Continuing Professional Development

WINTER/SPRING 2014

CALENDAR

NEW THIS EDITION

Mobile Apps Workshops

Schulich
MEDICINE & DENTISTRY

Western
MESSAGE FROM THE ASSOCIATE DEAN

We are very excited for the release of our Winter/Spring 2014 Continuing Professional Development course calendar.

Continuing Professional Development (CPD) provides both continuing medical education programs as well as developmental workshops for faculty and staff. Our mission is to develop, implement and evaluate evidence-informed professional development programs and scholarly activities that meet the educational needs of health care providers, faculty and staff, while supporting the educational mission of the Schulich School of Medicine & Dentistry.

Variety and Quality to Meet our Learner's Needs
This semester we are pleased to offer a variety of new workshops covering everything from advanced presentation design to teaching professionalism. We strive to continue to provide workshops that cover the vast magnitude of our learners needs.

We are also very pleased to offer a number of new workshops including Negotiation and Conflict Resolution: Using an Interest-Based Approach, Peer Mentoring by Faculty in a Distributed Medical Education Setting and Practical Tips on Developing and Maintaining Global and International Health Research Collaborations, just to name a few.

As you look through the calendar please take note of the many other services our office offers such as accreditation, conference management, customized workshops and needs assessments.

We hope that you will take the opportunity this semester to partake in some of our new offerings and as always we thank you for your continued interest in Continuing Professional Development.

Dr. Jatinder Takhar
Associate Dean, Continuing Professional Development
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s New</td>
</tr>
<tr>
<td>Study Credits</td>
</tr>
<tr>
<td>Faculty Development Teaching Certificate</td>
</tr>
<tr>
<td>Faculty &amp; Staff Development Workshops - London</td>
</tr>
<tr>
<td>........................... Teaching Workshops</td>
</tr>
<tr>
<td>........................... Leadership &amp; Management Workshops</td>
</tr>
<tr>
<td>........................... Research Workshops</td>
</tr>
<tr>
<td>........................... ROLA</td>
</tr>
<tr>
<td>........................... Hot Topics in Postgraduate Education</td>
</tr>
<tr>
<td>........................... Library Skills Workshops</td>
</tr>
<tr>
<td>........................... Computer &amp; Technology Workshops</td>
</tr>
<tr>
<td>Faculty &amp; Staff Development Workshops - Windsor</td>
</tr>
<tr>
<td>Continuing Medical Education</td>
</tr>
<tr>
<td>Customized Workshops &amp; Other Services</td>
</tr>
<tr>
<td>Fellowships &amp; Grants</td>
</tr>
<tr>
<td>Registration Information</td>
</tr>
<tr>
<td>Accessibility</td>
</tr>
</tbody>
</table>
WHAT’S NEW?

Teaching Certificate Courses
We are pleased to offer a brand new teaching certificate core workshop for Group D. Education Research and Scholarship: Tips for Clinicians and Teachers Who Would Like to Get Involved signifies the completion of the development of the initial core workshops for each group. We are also excited to offer all five of our core workshops this semester either via videoconference or live in Windsor. For more information about the teaching certificate please see page 4.

Mobile Apps Workshop
Discovering Apps and Implementing Point of Care Clinical Apps are two new hour-long workshops aimed at informing health care practitioners about the current health- or productivity-related apps available for their mobile devices. Participants will learn about various apps and learn to evaluate them. Plus, participants will be able to consult reliable sources for locating apps that are available for clinical and productivity purposes. For more information regarding the sessions, please see page 17.

To register for the sessions at London Health Sciences Centre please send an email indicating the date and course name to Minakshi Sharma at minakshi.sharma@lhsc.on.ca

Acuity STAR Workshops
How do I update my STAR CV? Introduction to STAR for Clinical Faculty Members
This one-hour, instructor-led course will provide clinical faculty members with an introduction to the Acuity STAR interface, data input form, sorting/searching and report generation. This course assumes a fundamental understanding of the clinical and administrative duties regularly performed by Schulich Medicine & Dentistry clinical academic faculty.

An online training calendar for STAR Training can be found at the following link www.schulich.uwo.ca/star/training.

To register, please send an email indicating the date and course name to STAR.OnlineCalendar@schulich.uwo.ca. Should you have any questions please contact Paul Malcomson at paul.malcomson@sjhc.london.on.ca.

Training sessions can also be arranged for those in Windsor by contacting Paul Malcomson at the above email address.

Online Courses
We are proud to offer you a number of courses that you can take online at your own convenience. The list of courses can be found on our website, www.schulich.uwo.ca/cpd. We hope that you will utilize this resource and schedule time for yourself that is suitable to your busy schedule.

STUDY CREDITS

For Fellows of the Royal College of Physicians and Surgeons of Canada (RCPSC)
Workshops/Programs listed in this calendar and organized by CPD 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 (CFPC)
Workshops/Programs listed in this calendar and organized by CPD 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
Workshops listed in this calendar and organized by CPD are eligible for credit points under the “non-dental topic” category. A Certificate of Attendance is provided upon course completion.
A number of workshops offered throughout this calendar can be taken toward the Faculty Development Teaching Certificate. Workshops have been organized into the five groups listed below. To qualify for the Teaching Certificate, faculty must take a minimum of one workshop from each group plus those identified as core workshops. The core workshops for this term are Designing Your Teaching Road Map; Evaluation & Feedback; Mentoring the Difficult Learner; Education Research and Scholarship: Tips for Clinicians and Teachers Who Would Like to Get Involved; and Building Your Electronic Portfolio: “E” in the service of “E”! which can be found on the pages listed in the chart below. Core workshops will be indicated throughout the calendar by the symbol indicated below. Please note that the Teaching Certificate is in development and course offerings may be updated.

<table>
<thead>
<tr>
<th>Group</th>
<th>Group Description</th>
<th>Core Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A Teaching Foundation</td>
<td>Workshops within Group A will focus on developing learning objectives, course design and implementation methodologies. The development of teachers and facilitators will also be examined.</td>
<td>Designing your Teaching Road Map (page 7)</td>
</tr>
<tr>
<td>Group B Evaluation &amp; Feedback</td>
<td>Workshops within Group B will focus on feedback, assessment and evaluations. Offerings will explore the characteristics of feedback that learners consider credible and useful. Potential pitfalls and barriers to creating credible evaluations and feedback will also be discussed along with strategies to overcome these barriers.</td>
<td>Evaluation &amp; Feedback (page 9)</td>
</tr>
<tr>
<td>Group C Mentorship</td>
<td>Workshops within Group C will focus on developing effective relationships between the mentor and the peer or student learner.</td>
<td>Mentoring the Difficult Learner (page 13)</td>
</tr>
<tr>
<td>Group D Scholarship</td>
<td>Workshops within Group D will focus on understanding scholarship in education and the development of scholarly projects in education.</td>
<td>Education Research and Scholarship: Tips for Clinicians and Teachers Who Would Like to Get Involved (page 9)</td>
</tr>
<tr>
<td>Group E Technology &amp; Education</td>
<td>Workshops within Group E will focus on educational e-tools, the benefits of incorporating e-learning into education and other topics.</td>
<td>Build your Electronic Portfolio: “E” in the service of “E”! (page 11)</td>
</tr>
</tbody>
</table>

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: 📚 📚 📚 📚 📚

Core workshops for the Teaching Certificate will be indicated by the following symbol: 📚

If you are interested in completing the Teaching Certificate please inform us by contacting our office at 519.661.2111, ext 81577 or cpd@schulich.uwo.ca so your progress can be tracked as you complete the applicable courses.

