

FACULTY & STAFF DEVELOPMENT

Winter/Spring 2012 Calendar

Workshops for faculty, staff, residents, postdoctoral scholars, and graduate students to enhance skills in teaching, administration and research.



Continuing Professional Development

Jatinder Takhar, Associate Dean

Jason Eadie, Manager

Kay Hickey, Program Administrator

Meghan Edmiston, Administrative Assistant

Schulich School of Medicine & Dentistry
The University of Western Ontario
Suite 227, 100 Collip Circle
London, Ontario N6G 4X8

For telephone registration or inquires contact 519-661-2111 x 88929

For online registration visit <http://www.schulich.uwo.ca/cpd>

Email: cpd@schulich.uwo.ca

Facsimile: 519-661-3295

Website: <http://www.schulich.uwo.ca/cpd>

Study Credits

For Fellows of the Royal College of Physicians and Surgeons of Canada:

Faculty development workshops listed in this calendar and organized by Continuing Professional Development are accredited group learning activities (Section 1) as defined by the Maintenance of Certification Program of the RCPSC. A Certificate of Attendance is provided upon course completion.

For Members of the College of Family Physicians of Canada:

Faculty development workshops listed in this calendar and organized by Continuing Professional Development meet the criteria of the CFPC and are accredited for MAINPRO-M1 credits. A Certificate of Attendance is provided upon course completion.

For Members of the Royal College of Dental Surgeons of Ontario:

Faculty development workshops listed in this calendar and organized by Continuing Professional Development are eligible for credit points under the “non-dental topic” category. A Certificate of Attendance is provided upon course completion.

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Orientation for New Faculty

Schulich Orientation for New Faculty

Newly-appointed faculty will be introduced to support services, facilities and programs within Medicine & Dentistry. Topics will include structure and governance of the faculty, introduction to the undergraduate, postgraduate and continuing professional development programs, the annual review and promotion process, keeping a teaching dossier, an overview of academic role categories, the mentorship program as well as services available from the research and education offices. **This archived event is available by registering online at www.schulich.uwo.ca/cpd**

Instructors: Michael Strong & Team

ONLINE

Course No: 797

Teaching Workshops

Teaching in a Clinical Setting: A Workshop for Residents

Residents have a large and important role to play in the clinical training of undergraduates and more junior residents. This one-day workshop, designed specifically for residents, will cover how to assess students' needs, formulate a learning plan, provide helpful feedback, and assess student progress. Practical application will be emphasized by providing opportunities to practise one-to-one training.

Section 2

Instructors: Chris Watling & Shannon Venance

Tuesday, Feb. 28, 8:30 a.m. to 4:30 p.m.

Health Sciences Addition, Room H101, Western

Course No: 790

Alternative Curriculum Delivery Workshop

This workshop is designed to provide an opportunity to learn what alternative curriculum delivery modes are already in use at Schulich and Western which could be used to enhance curriculum or expand the accessibility for students. There will be some hands-on experience with new software being developed. Packages include some of the e-learning modes which can be used in place of "clickers" such as [Top Hat](#) [Monocle](#) and other SSMD e-learning resources. In addition, there will be information and hands-on opportunities for working with new [Sakai](#) software. This software will be replacing WebCT, and [Blackboard's Collaborate](#) will be available at Western in 2012.

Instructors: Doug Jones & Team

Wednesday, Jan. 18, 8:30 a.m. to 12:00 p.m.

Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western

Course No: 798

Teaching Workshops

Video Conferencing Orientation for Your Teaching

This one-hour session in the video conference classroom will begin by providing participants with an overview of videoconferencing technology and provide a general background for presenters. The focus will be on teaching in this medium, particularly on the use of videoconferencing for distributed education in the Schulich medical curriculum. Topics will include: cameras, mics and other education peripherals, answering questions, presenter tips, effective preparation and delivery methods.

