**FAPD Advance Schedule of Offerings 2016-2017**

*Attaining Teaching Excellence | Career Development and Achievement | Leadership and Management | Research and Scholarship | Technologies*

*This Schedule of Offerings will be updated and rereleased in January, 2017.*

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**Enrollment Instructions**

To enroll or access a digital file, please click on the hyperlinked text within this catalog and you will be able to register via Knowledge Link with your PennKey or launch a video or other resource (via Knowledge Link, which ensures credit). For all other items, please use the [FAPD Professional Development Interest Form](#).

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**Faculty Affairs and Professional Development**

**Contact**

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Professional Development for Attaining Teaching Excellence

Core and Specialized Competencies in Teaching

The Digital Welcome  NEW!
New e-learning Teaching Reference for onboarding and ongoing development.

NEW! Teaching at the Perelman School of Medicine 101.

Face-to-Face Sessions:
(2.5 Hours/LOC: PSOM )
- Wednesday, 12/7, 3-5:30 PM
- Tuesday, 5/9, 4-6:30 PM
- TBD March date, 8-10:30 AM

Online Canvas Sessions:
- 9/26-10/16 (session full)
- 1/9-1/29
- 6/5-6/25

Providing Effective Feedback to Trainees
New Modalities!
- On-Site, Customizable Workshop Version: Submit Interest Form.
- Online Canvas Session: 4/17-4/30 (space may be limited)

The following sessions on presenting and speaking will be offered in Spring, 2017. Please indicate your interest on the Professional Development Interest Form.

- The Art of Speaking Science: Clear, Concise, Compelling Presentations
- The Art of Speaking Science: From Stress to Success
- Mediocre to Memorable: Effectively Designing and Using Slides for Science Presentations
- Facilitator: Lisa Marshall, PhD

Clinical Teaching

Clinical Teaching at the Bedside
- F2F Workshop
- Tuesday, 10/25, 3:30-5 PM
- Facilitators: Donald Boyer, MD, Jeanine Ronan, MD, Corrie Stankiewicz, MD

How Do I Teach the Interprofessional Team, Residents and Clerkships Students to Manage Conflict in the Clinical Setting?
- F2F Workshop
- Friday, May 12, 3:30-5 PM
- Facilitator: Autumn Fiester, PhD

2 Professional Development Interest Form: https://upenn.co1.qualtrics.com/SE/?SId=SV_8bOLtVtJk0pGHT3
Professional Development for **Attaining Teaching Excellence**

**Core and Specialized Competencies in Teaching**

**NEW!** Incorporating High Value Care Teaching Moments into Clinical Teaching
- F2F Workshop
- Spring, 2017

Incorporating Quality and Safety Teaching Moments into Patient Care
- F2F Workshop
- Thursday, 1/26, 3:30-5 PM
- Monday, 5/15, 3:30-5 PM
- Facilitators: Rachel Kelz, MD, MSCE, Jennifer Myers, MD

**NEW!** Teaching Surgical Procedures
- F2F Workshop
- Spring, 2017
- Facilitator: Benjamin Braslow, MD, FACS

**NEW!** Promoting Active Learning in Clinical Teaching, Small Group, and Lecture Settings
- F2F Workshop
- Thursday, 2/23, 3:30-5 PM
- Facilitators: Robert Doms, MD, PhD, Brian Keith, PhD, Mitchell Lewis, D.Phil., Rachel Miller, MD, MSEd

**Small Group Teaching**
- F2F Workshop
- Spring, 2017

**Educational Leadership**

**NEW!** Developing a New Curriculum
- F2F Workshop
- Spring, 2017

**NEW!** Developing Test Questions in the Clinical and Basic Sciences
- Video Resource: **New Modality!**
- Available Spring, 2017
- Submit Interest Form

**NEW!** Writing Letters of Recommendation for Trainees
- Video Resource: **New Modality!**
- Available Spring, 2017
- Submit Interest Form

**NEW!** The Education Officer and Vice Chair for Faculty Development Forums
- F2F Workshop
- Spring, 2017
- Submit Interest Form

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If you are an Educational Officer, Vice Chair, Program Director, Course Director, Clerkship Director, or operating in a similar capacity, your leadership is critical to the success of our mission of intellectual achievement and compassion in education. The **Advance Educational Leadership** courses are designed for you, and for those of you planning to step into these roles. Interested?