Are you planning to complete the teaching certificate? We encourage you to complete the Faculty & Staff Development Needs Assessment at www.schulich.uwo.ca/cpd
The Faculty & Staff Development Workshops in this section aim to enhance the knowledge and skills of faculty and staff at Western University in London and surrounding region.

Each semester, we offer workshops covering subject matter that is consistent with identified educational needs in various focus areas such as Teaching, Leadership & Management, Research, Library Skills, and Computer & Technology. Each of these focus areas come together to provide London–area faculty and staff the foundations of an accelerated learning experience.
Teaching Workshops

Whether your goal is to bring information and skills back to your team, or to further your own personal knowledge to increase productivity, this section has a lot to offer. The workshops listed in this section are aimed at helping teachers and individuals increase their expertise in their current positions or to advance their careers.

Evidence Based Medicine and Beyond

Evidence based medicine (EBM) is now a cornerstone of Schulich School of Medicine & Dentistry. This interactive workshop will assist faculty in understanding where EBM came from, why it is important, and how to use it in their clinical interactions. Faculty will be given the tools to critically appraise the literature using a standard EBM approach. Social media will be leveraged to explain core concepts and principles (Memes, YouTube and Tweets). This workshop is for health care providers interested in providing the best care for patients based on the best evidence. Be prepared to have some myths dispelled.

Instructor: Ken Milne
Wednesday, January 29, 1:00 to 4:00 p.m.
Medical Sciences Building, Room MSB 193AB, Western University
Course No.: 1021

Advanced Presentation Design for Serious Influence

The ability to communicate is ranked as the number one key to success by leaders in business, government and the professions. Content alone is not enough to hold the attention of the audience. How people perceive us affects how they listen to us. Each time we speak, we convey something about who we are and what we think. Our vocabulary, grammar, phrasing, tone, eye contact, body movement and gestures all combine to impress listeners. If this impression is negative, no matter how great the ideas are, our message will suffer. Skills taught will also be useful in designing presentations that are clear, convincing, visually captivating and brief.

Instructor: Rosanna Stumpo-Bal
Friday, February 7, 8:30 to 10:30 a.m.
Medical Sciences Building, Room MSB 193CD, Western University
Course No.: 1069

Designing Your Teaching Road Map

Most clinicians do most of their teaching on the wards or in small group settings instead of large classrooms. However, the principles of learning and teaching apply to large and small group instruction alike. This session is Part 1 of a series of workshops designed to make you a more effective teacher, educator and role model. The focus of this Group A workshop is to help teachers create more effective learning environments by implementing the principles of learning, and understanding how and why these principles drive the organization of every teaching moment and formation of learning objectives. The overall goal of Group A is to provide a forum where Schulich Medicine & Dentistry educators can increase their skills, effectiveness and enjoyment of teaching. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

Instructors: Bertha Garcia & Marjorie Johnson
Monday, February 10, 8:30 a.m. to 12:30 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1028
Challenges in Teaching and Assessing Professionalism

Many faculty have described concerns with respect to learners attitudes or comportment in clinical settings. They aren’t always comfortable in addressing lapses in professional behaviour, especially with limited exposure to individual learners. Drawing on real-life scenarios, this workshop will offer participants an opportunity to describe challenges in providing feedback and in holding learners accountable. It will also offer participants the opportunity to learn new ways to promote professional behaviour, to coach learners whose behaviour has been problematic, and to mentor other faculty facing similar challenges. After this workshop, participants will be able to articulate more confidently, and with more detail the unprofessional behaviour they have encountered teaching in clinical settings. Participants will also be able to provide more focused, detailed feedback to learners whose behaviour has been considered problematic in clinical settings. Participants will learn to assist their colleagues in addressing unprofessional behaviour by coaching/mentoring and/or by enhancing protocols within their clinical unit.

Instructors: Barbara Lent & Wayne Weston
Wednesday, March 5, 1:00 to 3:30 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1036

Engaging with OWL

Once you know how to setup a site and use the tools in OWL, its time to start thinking about the most effective ways to use those tools. Attend this advanced workshop where we will discuss, share and take a look at pedagogically effective ways OWL can be employed to engage students and aid in their learning.

NOTE: Although it is not mandatory to have attended the Intro to OWL or Advanced OWL courses, it will be assumed that you are comfortable using OWL, including how to set up a site, navigate, add and set up tools, etc. These topics will not be covered during this workshop.

Instructor: Deb Tieszer
Tuesday, March 18, 8:30 to 10:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1038

Videoconferencing Orientation for Your Teaching

This one-hour session in the videoconference 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 School’s medical curriculum. Topics will include: cameras, microphones and other education peripherals, answering questions, presenter tips, effective preparation and delivery methods.

Instructor: Deb Tieszer
Health Sciences Addition, Room H103A, Western University
To register and arrange a convenient date and time, contact deborah.tieszer@schulich.uwo.ca

Teaching in a Clinical Setting: A Workshop for Residents

Residents have a significant 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.

Instructors: Shannon Venance & Chris Watling
Thursday, March 27, 8:30 a.m. to 4:30 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1041

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E

Core workshops for the Teaching Certificate will be indicated by the following symbol: I
Evaluation & Feedback

Learner evaluation and the provision of meaningful feedback can be exceptionally challenging for educators. How can we evaluate accurately? What are the characteristics of feedback that learners will consider credible and useful? In this interactive workshop, participants will learn about the essential constituents of effective evaluation and feedback, discuss the potential pitfalls and barriers to creating credible evaluations and feedback, and plan strategies to overcome these barriers to ensure that learning is enhanced. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

Instructor: Chris Watling
Thursday, April 10, 8:30 a.m. to 12:30 p.m.
Medical Sciences Building, Room M105, Western University
Course No.: 1046

Teaching and Copyright Issues

Copyright and protection of an owner’s intellectual property are issues for instructors when they prepare and use materials for teaching. Some changes have occurred in Canada as a result of recent decisions of the Supreme Court and Canada’s copyright legislation. The workshop will cover some of this background particularly in regard to digital materials and try to answer questions such as: How can I use copyright material in my teaching? Can I post copyrighted material to OWL? Can I use images from the internet in my teaching?

Instructor: Peter Flanagan
Monday, February 24, 1:00 to 4:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1031

Leadership & Management Workshops

While it is true that success relies upon the contribution of each and every member of a team, nothing can affect the fate of an organization more than the decision made by its leaders. The role of a leader is diverse, and effective leadership requires a leader to be a strategic thinker, manager, motivator, team member and visionary. We strive to offer faculty and staff at Schulich Medicine & Dentistry the opportunities to challenge themselves to push their own personal boundaries.