Instructor: Deb Tieszer

Medical Sciences Building, Room M146, Western

To register and arrange a convenient date, contact deborah.tieszer@schulich.uwo.ca

A Workshop for Small Group Facilitators

Small groups offer excellent opportunities for students to learn, but how can this be facilitated by faculty? In the Schulich MD Program, small groups of students meet weekly with a facilitator to foster independent learning skills around patient scenarios. Both PCCIA (Patient-Centred Context: Integration & Application) and PCCM (Patient-Centred Clinical Methods) employ such small groups. In this workshop, you will examine the goals and objectives of small group learning, the role of the facilitator, group process, peer assessment, and evaluation of student performance. You will also have an opportunity to work with an experienced facilitator following the workshop.

This workshop will be held face-to-face and simultaneously videoconferenced between London and Windsor. Choose the location most convenient for you.

Section 1

Instructors: Herschel Rosenberg & Peter Flanagan

Monday, Jan. 30, 5:30 p.m. to 7:30 p.m.

Health Sciences Addition, Room H101, Western

Course No: 803

Section 2

Instructors: Peter Flanagan & Herschel Rosenberg

Monday, Jan. 30, 5:30 p.m. to 7:30 p.m.

Medical Education Building, Room 1115, Windsor

Course No: 804

CUSTOMIZED WORKSHOPS

We can run an existing workshop to fit your group or department schedule, or we can design a workshop to meet your educational needs. Please call 519-661-2111 ext. 86204 to discuss your faculty or staff development requirements.

Teaching Workshops

Advanced WIMBA: A Webconferencing Tool for Meetings, Seminars, and Teaching

After you learn to use the WIMBA features in the "Introduction to WIMBA" workshop, come and learn the multi-tasking necessary to host / teach in the WIMBA environment utilizing advanced features. In this interactive online workshop participants will learn how to use breakout rooms, polling questions, questionnaires, desktop sharing, and archiving.

Instructor: Deb Tieszer

Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Wednesday, Jan. 25, 8:30 a.m. to 10:30 a.m.
Course No: 788

Leadership & Management

How to Get Promoted

Whether you are coming up for promotion in the next year or in five years, if you want to be successful, it is important to be aware of the university's requirements for promotion, tenure or the granting of continuing appointments. UWOFA members, clinical faculty in both the Senate and Provost Streams, as well as Institute Scientists can benefit from this practical workshop which will also provide guidance on the preparation of teaching dossiers, Promotion & Tenure dossiers, and the presentation of your case.

Instructor: Bertha Garcia

Tuesday, Apr. 24, 4:00 p.m. to 6:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 796

Student Assessment: Re-thinking Multiple Choice Questions

Students often complain that their instructors ask "picky" multiple-choice questions (MCQs): "my teacher always emphasized 'the big picture' but the exam was mostly MCQs about small details!" Is this inevitable? Can broad concepts be tested using MCQs? This workshop will explore teaching goals, student assessment, MCQ structure, formulation, types and metrics.

Instructor: Peter Flanagan

Tuesday, Jan. 17, 1:00 p.m. to 4:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 786

Leadership & Management

Principled Negotiation

This workshop introduces a structured approach to negotiation to allow you to meet your needs and reduce resistance in others. Learn the key ingredients that optimize results and how to avoid the biggest negotiating mistake. This course builds on skills and concepts covered in Conflict Resolution, so some previous background is helpful.

Instructor: Janine Higgins, BA, LLB, mediator

Friday, Jan. 20, 8:30 a.m. to 4:30 p.m.
Health Sciences Addition, Room H101, Western
Course No: 787

Principles and Practices of Being a Mentor

This interactive workshop has been developed for basic science faculty, dentistry faculty and clinical faculty to discuss the principles and practices of being an effective mentor. The purpose of the workshop is to learn "best practices" for how to establish and maintain an effective mentoring relationship. Video examples of mentoring sessions will be provided to demonstrate and discuss the practice of mentoring.