Reach out: staitano@upenn.edu
The Mentorship Series

**NEW! The Mentor Roundtable**
- Video Resource
- Available Late Fall, 2016
- Submit Interest Form.
- Participants: David Margolis, MD, PhD, Chair of PSOM COAP, Victoria Mulhern, Executive Director of FAPD, Arupa Ganguli, Phd, Caryn Lerman, PhD, Emma Meagher, MD, Amita Seghal, PhD, Erica Thaler, MD, Kristy Weber, MD, FACS.

**NEW! The Mentee Roundtable**
- Video Resource
- Available Spring, 2017
- Submit Interest Form.
- Participants: Jennifer Kogan, MD, Assistant Dean of Faculty Development, Despina Kontos, MD, Alison Loren, MD, Nahla Khalek, MD, MPH, MSeD, Ivona Percec, MD, PhD, Sindhu Srinivas, MD, MSCE, Craig Umscheid, MD, MSCE.

The Track Series

**Strategies for Success on the AC Track**
- Video Resource: **New Modality!**
- Available Spring, 2017
- Submit Interest Form

**Strategies for Success on the Clinician Educator Track**
- F2F Workshop
- Tuesday, 11/8 3:30-4:30 PM
- Facilitators: Nick Abend, MD, MDMSCE, Justin Bekelman, MD, Lisa Bellini, MD

**Strategies for Success on the Research Track**
- F2F Workshop
- Tuesday, 11/22, 3:30-5 PM
- Facilitators: David Margolis, MD, PhD, Chair of PSOM COAP, Tilo Grosser, MD, Lily Wang, PhD.

**Strategies for Success on the Tenure Track**
- F2F Workshop
- Tuesday, 12/13, 3:30-5 PM
- Facilitators: David Margolis, MD, PhD, Chair of PSOM COAP, Alice Chen-Plotkin, MD, MSc, Jonathan Katz, MD, Benjamin Stanger, MD, PhD

**NEW! “PSOM COAP on Call” An Online Forum Event**
- **Forum Week:** ANYTIME March 20-March 24
- **Forum Site**

Members of the PSOM Committee on Appointments and Promotions (COAP) will be “on call” for your questions via an asynchronous online forum event that will last for one week. Ask anything about extramural consultant letters, track strategies, the reappointment and promotion processes, publication impact factors, ... You can post questions anonymously, if you prefer. COAP members will post responses and correspond with participating faculty. Of course, you don’t have to wait for this event: PSOM COAP members always welcome your questions.

Professional Development Interest Form: [https://upenn.co1.qualtrics.com/SE/?SID=SV_8bOLtVtJk0pGHT3](https://upenn.co1.qualtrics.com/SE/?SID=SV_8bOLtVtJk0pGHT3)
The Early-Mid Career Series

**NEW!**  The AC Track: Preparing for Reappointment
- Video Resource
- Available Late Fall, 2016
- Submit Interest Form

*Ideal for Mentors, Too*

Penn Medicine is a dynamic organization. Policies and procedures are therefore updated to reflect changes. Mentors who view these resources or attend these sessions will provide the most accurate guidance for mentees.

Ask COAP: Preparing for Reappointment on the Tenure, Clinician Educator, and Research Tracks
- F2F Workshop
- Wednesday, 9/28 3:30-5 PM
- Facilitators: David Margolis, MD, PhD, Chair of PSOM COAP, Anjan Chatterjee, MD

The Mid-Later Career Series

**Overview of the Promotion Process**
- Video Resource: New Modality!
- Available Late Fall, 2016
- Submit Interest Form

**The Art and Science of Selecting Extramural Consultants for Yourself and Others**
- Video Resource: New Modality!
- Available Late Fall, 2016
- Submit Interest Form

**Promotion to Full Professor**
- F2F Workshop
- Wednesday, 2/15, 3:30-5 PM
- Facilitators: David Margolis, MD, PhD, Chair of PSOM COAP, James Callahan, MD, Sigrid Veasey, MD, Robert Wilson, MD, PhD

**Planning for a Sabbatical**
- F2F Workshop
- Date TBD

 Ideal for Mentors, Too

Penn Medicine is a dynamic organization. Policies and procedures are therefore updated to reflect changes. Mentors who view these resources or attend these sessions will provide the most accurate guidance for mentees.

