ)
- Examining how social emotional intelligence develops over the human life cycle
- Learning to expand our social emotional intelligence through the use of specific practices and tools

The format of the session will include brief lectures/discussions, self-assessment tools, film clips with debriefs and general discussions/reflection.

**Date and Time:** Tues. Jan 21 - 1:30-4:30

**Location:** 178P

## **Managing High Performing Teams**

*Instructor: Peter Topping*

The session will focus on the factors that contribute to being a member and/or leader of high performance work teams. The content will include examining the differences between high performing and low performing teams with an emphasis on diagnosing team problems and determining appropriate interventions to enhance teamwork. The primary objective is to assist each participant in becoming more effective at "teaming" -- how they can contribute toward enhancing team performance and minimize ways in which they may inhibit teamwork.

**Date and Time:** Tues. Jan 28 - 1:30-4:30

**Location:** 153A

## **Understanding Motivation & Performance**

*Instructor: Richard Berlin*

This workshop will introduce participants to principles of how motivation affects performance in the workplace. A recent Gallup poll revealed that only 15% of workers worldwide (academic and non-academic settings) exhibit high levels of engagement and motivation. We'll focus on the factors that most motivate employees to do their best work, as well as those that contribute to demotivation and poor performance in the workplace. Participants will then identify and personalize key motivational elements and then discuss how to maximize these in their work environments. We'll also focus on the role of motivation in job selection and alignment with organizational culture.

**Date and Time:** Tues. Feb. 4 - 1:30 - 4:30

**Location:** 153A

## **Diversity & Inclusion**

*Instructor: Michael Sacks*

Post docs collaborate with others who are different from them across many categories. Yet few are trained to recognize how subtle differences in the workplace can contribute to unconscious bias and prevent some from feeling fully included and welcome. This session will introduce participants to the notion of unconscious bias and arm them with tools for recognizing and overcoming it.

**Date and Time:** Tues. Feb. 18 - 1:30 - 4:30

**Location:** 153A

## **Understanding Negotiating Basics**

*Instructor: Richard Berlin*

This workshop defines negotiation and describes actions that can help you negotiate successfully. Everyone negotiates at some point in his or her life. Strong negotiations skills can be survival skills, both in and out of the workplace. But being able to negotiate successfully requires that you understand some of the basic concepts of negotiation. Negotiation has been described in many ways – getting what you want, reaching an agreement, influencing others, and bargaining. Regardless of your definition, negotiation is a process in which two or more parties with different needs and goals work together to find a solution that is acceptable to all. Participants will understand their unique style of negotiating and recognize how it is utilized in personal and professional settings.

**Date and Time:** Tues. Feb. 25 - 1:30 - 4:30

**Location:** 153A