Instructors: Doug Jones, Margaret Steele, Leanna Isserlin, & Cheryle Séguin

Thursday, Feb. 2, 4:00 p.m. to 7:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 806

How to Implement Academic Role Categories

This interactive workshop has been developed for faculty working in Windsor and other SWOMEN distributed sites at the Schulich School of Medicine & Dentistry. The purpose of the workshop is to learn about academic role categories which were developed for all clinical full-time academics and how these role categories may be implemented in Windsor and SWOMEN distributed sites.

Instructors: Margaret Steele & Connie Zrini

Wednesday, Feb. 8, 5:30 p.m. to 7:30 p.m.
Medical Education Building, Room 1113, University of Windsor
Course No: 807

Practical Presentation Skills

This relaxed workshop is a wonderful way to develop additional confidence in your communication skills. Learn and practise strategies for controlling your nervousness, organizing your presentation, speaking off the cuff, and how to introduce yourself in networking environments.

Facilitators: Campus Communicators Toastmasters Club

4 Fridays, Jan. 27, Feb. 3, 10 & 17, 12:30 p.m. to 1:30 p.m.
Health Sciences Addition, Room H101, Western
Course No: 789

Leadership & Management

Being an Effective Mentor

There can little doubt that mentorship is the best way to foster excellence for young faculty establishing their early careers. Within the Schulich School of Medicine & Dentistry, we have established a mentorship program for all new faculty. The purpose of this workshop is to focus on the faculty mentorship committee meeting and best practises for conducting that meeting. We will review best practises for putting together the mentorship committee report and also the ways in which the mentors and mentees can make the meeting as productive and helpful as is possible. This workshop should be of benefit to all new faculty seeking mentorship and to all mentors of new faculty.

Instructor: Andy Watson

Thursday, Mar. 8, 4:00 p.m. to 7:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 816

Assert Yourself

Assertiveness does not mean getting your point across at the expense of others or compromising your principles to placate others. Rather, assertiveness is clear, respectful communication. An assertive person handles potentially stressful situations by design rather than by default. This course will identify the differences between passive, aggressive and assertive approaches, and teach assertive language behaviours. Participants will have opportunities to practise assertiveness and consider how to use assertiveness skills in their work and personal circumstances. Assertiveness skills will draw better responses from others and allow you to be less stressed, more positive, more creative and more able to get your job done effectively.

Instructor: Janine Higgins, BA, LLB, mediator
Monday, Mar. 5, 8:30 a.m. to 1:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 813

Copyright Policies: What Faculty Need to Know

Copyright policies have an increasingly important effect on the day to day work of teachers, researchers and practitioners in the medical sciences. In this workshop, Prof. Samuel Trosow will provide an overview of Canadian Copyright Law and will relate this background to the fields in the medical sciences in the university setting. Current copyright policy developments in the Parliament, in the Courts, at the Copyright Board and at local institutions will also be discussed. The program will be geared towards Schulich faculty, staff, grad students, residents, and postdocs but no background or prior knowledge of copyright law is required.

Instructor: Samuel E. Trosow, Faculty of Information & Media Studies / Faculty of Law
Monday, Mar. 26, 8:30 a.m. to 10:30 a.m.
Health Sciences Addition, Room H101, Western
Course No: 818

Why We Should All Have a Teaching Dossier

Have you been teaching for many years but do not have a teaching dossier? Are you a current teaching faculty and wondered about the usefulness of a teaching dossier for you? Are you currently an adjunct professor and wondered about switching to a full academic stream? If you have said yes to any of these questions, then this workshop is for you. The teaching dossier is a reflective document for all those involved in teaching, irrespective of their type of appointment. This workshop will give you a practical approach to building and/or improving your teaching dossier and provide answers as to why you should have a teaching dossier in the first place.

Instructor: Bertha Garcia

Wednesday, Apr. 11, 5:30 p.m. to 7:30 p.m.
Medical Education Building, Room 1113, University of Windsor
Course No: 822

Conflict of Interest/Issues Around Ethics

Using "team-based learning", a fun and highly interactive instructional strategy, participants will explore the thorny and challenging issues related to conflict of interest and the ethics governing interactions with industry. Particular reference will be made to new Schulich policy and their meaning for clinicians and learners.