Education Research and Scholarship: Tips for Clinicians and Teachers Who Would Like to get Involved

This workshop will examine the vast and changing world of scholarship within education. Participants will become aware of what exactly scholarship is and how to assess it along with the process of how to actually do it. This workshop will also assist participants in the art of creating a research question and then following through once the question is created. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

Instructors: Mark Goldszmidt & Lorelei Lingard
Tuesday, January 14, 1:00 to 4:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1068

Emotional Intelligence

Emotional and social intelligence determines how we leverage IQ into success in life and work. 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. You can’t change your IQ but you absolutely can increase your Emotional Quotient (EQ) with understanding and attention.

Instructor: Janine Higgins
Friday, January 24, 8:30 a.m. to 4:30 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1019
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
Monday, February 3, 9:00 a.m. to 12:00 p.m.
Medical Sciences Building, Room MSB 193 AB, Western University
Course No.: 1023

Today’s Learners - A Generational Perspective

At no other time in history, has there been four generations actively represented in the health care team. This engaging workshop will review the relevant literature and the popular media to help participants identify their own biases about the other generations they engage with on a daily basis. There will be opportunity to discuss and brainstorm solutions to the myriad of challenges participants have encountered. Whether you are a semi-retired adjunct clinician, a junior clinician-scientist or a mid-stream, full-time faculty member, there will be something for everyone. Be prepared to discover more about yourself than those around you. Within this workshop, participants will learn how to identify the key generational differences in today’s health care teams, along with how to identify solutions to the intergenerational conflicts that may occur in our health care teams with respect to welcoming Millenials to the health care team.

Instructor: George Kim
Wednesday, February 5, 9:00 to 10:00 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1025

New Manager/Team Leader Workshop

This workshop series provides the proven knowledge and competencies to allow current and aspiring managers and team leaders to excel in their profession.

In session one, you will take home the skills, know-how and tools to get the very best of every employee, and make a real difference in the effectiveness and productivity of your team.

Session two gives you the opportunity to learn to set and accomplish objectives, coach, delegate, motivate, review performance, and communicate and give feedback, including unpleasant news, without impairing self-esteem.

In session three of this hands-on workshop series, you will acquire the proven skills to attract, empower, reward and retain talent; get commitment to a shared vision; delegate, bring out the best in others; and lead your team to success. By session three, you will have acquired the tools to recognize true priorities; assume responsibility and accountability; manage risks; resolve problems and conflicts; respect diversity; build a culture based on trust and mutual respect; inspire; mentor; and serve as a role model for others.

Instructor: Rosanna Stumpo-Bal
Friday, February 14, 21 & 28, 9:00 to 10:00 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1070

Mentoring Graduate Students

Graduate students are, in many ways, the foundation of our research efforts at the Schulich School of Medicine & Dentistry. However, they are also trainees who have specific objectives and goals they wish to achieve during their time at the School. They require effective mentorship if they are to achieve the goals of their training programs and go on to productive careers in their chosen areas of interest. This workshop is open to all Schulich Medicine & Dentistry graduate students and their supervisors.

Instructor: Andy Watson
Thursday, March 6, 4:00 to 7:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1037

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E

Core workshops for the Teaching Certificate will be indicated by the following symbol: I
Building Your Electronic Portfolio: “E” in the Service of “E”!

This is an interactive and hands-on workshop that will cover available web-based tools that can be utilized to build a web-based electronic portfolio (e-portfolio). The two-hour workshop consists of two parts. The first part includes a quick overview and live demonstration of e-portfolio tools available for use. In the second part, each participant will be assisted in building an e-portfolio geared toward the educational activities in which he/she is engaged. After the workshop, participants will work on populating their e-portfolio. To satisfy core credit requirements the e-portfolio will be reviewed by course instructor and feedback will be shared with the learner.

By the end of this workshop, participants will be able to recognize the advantages of using e-portfolio to capture educational activities, list three or more electronic resources that can be used to build an e-portfolio, and detect advantages/disadvantages of different web-based e-portfolio tools presented.

Instructor: Amer Burhan
Monday, March 24, 1:30 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1040

How to Get Promoted – A Workshop for Clinical Academics

Whether you are coming up for promotion in the next year or in six years, if you want to be successful, it is important to be aware of the University requirements for promotion, or the granting of continuing appointments. Full-time clinical academics in both the Senate and Provost streams can benefit from this practical workshop which will also provide guidance on the preparation of teaching dossiers, promotion dossiers and the presentation of your case. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

Instructors: Bertha Garcia & Sylvia Mioduszewski
Thursday, April 3, 4:00 to 6:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1043

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 on 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
Wednesday, April 16, 4:00 to 6:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1048

Negotiation and Conflict Resolution: Using an Interest-Based Approach

This interactive workshop will teach participants some of the theory and structure behind interest-based negotiation and provide the opportunity to practise going for a “walk in the woods” in a mock conflict resolution/negotiation scenario. The concept of a “walk in the woods” and interest-based negotiation will help you bring opposing parties together, allow them to see their common goals, and reach mutually beneficial solutions. The framework can be successfully used in many situations from multi-party negotiation down to conflict between two individuals. After this workshop, participants will be able to describe the impact of conflict on health care teams and how to use an interest-based approach to conflict resolution and negotiation.

Instructors: George Kim & Scott McKay
Wednesday, April 23, 1:00 to 4:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1049
Process Management 101

Process management is the application of knowledge, skills, tools, techniques and systems to define, visualize, measure, control, report and improve processes with the end goal to efficiently meet customer requirements.

Instructors: Dale Shelley & Vita Windrim
Thursday, April 24, 8:30 to 11:30 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1050

Peer Mentoring by Faculty in a Distributed Medical Education Setting

This workshop is designed to provide information on peer mentoring in a distributed medical education setting. It is an innovative approach that has been piloted at the Windsor Program. Participants will learn how to describe peer mentoring and compare it to traditional mentoring models in academic settings, as well as how to describe the characteristics of effective mentoring relationships. Additionally, participants will learn to discuss the benefits of the peer mentoring model, and the first year of the Windsor Program pilot mentorship program and how it could be implemented in academic departments in distributed medical education settings. This workshop will be videoconferenced to London from Windsor. Please choose the location most convenient for you.

Instructors: Mark Awuku, Sharon Burey & Dale Rajacich
Thursday, April 24, 5:30 to 7:00 p.m.
Videoconferenced to Health Sciences Addition, Room H101, Western University
Course No.: 1051VC

Assert Yourself

Assertiveness does not mean getting your point across at the expense of others nor 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 better able to get your job done more effectively.

Instructor: Janine Higgins
Friday, May 9, 8:30 a.m. to 2:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1055

How to Hold an Effective Career Development Planning Meeting

The London hospitals (London Health Sciences Centre and St. Joseph’s Health Care London) and the Schulich School of Medicine & Dentistry launched a talent management program for clinical academics in 2012. The program provides a framework for clinical academics that includes supporting leadership skills development, providing mentorship for all, identifying potential future leaders who may move from foundational leadership capabilities to more advanced leadership roles, and establishing means to evaluate and advance leadership abilities (using a modification of the LEADS framework).

As part of this program, all clinical academics at the Lecturer or Assistant Professor ranks are evaluated annually through the Career Development Planning (CDP) process. Clinical academics at the Associate or Professor ranks are evaluated through the CDP process every two years or if either the Chair or the faculty member wants it done sooner. This workshop will describe that process, demonstrate the revised CDP form, provide answers to frequently asked questions and outline the general principles of conducting a CDP interview. The workshop will use a multi-media format and will be highly interactive.