**Success**

what people think it looks like

what it really looks like

Professional Development Interest Form: [https://upenn.co1.qualtrics.com/SE/?SId=SV_BbOLTtJk0pG7t3](https://upenn.co1.qualtrics.com/SE/?SId=SV_BbOLTtJk0pG7t3)
Professional Development for **Leadership and Management**

**Professionalism and Issues of the Profession**

Managing Bullies in the Workplace
- F2F Workshop
- **Tuesday, 3/7, 3:30-5 PM**
- Facilitator: Katharine, Dalke, MD, MBE

Managing the Disruptive Clinician
- F2F Workshop
- **Monday, 2/13, 3-4 PM**
- Facilitator: Jody Foster, MD, MBA

Preventing and Managing Clinician Burnout
- F2F Workshop
- **Thursday, 3/20, 3:30-5 PM**
- Facilitator: Juliette Galbraith, MD

The Litigation Forum
- F2F Workshop
- **Thursday, 11/10, 3:30-5 PM**
- Facilitators: Mary Ellen Nepps, Esq., Emily Conant, MD

“I’m right there in the room, and no one even acknowledges me.”

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**The Professionalism Program at Penn Medicine**

Whether it’s working with a disruptive employee, quelling tension among work groups, helping employees reach their potential, or any other workplace issue that negatively impacts the organization, the team of behavioral health experts in the PPPM can help.

**Email:** pppmed@upenn.edu
Effective Poster Design and Production
- F2F Workshop
- Thursday, 10/20, 3:30-5 PM
- Wednesday, 2/8, 3:30-5 PM
- Facilitator: Varara Kountouzi, Head, Digital Media & Virtual Services, Biomedical Library

The Mobile Researcher: Apple HealthKit and Data Liberation at Penn
- F2F Workshop
- Tuesday 12/28, 12-1 PM
- Facilitator: Brian Wells, Associate Vice President of Health Technology and Academic Computing

NIH Grant Writing Strategies
- F2F Workshop
- Date TBD
- Facilitators, Leslie King, PhD, Michal Marks, PhD

The Writing Series

Writing an Article for Publication: The Results Section
- F2F Workshop
- Friday, 10/7, 3:30-5 PM
- Monday, 1/23, 3:30-5 PM
- Facilitator: Erika Shor, PhD

Writing an Article for Publication: The Discussion Section
- F2F Workshop
- Friday, 11/18, 3:30-5 PM
- Monday, 3/20, 3:30-5 PM
- Facilitator: Erika Shor, PhD

Writing an Article for Publication: The Introduction Section
- F2F Workshop
- Friday, 10/28, 3:30-5 PM
- Monday, 2/20, 3:30-5 PM
- Facilitator: Erika Shor, PhD

Writing an Article for Publication: The Abstract
- F2F Workshop
- Friday, 12/9, 3:30-5 PM
- Monday, 4/17, 3:30-5 PM
- Facilitator: Erika Shor, PhD

Professional Development Interest Form: https://upenn.co1.qualtrics.com/SE/?SID=SV_8bOLtVtJk0pGHT3
New! Penn and Lynda.com

As a faculty member, you (and your support staff) now have free access to Lynda.com, an online professional development library organized in full Playlists, Learning Paths, and Courses, as well as in short, as you need them, Video Tutorials.

Lynda.com content ranges from web development, IT, and presentation skills to professional growth in areas such as project management and workplace productivity. Lynda.com is accessible via web or mobile app.

1. Sign in via: http://www.upenn.edu/computing/lynda/ with your PennKey.
2. Start learning. Lynda.com will use your PennKey to recognize you and track your progress.

Recommended

- How to Use Lynda.com

Adobe Course Series

- Adobe Acrobat DC Essential Training
- Adobe Dreamweaver
- Adobe Illustrator Essential Training
- Adobe Mobile Apps for Creating Posters
- Adobe Photoshop
- Adobe Photoshop CS3 Extended for BioMedical Research

Research-Related

- Big Data Architecture
- Database Fundamentals: Administration
- Database Fundamentals: Creating and Manipulating Data
- Data Visualization Storytelling Essentials

Work Productivity

- Fundamentals of Cloud Data Storage
- Google Calendar Essential Training
- Google Drive Essential Training
- SharePoint Essential Training
- Using Doodle for Easy Group Scheduling