Instructors: Chris Watling & Shannon Venance

Wednesday, Mar. 28, 9:00 a.m. to 12:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 819

Emotional Intelligence

This course considers five areas of Emotional Intelligence: intrapersonal (how well I get along with myself), interpersonal (my relationships with others), adaptability, stress management and mood. Participants will learn to accurately recognize, attend to and understand emotion; manage, control and appropriately express emotions; and appreciate the affect and influence of emotions on decision-making, achievement and influence over others.

Instructor: Janine Higgins, BA, LLB, mediator

Friday, Mar. 30, 8:30 a.m. to 4:30 p.m.
Health Sciences Addition, Room H101, Western
Course No: 820

CUSTOMIZED WORKSHOPS

We can run an existing workshop to fit your group or department schedule, or we can design a workshop to meet your educational needs. Please call 519-661-2111 ext. 86204 to discuss your faculty or staff development requirements.

Leadership & Management

Time Management: Improving Professional and Personal Productivity

Your daily work includes many urgent and important commitments and tasks, so effective "time management" is an imperative workplace competency. However, we cannot actually manage time; we can only manage ourselves. This session is for anyone who is willing to learn and apply new strategies to better align their actions and choices to achieve their personal and professional goals.

Instructor: Nancy Stewart, Learning & Development, Human Resources
Thursday, May 3, 9:00 a.m. to 12:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 826

Hot Topics in PGE

Hot Topics in Postgraduate Education is a series of workshops on various topics of interest to Program Directors, Residents and others involved with postgraduate medical education.

Resident Duty Hours: Issues and Impacts

In this session participants will: 1) Appreciate national and international trends in duty hours for postgraduate trainees, 2) Discuss the educational effects of duty hour restrictions and 3) Describe possible approaches to accommodating duty hour restrictions. This session is intended for program directors, faculty who supervise residents, residents and program administrators.

Friday, Feb. 24, 12:00 p.m. to 1:00 p.m.
Shuttleworth Auditorium, St. Joseph's Health Care
Course No: 812

Transitions in Medical Education

In this session, participants will: 1) Recognize issues related to transitions including from undergraduate to postgraduate education, from junior to senior resident and from senior resident to independent practitioner 2) Describe possible approaches to facilitating successful transitions across the medical education spectrum. This session is intended for program directors, clerkship directors, residents, clerks and others interested in residency education.

Friday, June 15, 12:00 p.m. to 1:00 p.m.
Summer Amphitheatre (B2119, North Tower),
London Health Sciences Centre, Victoria Hospital
Course No: 832

Register online at <http://www.schulich.uwo.ca/cpd> or by calling 519-661-2111 ext. 88929.

Research Workshops

How to Work with Your Biostatistician

This is an opportunity to learn and discuss issues to be aware of when working with a biostatistician. The discussion will include some common statistical pitfalls, some benefits of working with a biostatistician, and what statistical resources are available to researchers.

This workshop will be videoconferenced from London to Windsor. Choose the location most convenient for you.

Instructor: Larry Stitt

Section 1

Friday, Feb. 10, 8:30 a.m. to 10:30 a.m.
Health Sciences Addition, Room H101, Western
Course No: 808

Section 2

Friday, Feb. 10, 8:30 a.m. to 10:30 a.m.
Videoconferenced to Medical Education Building, Room 2100,
University of Windsor
Course No: 809

Sample Size in the Design of Clinical Trials

There is growing recognition that planned sample sizes for clinical trials are often too small to detect therapeutic effects of substantive importance. During this session you will learn the basic methods for determining the size of a trial for a variety of typical outcome measures and discover practical strategies for increasing the power of a trial.

This workshop will be videoconferenced from London to Windsor. Choose the location most convenient for you.