Instructors: Margaret Steele & Robin Walker
Thursday, May 22, 9:00 a.m. to 12:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1057

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E
Core workshops for the Teaching Certificate will be indicated by the following symbol: F
At the Schulich School of Medicine & Dentistry, research excellence comes from expanding knowledge and driving discovery, not just in the lab but with real-world applications. We offer workshops aimed at advancing research skills and fostering research excellence throughout the School. Attend one of our workshops where you will find enthusiastic, knowledgeable instructors and meet others who share your interests.

### Research Workshops

#### Running Effective Mentorship Meetings

There is 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 basic scientists and their mentorship needs. We will review best practices for mentoring basic scientists to ensure their success and will also discuss their concerns and needs related to mentorship. This workshop will be of benefit to all new basic scientists seeking mentorship and to all mentors of basic scientists. This is a workshop open to all Schulich Medicine & Dentistry faculty, but is primarily aimed at guiding mentees and mentors in their efforts to foster success and achievement in their career development.

**Instructor:** Kevin Armstrong & Andy Watson  
**Date:** Thursday, May 22, 9:00 to 11:00 a.m.  
**Location:** Medical Sciences Building, Room M105, Western University  
**Course No.:** 1058

#### Mentoring the Difficult Learner

Within this workshop participants will learn to define the different types of difficult learners based on indicators such as attitude, knowledge and behaviour. Participants will also be educated in approaches to managing the different types of difficult learners and the importance of documentation of problems and attempts at management. Participants will gain an understanding of the departmental and University process along with how to identify intervention and escalation strategies. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

**Instructors:** Michele Doering & Carla Garcia  
**Date:** Tuesday, May 27, 9:00 a.m. to 12:00 p.m.  
**Location:** Health Sciences Addition, Room H101, Western University  
**Course No.:** 1060

#### Speak So Others Listen

A three-session, practical presentation skills workshop designed to develop additional confidence in your communication skills. Learn and practise strategies for giving both prepared and extemporaneous speeches. The enrolment maximum is set to 12 to allow participants to have plenty of time to speak and receive feedback.

**Facilitators:** Campus Communicators Toastmasters Club  
**Date:** Friday, June 6, 13 & 20, 12:00 to 1:30 p.m.  
**Location:** Health Sciences Addition, Room H101, Western University  
**Course No.:** 1063

#### Practical Tips on Developing and Maintaining Global and International Health Research Collaborations

Within this workshop participants will develop an appreciation for investing in mutually beneficial, equal and long-term international partnerships for research and other types of scholarly collaborations. Participants will also acquire both insightful tips on how to assess partnership viability, including risk assessment, and the knowledge and skills required to keep international relationships active.

**Instructor:** Melanie Katso  
**Date:** Tuesday, January 28, 9:00 a.m. to 11:00 a.m.  
**Location:** Medical Sciences Building, Room M105, Western University  
**Course No.:** 1020
The Ins and Outs of the Elevator Pitch: A Comprehensive Examination

We will discuss the entire process of an Elevator Pitch, from what should be communicated in the pitch to what one should consider even before drafting one. Guests from industry will discuss their experiences - what has worked and what has not, from their perspective.

Instructor: Greg Vilk
Monday, March 17, 1:00 to 3:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1065

Beginners’ Guide to NIH Funding

This workshop provides a basic introduction to the National Institutes of Health (NIH) as a research funder and how to apply as a Canadian (foreign) applicant. The session will discuss NIH programming, open versus restricted calls, the NIH’s policy toward Canadian researchers as PI/PD applicants, the differences between Canadian Institutes of Health Research (CIHR) and NIH funding, and the nuances of the submission process involved with U.S. federal grants. Learning objectives include a basic understanding of NIH funding and awareness of both the U01 funding type and the parent R01, R21, R03 competitions, including their related submission processes.

Instructor: Joe Halbersma
Tuesday, February 18, 9:00 to 10:00 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1066

Industry-Sponsored Research Contracts

Research Development & Services manages and negotiates sponsored research grant agreements and contracts on behalf of Western faculty. Expand your research portfolio by knowing the inner workings of industry-sponsored research contracts. This presentation will focus on securing a project proposal and budget, and describing terms and conditions within a sponsored research agreement, including confidential information, publications rights, intellectual property ownership and licensing terms, liability and indemnification.

Instructor: Caroline Calmettes
Tuesday, January 21, 9:00 to 10:00 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1064

Community of Science PIVOT Webinar - (Trainer, COS Pivot)

A webinar training session by a PIVOT trainer will provide the opportunity to realize the multiple benefits offered. PIVOT gives research administrators, research development professionals and their institutions the edge to bring together the right research opportunities, funding, and people quickly and easily. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration for faculty, staff researchers, and graduate students.

Instructor: Jason High
Monday, January 27, 1:00 to 3:00 p.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1071

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E
Core workshops for the Teaching Certificate will be indicated by the following symbol: I
ROLA

Western’s Research Development & Services offers ROLA training. Training can be focused on individual Principle Investigator needs, or on use by administrative support personnel. Customized sessions can also 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:
t. 519.661.3136
e. rolahelp@uwo.ca

HOT TOPICS IN POSTGRADUATE EDUCATION

Hot Topics in Postgraduate Education is a series of interactive, discussion-based workshops on various topics of interest to program directors, residents and others involved with postgraduate medical education. Please join us for thought-provoking conversations about current and future issues facing learners and educators.

Session 2
Friday, February 7, 2014
12:00 to 1:00 p.m.
Shuttleworth Auditorium
St. Joseph’s Hospital, London
Course No.: 1027

Session 3
Thursday, May 29, 2014
12:00 to 1:00 p.m.
Sumner Amphitheatre (B2-119, North Tower)
London Health Sciences Centre - Victoria Hospital
Course No.: 1061

Register online at www.schulich.uwo.ca/cpd, via telephone at 519.661.2111, ext. 81577, or by email at cpd@schulich.uwo.ca

Enrolment is limited, please register early.
Library Skills Workshops

The Internet has made the production and dissemination of information extremely easy. However, the bewildering array of sources and formats for this information can leave researchers at a loss for where to start. Do you know which tools and strategies are best for identifying, accessing and managing the information? With guidance from our Taylor Library colleagues, we are pleased to offer you the following workshops to help you make sense of and utilize the information. Come learn about the resources and services available through Western Libraries and enhance your knowledge.

Advanced RefWorks

Intended for those who have a basic working knowledge of RefWorks and would like to explore some of the advanced features. This workshop will look at such features as RefGrabIt, searching within folders, checking for duplicates, managing folders, sharing RefWorks folders, and working with other bibliographic management software.

Instructor: Dan Sich
Wednesday, January 22, 8:30 to 10:30 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1018

Health Data and Statistics: Tools to Support Research and Instruction

The session will introduce users to various web sites which provide access to data and/or statistics on the health of Canadians. Among these websites will be the Equinox Data Delivery System, <odesi>, Statistics Canada, the Canadian Institute for Health Information (CIHI), and Health Canada. Access to local and regional agencies, such as municipal and health unit websites, will also be demonstrated. A brief introduction to the Institute for Clinical Evaluative Sciences which has opened at London Health Sciences Centre – Victoria Hospital will be offered. Participants will become aware of resources on campus which can assist them in locating needed data or statistics and will also become aware of web sites which provide access to health-related data and statistics.