Instructor: Allan Donner

Section 1

Tuesday, Mar. 6, 8:30 a.m. to 10:30 a.m.
Health Sciences Addition, Room H101, Western
Course No: 814

Section 2

Tuesday, Mar. 6, 8:30 a.m. to 10:30 a.m.
Videoconferenced to Medical Education Building, Room 2100,
University of Windsor
Course No: 815

Biosafety

Review the steps required for research involving biohazardous agents and what biosafety requirements are needed. This workshop will cover the Biological Agents Registry Form and other documentation, what training students/staff should have, and where to go for information. We will look at various biosafety issues and the precautions required for biomedical research here at Western.

Instructor: Jennifer Stanley

Monday, Apr. 30, 10:00 a.m. to 12:00 p.m.
Health Sciences Addition, Room H101, Western
Course No: 825

Research Workshops

Introduction to the Pharmaceutical Industry: What You Need to Know for a Successful Relationship

The pharmaceutical business is a potential source of funding for Western's research community. Attend this workshop to learn how to (1) target the appropriate company, (2) successfully negotiate and execute a contract with "big pharma", and (3) protect your intellectual property. Workshop participants will also gain a better understanding of the current challenges facing pharmaceutical companies and how these challenges impact their ability to fund contract research.

This workshop will be videoconferenced from London to Windsor. Choose the most convenient location.

Instructor: Peter Kleinstiver

Section 1

Friday, May 11, 8:30 a.m. to 10:30 a.m.
Health Sciences Addition, Room H101, Western
Course No: 828

Section 2

Friday, May 11, 8:30 a.m. to 10:30 a.m.
Videoconferenced to Medical Education Building, Room 2100,
University of Windsor
Course No: 829

Engaging Graduate Students and Postdoctoral Scholars in International Research

Much of the research carried out at Western involves graduate students and postdoctoral fellows, and the laboratories and research facilities are in effect classrooms which enable professors to demonstrate, hands-on, the practical applications of their work. This hands-on, experiential learning and research can also occur outside Canadian borders! This workshop will articulate how graduate students and postdoctoral fellows can be engaged in fostering international research collaboration between Schulich and international partners.

This workshop will be videoconferenced from London to Windsor. Choose the most convenient location.

Instructor: Melanie Katsivo

Section 1

Friday, Jan. 13, 8:30 a.m. to 10:30 a.m.
Health Sciences Addition, Room H101, Western
Course No: 799

Section 2

Friday, Jan. 13, 8:30 a.m. to 10:30 a.m.
Videoconferenced to Medical Education Building, Room 2100,
University of Windsor
Course No: 800

Library Workshops

Harnessing the Power of PubMed

PubMed is a web-based search tool that provides access to more than 19 million biomedical literature citations. Brush up on your searching skills within PubMed and explore some new features. Increase your comfort and expertise using varied searching techniques, managing your citations, accessing full text articles as well as keeping current with the MyNCBI feature.

Instructor: John Costella, Taylor Library

Tuesday, Feb. 14, 8:30 a.m. to 10:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 811

Information Gathering for Systematic Reviews

Systematic reviews challenge the researcher to locate "everything" written on a given topic. This workshop is designed to assist you with the study identification component of the systematic review protocol. By the end of the session, participants will learn about the various guidelines and standards to aid in setting up a review. With these guidelines as a framework, participants will also be able to identify suitable databases for locating relevant studies, develop comprehensive search strategies, translate strategies from one database to another, apply citation searching and accurately report their methodology for publication.

Instructor: John Costella & Nazi Torabi, Taylor Library

Thursday, Apr. 12, 8:30 to 11:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 823

Introduction to Using Western Library Resources

Through your affiliation with Western, you have access to full text research articles and texts, evidence-based medicine resources, clinical tools, practice guidelines, clinical calculators, and more. Learn how to gain access to these resources from your home and office and gain an understanding of where to start retrieving information for medical education, research and practice. Some of the resources include Essential Evidence Plus, Clinical Evidence, Cochrane and Stat!Ref.

Instructor: Selinda Berg, Western Libraries

Wednesday, Mar. 21, 5:30 p.m. to 6:30 p.m.
Medical Education Building, Room 2126/2128,
University of Windsor
Course No: 817

ROLA Western's Research Development & Services offers ROLA training. Training can be focused on individual PI needs, or on use by administrative support personnel. Customized sessions can be scheduled for specific departments, small groups, or one-on-one training. For more information or to schedule a training session, contact the ROLA Help Desk rolahelp@uwo.ca or call 519-661-3136.

Library Workshops

Grey Literature - Untapped Information Resources

The peer-reviewed journal article is considered the main route of scholarly communication in clinical medicine and basic sciences. However, clinicians and scientists also share the results of their research in a variety of other formats. These other formats comprise the body of knowledge referred to as the grey literature. This workshop will define grey literature, discuss the various types and through hands-on activities you will become familiar with resources that aid in locating this type of information.

Instructor: John Costella, Taylor Library
Thursday, May 10, 8:30 to 10:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 827

Keeping Current, Keeping Organized: Introduction to Web-Based Research Tools

Come explore the technological advancements in online research management and collaboration. Discover web-based research tools that will keep you up-to-date and help you stay organized. Participants will be introduced to bibliographic management software (Zotero), project management software (Basecamp and Zoho), research alerting services and other collaborative research tools.

Instructor: Selinda Berg, Western Libraries
Wednesday, May 23, 5:30 p.m. to 6:30 p.m.
Medical Education Building, Room 2126/2128,
University of Windsor
Course No: 831

Computer & Technology

Introduction to Schulich GroupWise 8

This workshop provides an introduction to GroupWise and its basic functionality including navigating the interface, sending/receiving messages, attachments, address books, and basic calendar functions. This session will serve as a foundation for using GroupWise effectively and prepare you for more advanced functions in future workshops.

This workshop is designed for those who have an email address ending in @schulich.uwo.ca

Instructor: Sergio Rodriguez
Tuesday, Jan. 17, 9:00 a.m. to 11:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 785

Computer & Technology

Accessing the Schulich Network Remotely

Want to be more efficient and productive? Come to this workshop to learn how to access your work outside Western. In this hands-on workshop, you will receive a guided tour on using the tools offered to securely and effectively access your Schulich files and emails from anywhere you have a PC and an internet connection!

Instructor: Sergio Rodriguez
Wednesday, Feb. 15, 9:00 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 791

Advanced Schulich GroupWise 8

GroupWise is much more than email! This workshop is for GroupWise users on the Schulich network who have already mastered the basics, and wish to take advantage of more advanced functions. Topics include Shared Folders, the Address Book, and the Find/Filter Tools. Come join us and take your GroupWise productivity to the next level!

This workshop is designed for those with an email address ending in @schulich.uwo.ca who have attended Introduction to GroupWise 8 or have a basic understanding of GroupWise. It is not necessary to take Advanced Part I prior to taking Advanced Part II.

Instructor: Sergio Rodriguez
Part I
Monday, Mar. 5, 9:00 a.m. to 11:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 792

Part II
Thursday, Apr. 19, 9:00 a.m. to 11:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 795

Word 2010, Level I

In this workshop we will create and edit documents in the word processing environment and become familiar with the Ribbon and Menus. Various tools will be introduced to enhance text in creating professional looking documents. Techniques for aligning text using tabs, indent tools, and the ruler bar will be utilized as well as methods for creating numbered and bulleted lists. To finalize the document layout, page element formats and page numbering will be applied.

Instructor: Donna Bueckert, software consultant
Mondays, Jan. 16 & 23, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western
Course No: 801

Computer & Technology

Word 2010, Level II

This workshop includes topics to help increase your productivity. The Table feature provides tools for organizing and formatting lists of data. Methods for working with graphics when illustrating your document will be explored. As well, we will tackle the steps of the Mail Merge feature to create a letter and send a personalized copy to a number of people. For those larger documents, the tools for using Styles to format text, working with document sections, and generating table of contents will be incorporated.