Instructor: Vince Gray
Thursday, February 6, 9:00 to 11:00 a.m.
Health Sciences Addition, Room H101, Western University
Course No.: 1026

Re-creating John Snow’s 1854 Cholera Map using GIS: Introduction to GIS for Health Care

Geographical Information Systems (GIS) can be described as people using hardware, software, geospatial layers and data to produce maps. This session will introduce the core concepts of GIS and how it is applied as an analysis, visualization and interpretation tool to better understand the geographic relations in health care, including epidemiology, site analysis, and research.

Through a hands-on exercise with the GIS software, ArcGIS, attendees will have the opportunity to re-create John Snow’s map of the 1800s Cholera outbreak in London, U.K.

Instructor: Christine Homuth
Wednesday, February 12, 9:00 a.m. to 12:00 p.m.
Weldon Library, Lower Level Room A, Western University
Course No.: 1029

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E
Core workshops for the Teaching Certificate will be indicated by the following symbol: "
Discovering Apps
This course is ideal for beginners who are interested in exploring app use. It will provide background information on various mobile devices and help participants distinguish between apps and mobile optimized web sites available for various mobile platforms (Apple, BlackBerry, Android). Types of apps highlighted in this session include: communication/medical translation, information/reference, productivity and patient education. Participants will identify issues related to app use and the resulting implications for clinical practice. By the end of the session attendees will also become aware of online guides or resources that review or highlight health or productivity related apps for health care practitioners.

The session will also allow participants to practise downloading an app on their personal mobile device. Participants must bring their own mobile device to the session along with their app store account login/passwords. Participants must also be able to access a WiFi network on their mobile device (or use their personal paid 3G data plans.)

Instructor: Minakshi Sharma
Tuesday, February 25, 11:00 a.m. to 12:00 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1032

Implementing Point-of-Care Clinical Apps
This course will prepare you to access mobile resources or clinical apps at the point of care using your iPhone, iPad, BlackBerry, or Android device. Participants will identify, access, and evaluate mobile sites and clinical apps (including drug guides, medical calculators, diagnostic/treatment guidelines and other clinical apps). Participants will register for and download apps to answer sample clinical questions. The session will briefly apply a critical appraisal checklist for mobile resources so that clinicians can determine which apps are reliable and trustworthy.

Attendees will also learn about online guides or resources that review or highlight free/paid or subscription-based apps available to physicians via their institutional affiliations or professional associations. Participants will also identify patient or practitioner concerns related to app use in clinical settings and some tips on how to overcome such concerns. Participants must bring their own mobile device to the session along with their app store account login/passwords. Participants must also be able to access a WiFi network on their mobile device (or use their personal paid 3G data plans.)

Instructor: Minakshi Sharma
Tuesday, February 25, 12:00 to 1:00 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1033

Social Media 101
This interactive hands-on workshop will introduce a variety of social media tools and their use in research and teaching in clinical and basic medical sciences. Participants will become familiar with different social media tools including blogs, microblogging, RSS, cloud computing, file-sharing services, collaborative writing tools and wikis in medicine. Participants will come to understand the importance of social media for scholarly communication and be able to identify which social media tools are more appropriate for their use as professionals. Participants will also gain the skills to incorporate the use of one or more different social media tools in teaching and/or research.

Instructor: Dan Sich
Monday, March 3, 9:00 to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1035

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: Nazi Torabi
Wednesday, April 9, 9:00 to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1045
Computer & Technology Workshops

As technology surrounds us, so can complexity. The computer and technology courses offered through CPD empower us with the technical skills and knowledge necessary to navigate our ever-changing technology landscape. We can harness those skills in order to better plan, implement and complete our work in a more timely and efficient manner.

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. This course does not have prerequisites and is recommended for those with little to no knowledge of Microsoft PowerPoint.

Instructor: Vijaya Chevendra
Thursday, January 9 & 16, 1:00 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1016

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 a YouTube video. To help establish consistency in formatting slides we will work with Masters and customize the presentation theme. This course does not have prerequisites however, it is recommended participants have basic skills in Microsoft PowerPoint.

Instructor: Donna Bueckert
Thursday, May 8 & 15, 1:00 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1054

Word 2010: Level I

In this workshop we will create and edit documents in the word processing environment becoming 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, the page element formats and page numbering will be applied. This course does not have prerequisites and is recommended for those that have little or no knowledge of Microsoft Word.

Instructor: Donna Bueckert
Monday, January 13 & 20, 8:30 to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1017

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: 📘 📁 📋 📃 📄

Core workshops for the Teaching Certificate will be indicated by the following symbol: 📚
**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 a table of contents will be incorporated. This workshop does not have prerequisites, however, it is recommended participants have basic skills in Microsoft Word.

Instructor: Donna Bueckert  
Thursday, February 20 & 27, 8:30 to 11:00 a.m.  
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University  
Course No.: 1030

**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  
Tuesday, February 4 & 11, 8:30 to 11:00 a.m.  
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University  
Course No.: 1024

**Excel 2010: Level II**

Take your spreadsheets to the next level. Explore functions that will assist you in performing advanced calculations such as summing data based on given conditions or manipulating columns of text or formulas using dates. Learn how to manage lists of data using sorting tools and how to view subsets of data with the filtering feature. You will be introduced to the Pivot Tables feature used to summarize your data in a report format and graphing. This course does not have prerequisites however, it is recommended participants have basic skills in Microsoft Excel.

Instructor: Donna Bueckert  
Wednesday, March 19 & 26, 8:30 to 11:00 a.m.  
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University  
Course No.: 1039

**GroupWise: The Basics**

This workshop provides a great introduction to GroupWise and its basic functionality. This learning module is essential to managing your GroupWise mail and optimizing your productivity. Included in this session: the GroupWise home view, main window, navigation bar, quick viewer, as well as sending, receiving and organizing messages. Once completed you will have a better understanding of how to communicate and organize your work flows via GroupWise. This session will also serve as a foundation for learning more advanced functions in future GroupWise workshops. This workshop is designed for those who have an email address ending in @schulich.uwo.ca. Those who do not are still welcome to attend but will be unable to participate in the hands-on portion of the workshop.

Instructor: Ari Porzecanski  
Monday, February 3, 1:30 to 4:00 p.m.  
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University  
Course No.: 1022
GroupWise: Contact Folder & Address Books
Session two places our focus on more advanced functions and features of GroupWise. Utilizing the contacts folder we can better organize our internal and external contacts/recipients, as well as create additional contact folders. When we launch the address book interface, we will explore the interface and all the address books available at the Schulich School of Medicine & Dentistry. Creating and using personal groups, as well as shared address books will now be a simple and straightforward task. Lastly, we can configure the GroupWise Address Book to search the Western Directory. This is a real time-saver for searching contacts throughout the University. It is not necessary to attend other GroupWise sessions in order to attend this session. This workshop is designed for those who have an email address ending in @schulich.uwo.ca. Those who do not are still welcome to attend but will be unable to participate in the hands-on portion of the workshop.