Instructor: Donna Bueckert, software consultant
Tuesdays, Jan. 24 & 31, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 802

Excel 2010, Level I

Learn to create a spreadsheet and discover how to correctly enter and edit data. Create formulas using arithmetic operators and functions to summarize values. Save time by copying formulas once you know how spreadsheets interpret your commands. Modify the structure of the spreadsheet by inserting, deleting, hiding, and moving rows, columns, and sheets. You will be able to format and print a professional looking spreadsheet.

Instructor: Vijaya Chevendra, software consultant
Mondays, Feb. 13 & 27, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 810

Excel 2010, Level II

Take your spreadsheets to the next level. Explore functions that will assist you in performing advanced calculations such as those with conditions. Learn how to manage large lists using sorting tools and how to view subsets with filtering. You will also be introduced to basic pivot tables and simple graphing.

Instructor: Donna Bueckert, software consultant
Wednesdays, Apr. 18 & 25, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 824

CUSTOMIZED WORKSHOPS

We can run an existing workshop to fit your group or department schedule, or we can design a workshop to meet your educational needs. Please call 519-661-2111 ext. 86204 to discuss your faculty or staff development requirements.

PowerPoint 2010, Level I

It's easy to create effective presentations and this workshop provides training to design and structure a presentation by creating slides. In entering text on slides we will work with the slide layout options, design options and techniques for formatting and arranging text. The tools for adding and manipulating graphics or shapes will be put into practice as visual interest is added to the presentation. To prepare for the delivery of your presentation, we will integrate animation and presentation techniques so the presentation executes smoothly.

Instructor: Donna Bueckert, software consultant
Wednesdays, Feb. 1 & 8, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 805

PowerPoint 2010, Level II

This workshop provides tips and tricks for managing and customizing objects such as Charts and Item Lists (SmartArt) within your presentation. For situations where your information has already been created in other applications such as Excel or Word or is readily available on a website, we will learn how to create seamless links to these items throughout your presentation. Find out how to capture your audience's attention by adding sounds, movies or an online video. To help establish consistency in formatting slides we will work with Masters and customize the presentation theme.

Instructor: Donna Bueckert, software consultant
Tuesdays, Apr. 3 & 10, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building,
Room M150A, Western
Course No: 821

Access 2010, Level I

In this workshop the concepts and best practices for setting up a database to record, manage and manipulate larger volumes of data are covered. In designing the structure of the database, we will complete the steps for defining the information to be tracked, establishing relationships between tables and entering the data. Once the database is set up we can then explore the options to query the data to extract subsets of data by entering various criteria. To display the data stored in the database and improve the data entry process we will develop forms. To summarize and present the data we will develop reports.

Instructor: Donna Bueckert, software consultant
Wednesdays & Fridays, May 16, 18, 23 & 25, 8:30 a.m. to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building
Room M150A, Western
Course No: 830

Other Services

Orientation

New faculty can consult the Schulich School of Medicine & Dentistry's Human Resources department at <http://www.schulich.uwo.ca/hr> or Western's Office of Faculty Relations at <http://www.uwo.ca/pvp/facultyrelations/>. The 2011 Schulich Orientation is available as an archived event. To view, please register online at www.schulich.uwo.ca/cpd

Peer Consultations

A peer consultation service is available at your request. It offers you confidential, non-threatening, constructive feedback to enhance your clinical or classroom teaching. You set the agenda to suit your needs and interests. Call 519-661-2111 ext. 86204 to set up an appointment.

Fellowships and Grants

Faculty Development Mini Fellowships are career development grants designed for faculty members to take advantage of professional development opportunities and acquire new skills and knowledge. A limited number of competitive fellowships, with a value of up to \$5,000 each, will be available each year. Deadline for the spring 2012 competition is March 23, and application information will be circulated in January. The guidelines can also be viewed at <http://www.schulich.uwo.ca/cpd>

Faculty Support for Research in Education (FSRE) Grants are intended to enable protected faculty time for scholarship in education and to act as seed money to cover the direct costs of an educational research project. A limited number of competitive grants, with a value of up to \$7,500 each, will be available each year. Deadline for the spring 2012 competition is March 23, and application information will be circulated in January. The guidelines can also be viewed at <http://www.schulich.uwo.ca/cpd>

Awards

Information about teaching and research awards and guidance on how to nominate a colleague and prepare the dossier for submission is available at <http://www.schulich.uwo.ca/awards>

Customized Workshops

We can run an existing workshop to fit your group or department schedule, or we can design a workshop to meet your educational needs. Please call 519-661-2111 ext. 86204 to discuss your faculty or staff development requirements.

CPD

Continuing Professional Development (CPD) provides continuing medical education programs, professional development workshops for faculty and staff, as well as CME accreditation and conference management services. For information on **Faculty and Staff Development** programs, visit <http://www.schulich.uwo.ca/cpd> or call 519-661-2111x 88929.

For information on **Continuing Medical Education** programs and services visit <http://www.schulich.uwo.ca/cpd> or call 519-661-2111 x 81370.

CDE

For information on **Continuing Dental Education** programs and services visit <http://www.schulich.uwo.ca/dentistry/cde/> or call 519-661-2111 x 86222 or 1-888-281-1428.

Educational Websites

Continuing Professional Development, Schulich <http://www.schulich.uwo.ca/cpd>

Continuing Dental Education, Schulich <http://www.schulich.uwo.ca/dentistry/cde>

Continuing Studies at Western <http://www.uwo.ca/cstudies/continuingstudies.html>

Human Resources at Western <http://www.uwo.ca/humanresources/>

LHSC <http://www.lhsc.on.ca/priv/elearn/>

Medical Affairs http://www.londonhospitals.ca/departments/medical_affairs/prof_staff/Courses/Courses-PSPage.php

SJHC <http://intra.sjhc.london.on.ca/depts/edserv/edhome.htm>

Teaching Support Centre at Western <http://www.uwo.ca/tsc/>

Faculty & Staff Development Winter/Spring 2012 Calendar

Registration

These programs are FREE for faculty, staff, residents, postdoctoral scholars and graduate students at Schulich. Enrolment is limited so please register early. Others wishing to register are welcome, space permitting. Please contact us at 519-661-2111 x 88929 for information regarding availability, cost and cancellation policy.

Continuing Professional Development

Schulich School of Medicine & Dentistry, The University of Western Ontario

Suite 227, 100 Collip Circle, London, Ontario N6G 4X8

Telephone Registration and Inquires: 519-661-2111 x 88929 Fax: 519-661-3295

Email: cpd@schulich.uwo.ca

Online Registration: <http://www.schulich.uwo.ca/cpd>

PLEASE PRINT

Surname:					
Given Name & Initial:					
Title:					
Department/Division:					
Campus/Hospital Address:					
City:	Province:	Postal Code:			
Phone:	Fax:	Pager:			
Email (Required for confirmation of registration):					
I am (please circle)					
Faculty	Staff	Resident	Postdoctoral Scholar	Graduate Student	Other (specify)
Course Number	Course Name				

Western respects your privacy. The personal information collected on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended, and is used for the following purposes: 1) provide you with confirmation of registration for this program; 2) provide follow-up information to you about this course, as necessary; 3) inform you of future educational opportunities; and 4) maintain class lists and attendance records so that you can obtain study credits/certificate of attendance where applicable.

This information may be disclosed to professional bodies, as required. Please note that no information about you, including your e-mail address, will be disclosed to external third-party organizations without your consent. Your name and contact information can be removed from our database at any time by contacting Continuing Professional Development by telephone, fax, e-mail or by regular mail.

Please direct questions about this collection, use, or disclosure of personal information Continuing Professional Development by telephone 519-661-2111 ext. 86204. By submitting your information, you are giving consent to Western to use your information as stated above.

Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting, and working at Western. To view Western's policies, please visit <http://accessibility.uwo.ca/wodac.htm> or contact 519-661-3334.



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Schulich School of Medicine & Dentistry
The University of Western Ontario
Suite 227, 100 Collip Circle
London, Ontario N6G 4X8
CANADA