Instructor: Greg Postma
Wednesday, February 26, 1:30 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1034

GroupWise: The Calendar
In this workshop you will learn to be an expert in all things calendar. We’ll explore the different ways to access your calendar, how to enter, send and receive, as well as accept and decline items. You will also learn how to use multiple calendars. We will take you through the process of sharing your additional calendars, printing them and how to move appointments from, and between them. You will become familiar with scheduling group and recurring appointments, a real time-saver, as well as how to use the intelligent Busy Search function. You will learn all about the Multi-User calendar view and understand its primary use. It is not necessary to attend other GroupWise sessions in order to attend this session. This workshop is designed for those who have an email address ending in @schulich.uwo.ca. Those who do not are still welcome to attend but will be unable to participate in the hands-on portion of the workshop.

Instructor: Ari Porzecanski
Monday, March 31, 1:30 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1042

GroupWise: Finds/Filter & Options
In part four of this exciting series you’ll quickly learn that finding items in GroupWise has never been easier. We’ll use techniques for finding relevant information, saving custom finds and filtering out the email noise. We’ll explore the many options available in GroupWise 8, including, but not limited to: default language, launching Notify on startup, setting your default Archive directory and creating and setting your email signature(s).
You’ll also learn how to adjust tracking information for email(s), as well as how to enable return notifications for all items within GroupWise: mail, appointments, tasks and reminder. Lastly, your training would not be complete without mastering the ability to change your GroupWise password and enable notifications from other users. It is not necessary to attend other GroupWise sessions in order to attend this session. This workshop is designed for those who have an email address ending in @schulich.uwo.ca. Those who do not are still welcome to attend but will be unable to participate in the hands-on portion of the workshop.

Instructor: Greg Postma
Monday, April 28, 1:30 to 4:00 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1052

Symbols
Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar:  ❅  ❆  ❇  ❈  ❉
Core workshops for the Teaching Certificate will be indicated by the following symbol: ❁
GroupWise: Everything Else

In this last GroupWise session, Proxy Access is within your grasp. We’ll take you through the process of both granting and revoking Proxy Access, proxying in and out of accounts, as well as an understanding of what exactly the Proxy feature is. We’ll show you how to better manage your mail with the Account Size Management tool. You’ll never exceed your mailbox limit again. Included in this session is how to configure and use the GroupWise Notify program. You’ll also be shown how to effectively create and use GroupWise Rules because using GroupWise should be about sorting mail. Lastly, we take you through the process of creating your vacation rule(s), letting GroupWise do the work when you are away. It is not necessary to attend other GroupWise sessions in order to attend this session.

This workshop is designed for those who have an email address ending in @schulich.uwo.ca. Those who do not are still welcome to attend but will be unable to participate in the hands-on portion of the workshop.

Instructor: Ari Porzecanski
Monday, May 26, 1:30 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1059

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 setup, 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
Mondays & Wednesdays, April 14, 16, 21 & 23, 8:30 to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1047

Access 2010: Level II

With your database setup complete, it’s time to work on methods for entering your data accurately and presenting the data in a meaningful and effective manner. Working in the form design we will add some customization with drop down boxes, calculated fields and similar controls making data entry easier and more accurate. In designing reports, tools for listing and categorizing, the data will be explored and techniques for displaying and summarizing data will be used to present your data in report format. This course does not have prerequisites however, it is recommended participants have basic skills in Microsoft Access.

Instructor: Donna Bueckert
Monday, May 5 & 12, 8:30 to 11:00 a.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1053

The Virtual Interactive Case (VIC) System: Basic Introduction

This two-hour workshop includes a basic description and demonstration of the VIC system in the first hour, followed by hand-on experience with VIC where learners can experiment with building a case relevant to their own area of interest. At the end of the workshop participants will be aware of the importance of assessing competency in medical education and be able to build a simple case on VIC relevant to their area of interest. Additionally, participants will also learn to list the advantages and limitations of using VIC as a competency assessment tool.

Instructor: Amer Burhan
Monday, April 7, 2:00 to 4:00 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1044
Protecting Your Digital Self
Identity theft, SPAM, spoofing, organized crime, hackers and zombies - come find out how all these terms fit together and affect you in a way you might not even realize. We will show you what dangers lurk and how you can protect your digital self in this brave new digital world.
Instructor: Sergio Rodriguez
Tuesday, May 13, 1:30 to 4:00 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1056

Adobe LiveCycle Designer
This workshop introduces the process and tools needed to create fillable forms in PDF format. Find out how easy it is to create user-friendly forms with drop down lists, options buttons, check boxes and tables. Upon completing the form design we will use Adobe Acrobat to distribute the form via email and track responses. Lastly we will explore the options for collecting the data returned from the forms. **This workshop will require participants to access their workstations remotely. We are only able to provide remote access to those people on the School’s network. If you’re not able to access your desktop remotely you are still more than welcome to attend. Participants will require Adobe Acrobat Pro with LiveCycle Designer installed on their work computer in order to receive hands-on training.
Instructor: Donna Bueckert
Thursday, June 5 & 12, 1:00 to 3:30 p.m.
Valberg Education Resource Centre, Medical Sciences Building, Room M150A, Western University
Course No.: 1062

Symbols
Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E
Core workshops for the Teaching Certificate will be indicated by the following symbol:
FACULTY & STAFF DEVELOPMENT WORKSHOPS WINDSOR

The Faculty & Staff Development workshops in this section aim to enhance the knowledge and skills of faculty and staff at the Windsor Program and in the surrounding region.

Each semester, we provide workshops covering subject matter that is consistent with identified educational needs. Each of these workshops provide Windsor-area faculty and staff the foundations of an accelerated learning experience.
FACULTY & STAFF DEVELOPMENT - WINDSOR

Education Research and Scholarship: Tips for Clinicians and Teachers who Would Like to Get Involved

This workshop will examine the vast and changing world of scholarship within education. Participants will become aware of what exactly scholarship is and how to assess it along with the process of how to actually do it. This workshop will also assist participants in the art of creating a research question and then following through once it is created. This workshop will be videoconferenced between London and Windsor. Please choose the location most convenient for you.

Instructors: Mark Goldszmidt & Lorelei Lingard
Tuesday, January 14, 1:00 to 4:00 p.m.
Videoconferenced to Medical Education Building, Room 2100, University of Windsor
Course No.: 1068VC

Designing Your Teaching Road Map

Most clinicians do most of their teaching on the wards or in small group settings instead of large classrooms. However, the principles of learning and teaching apply to large and small group instruction alike. This session is Part 1 of a series of workshops designed to make you a more effective teacher, educator and role model. The focus of this Group A workshop is to help teachers create more effective learning environments by implementing the principles of learning and understanding how and why these principles drive the organization of every teaching moment and formation of learning objectives. The overall goal of Group A is to provide a forum where Schulich Medicine & Dentistry educators can increase their skills, effectiveness and enjoyment of teaching. This workshop will be videoconferenced between London & Windsor. Please choose the location most convenient for you.

Instructors: Bertha Garcia & Marjorie Johnson
Monday, February 10, 8:30 a.m. to 12:30 p.m.
Videoconferenced to Medical Education Building, Room 3130, University of Windsor
Course No.: 1028VC

How to Get Promoted – A Workshop for Clinical Academics

Whether you are coming up for promotion in the next year or in six years, if you want to be successful, it is important to be aware of the university requirements for promotion, or the granting of continuing appointments. Full-time clinical academics in both the Senate and Provost streams can benefit from this practical workshop which will also provide guidance on the preparation of teaching dossiers, promotion dossiers and the presentation of your case. This workshop will be videoconferenced between London & Windsor. Please choose the location most convenient for you.

Instructors: Bertha Garcia & Sylvia Mioduszewski
Thursday, April 3, 4:00 to 6:00 p.m.
Videoconferenced to Medical Education Building, Room 3130, University of Windsor
Course No.: 1043VC

Evaluation & Feedback

Learner evaluation and the provision of meaningful feedback can be exceptionally challenging for educators. How can we evaluate accurately? What are the characteristics of feedback that learners will consider credible and useful? In this interactive workshop, participants will learn about the essential constituents of effective evaluation and feedback, discuss the potential pitfalls and barriers to creating credible evaluations and feedback, and plan strategies to overcome these barriers to ensure that learning is enhanced. This workshop will be videoconferenced between London & Windsor. Please choose the location most convenient for you.

Instructor: Chris Watling
Thursday, April 10, 8:30 a.m. to 12:30 p.m.
Videoconferenced to Medical Education Building, Room 3130, University of Windsor
Course No.: 1046VC

Symbols

Workshops for the groups listed above will be indicated by the following symbols after each workshop title throughout the calendar: A B C D E
Core workshops for the Teaching Certificate will be indicated by the following symbol: 1
Peer Mentoring by Faculty in a Distributed Medical Education Setting

This workshop is designed to provide information on peer mentoring in a distributed medical education setting. It is an innovative approach that has been piloted at the Windsor Program. Participants will learn how to describe peer mentoring and compare it to traditional mentoring models in academic settings as well as how to describe the characteristics of effective mentoring relationships. Additionally, participants will learn to discuss the benefits of the peer mentoring model and the first year of the Windsor pilot mentorship program and how it could be implemented in academic departments in distributed medical education settings. This workshop will be videoconferenced to London from Windsor. Please choose the location most convenient for you.

Instructors: Mark Awuku, Sharon Burey & Dale Rajacich
Thursday, April 24, 5:30 to 7:00 p.m.
Medical Education Building, Room 1115, University of Windsor
Course No.: 1051

Mentoring the Difficult Learner

Within this workshop participants will learn to define the different types of difficult learners based on indicators such as attitude, knowledge and behaviour. Participants will also be educated in approaches to managing the different types of difficult learners and the importance of documentation of problems and attempts at management. Participants will gain an understanding of the departmental and university process along with how to identify intervention and escalation strategies. This workshop will be videoconferenced between London & Windsor. Please choose the location most convenient for you.

Instructors: Michele Doering & Carla Garcia
Tuesday, May 27, 9:00 a.m. to 12:00 p.m.
Videoconferenced to Medical Education Building, Room 3130, University of Windsor
Course No.: 1060VC

Building Your Electronic Portfolio: “E” in the Service of “E”!

This is an interactive and hands-on workshop that will cover some available web-based tools that can be utilized to build a web-based electronic portfolio (e-portfolio). The two-hour workshop consists of two parts. The first part includes a quick overview and live demonstration of e-portfolio tools available for use. In the second part, each participant will be assisted in building an e-portfolio geared towards the educational activities in which he/she is engaged. After the workshop, participants will work on populating their e-portfolio. To satisfy core credit requirements the e-portfolio will be reviewed by course instructor and feedback will be shared with the learner.

By the end of this workshop, participants will be able to recognize the advantages of using e-portfolio to capture educational activities, list three or more electronic resources that can be used to build an e-portfolio, and detect advantages/disadvantages of different web-based e-portfolio tools presented.

Instructor: Dave Dixon
Thursday, May 15, 5:00 to 7:00 p.m.
Medical Education Building, Room 2126, University of Windsor
Course No.: 1067
CONTINUING MEDICAL EDUCATION PROGRAMS

The Continuing Medical Education programs in this section are made available through the accreditation services provided by CPD.

CPD provides assistance to Schulich Medicine & Dentistry departments, regional hospitals, and other external medical and physician organizations who organize events such as workshops, conferences and symposia for physicians and allied health professionals located in the region, and on a national basis. CPD also serves as the primary medium through which health care professionals from London and Southwestern Ontario are kept informed of continuing medical education events which have been accredited by the School.

Please contact CPD for information concerning our comprehensive conference management services including program development, accreditation, online registration and marketing.
CONTINUING MEDICAL EDUCATION

February

13th Annual Arrhythmia Specialty Symposium
Saturday, February 22, 8:00 a.m. – 4:30 p.m.
Ivey Spencer Leadership Centre, 551 Windermere Road, London

Offered by: Department of Medicine, Division of Cardiology in collaboration with CPD
Of Interest to: Cardiologists, Internists, Schulich Medicine Residents and Postdoctoral Fellows
Contact: Linda Bruce 519.661.2111 ext. 81370 or cpd@schulich.uwo.ca
Online registration: www.schulich.uwo.ca/cpd

March

General Internal Medicine Update 2014
Wednesday, March 19, 12:00 – 5:00 p.m.
Location to be confirmed

Offered by: Department of Medicine, Division of Internal Medicine, in collaboration with CPD
Of Interest to: Family Physicians, Allied Health Professionals and Schulich Medicine Residents and Medical Students
Contact: Linda Bruce 519.661.2111 ext. 81370 or cpd@schulich.uwo.ca
Online registration: www.schulich.uwo.ca/cpd

April

11th Annual Medicine Update for Psychiatry
Saturday, April 5, 8:00 a.m. – 4:00 p.m.
Location to be confirmed

Offered by: CPD
Of Interest to: Psychiatrists, Family Physicians, Allied Health Professionals, Psychologists, Social Workers, and Schulich Medicine Residents and Medical Students
Contact: Linda Bruce 519.661.2111 ext. 81370 or cpd@schulich.uwo.ca
Online registration: www.schulich.uwo.ca/cpd

Ophthalmology Clinical Day 2014
Friday, April 11, 8:00 a.m. – 4:00 p.m.
London Convention Centre, 300 York Street, London

Offered by: Department of Ophthalmology
Of Interest to: Ophthalmologists, Optometrists, Family and ER Physicians, Allied Health Professionals, Schulich Medicine Residents and Medical Students
Contact: Lyn Clark 519.646.6382 or lyn.clark@lhsc.on.ca

Western Cardiovascular Update
Saturday, April 12, 7:45 a.m. – 5:00 p.m.
Location to be confirmed

Offered by: Department of Medicine, Division of Cardiology in collaboration with CPD
Of Interest to: Cardiologists, Internists, Residents and Postdoctoral Fellows
Contact: Linda Bruce 519.661.2111 ext. 81370 or cpd@schulich.uwo.ca
Online registration: www.schulich.uwo.ca/cpd
40th Annual Residents’ Research Day
Friday, April 25, 8:00 a.m. - 4:00 p.m.
Conron Hall, University College, Western University, London

Offered by: Department of Otolaryngology - Head and Neck Surgery
Of Interest to: Physicians, Specialists, Allied Health Professionals and Schulich Medicine Residents and Medical Students
Contact: Charlotte Towle 519.685.8500 ext. 55415 or charlotte.towle@lhsc.on.ca

General Surgery Annual Resident Research Day
Friday, April 25, 8:00 a.m. - 4:00 p.m.
Ivey Spencer Leadership Centre, 551 Windermere Road, London

Offered by: Department of Surgery, Division of General Surgery
Of Interest to: General, Vascular, Thoracic and Paediatric Surgeons as well as Residents and Fellows in General Surgery
Contact: Christine Ward 519.663.3269 or christine.ward@lhsc.on.ca

Child and Adolescent Psychiatry Annual Conference: “Maternal Child Mental Health”
Friday, April 25, 7:45 a.m. - 4:15 p.m.
Best Western Lamplighter Inn & Conference Centre, 591 Wellington Road South, London

Offered by: Department of Psychiatry, Division of Child and Adolescent Psychiatry
Of Interest to: Psychiatrists, Family Physicians, Psychologists, Psychiatry Residents, Allied Health Professionals including Nurses, Social Workers, Child and Youth Counsellors, Marital and Family Therapists, Education/Settlement Workers, Child Welfare Workers, Newcomer Services Personnel
Contact: Faye Slote 519.685.8500 ext. 75783 or faye.slote@lhsc.on.ca

Geriatric Medicine Refresher Day
Wednesday, April 30, 8:00 a.m. - 4:00 p.m.
London Convention Centre, 300 York Street, London

Offered by: Department of Medicine, Division of Geriatric Medicine
Of Interest to: Family Physicians, Specialists, Allied Health Professionals, Medical Students, Residents, Pharmacists
Contact: Jennifer Whytock 519.685.4021 or Jennifer.whytock@sjhc.london.on.ca

May 2014

Annual Clinical Day in Family Medicine
Wednesday, May 7, 7:00 a.m. - 4:15 p.m.
London Convention Centre, 300 York Street, London

Offered by: Department of Family Medicine
Of Interest to: Family Physicians, Nurse Practitioners, Nurses, Allied Health Professionals, Family Medicine Residents, Medical Students
Contact: Sheena Blasing 519.646.6000 ext. 64884 or sheena.blasing@sjhc.london.on.ca
Online registration: www.schulich.uwo.ca/cpd

Drug Therapy Day 2014
Wednesday, May 28, 8:30 a.m. - 4:30 p.m.
Best Western Lamplighter Inn & Conference Centre, 591 Wellington Road South, London

Offered by: Department of Medicine, Division of Clinical Pharmacology & Toxicology
Of Interest to: Family Physicians, Specialists, Allied Health Professionals, Medical Students, Residents
Contact: Robin Legan 519.685.8500 ext. 35247 or robin.legan@lhsc.on.ca
June 2014

Department of Family Medicine Resident Project Day
Wednesday, June 11, 8:00 a.m. – 1:00 p.m.
Location to be confirmed

Offered by: Department of Family Medicine
Of Interest to: Family Physicians, Allied Health Professionals, Residents and Medical Students, Researchers
Contact: Kelsey Klages 519.611.2111, ext. 89215 or kelsey.klages@schulich.uwo.ca

Department of Oncology Research & Education Day
Friday, June 20, 8:00 a.m. – 5:00 p.m.
Best Western Lamplighter Inn & Conference Centre, 591 Wellington Road South, London

Offered by: Department of Oncology
Of Interest to: Residents, Fellows, Graduate Students, Postdoctoral Fellows as well as Radiation and Medical Oncologists, Physicists, Surgeons and Basic Scientists
Contact: Christine Koustrup 519.685.8600, ext. 55769 or christine.koustrup@lhsc.on.ca

London Imaging Discovery 2014
Thursday, June 26, 12:00 – 6:00 p.m.
Sumner Auditorium, London Health Sciences Centre - Victoria Hospital, London

Offered by: The Department of Medical Imaging
Of Interest to: Radiologists, Physicists, Researchers in Medical Imaging and Nuclear Medicine
Contact: Jackie Windsor 519.685.8500, ext. 55004 or jackie.windsor@lhsc.on.ca

PHYSICIAN EXAMINERS NEEDED!

Medical Council of Canada’s Qualifying Examination Part II
Saturday, May 3 and Sunday, May 4, 2014 from 7:00 a.m. to 7:00 p.m.
St. Joseph’s Health Care London, 268 Grosvenor Street, London, ON

Offered by: The Medical Council of Canada
Of Interest to: Licensed physicians who have three years in independent practice
Fees: No fees, examiners will be compensated.
Contact: Justin Quesnelle t. 519.661.2111, ext. 86900 e. justin.quesnelle@schulich.uwo.ca
CUSTOMIZED WORKSHOPS & OTHER SERVICES

With our two campuses, distributed regional sites and busy clinician schedules, we are happy to offer faculty and staff the convenience of learning at times and locations which are convenient to them.

We are pleased to organize an existing workshop to fit a group or department’s schedule, or we can design a workshop to meet your educational needs. Please call our office to discuss your faculty and staff development requirements.

Some examples of customized workshops developed and offered include:
- Schulich Medicine Mentoring Program: A Workshop for Family Medicine
- Teaching in a Clinical Setting: A Workshop for Oncology
- How to Get Promoted: A Workshop for Family Medicine
- Implementing Mentoring Guidelines: A Workshop for Psychiatry

Please inquire about one or more of these additional educational services:
- Program accreditation of group learning activities
- Management of program planning
- Assessment of educational needs – local, regional, national
- Event promotion via web, direct mail and journal advertising
- Online registration and credit card processing
- Selection of venues, catering requirements and audio-visual support services
- Pre-event and on-site staffing support
- Audience response technology rental
- Facilitation of internet-based group learning activities using Blackboard Collaborate
- e-learning course design and hosting using Sakai

FELLOWSHIPS & GRANTS

Faculty Development Mini Fellowships

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 2014 competition is Friday, March 28. Application information will be circulated in January.
To register:
Online at www.schulich.uwo.ca/cpd
t. 519.661.2111, ext. 81577
e. cpd@schulich.uwo.ca

Faculty & Staff Development Workshops
The Faculty & Staff Development programs are FREE for faculty, staff, residents, postdoctoral scholars and graduate students at the Schulich School of Medicine & Dentistry. Enrolment is limited so please register early. Others wishing to register are welcome, space permitting. For online registration please visit our website.

Continuing Medical Education (CME) Programs
To register for CME programs, please follow the instructions provided. For information regarding CME credits, or for confirmation of venues, dates and times please contact our office.

Cancellation Policy
Continuing Professional Development reserves the right to cancel any workshop due to insufficient registrations or circumstances beyond its control. Registrants will be notified at the earliest possible date in the event of a cancellation. Continuing Professional Development will not be liable for any loss, damages or other expenses that such cancellations may cause.

ACCESSIBILITY
Western University is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. To view Western’s policies, please visit accessibility.uwo.ca/wodac.htm or contact 519.661.3334.
Southwestern Ontario’s largest research event, showcasing the outstanding research undertaken by the more than 750 graduate and postdoctoral students studying with Schulich Medicine & Dentistry

TUESDAY, MARCH 18, 2014
LONDON CONVENTION CENTRE

REGISTER NOW
www.londonhealthresearchday.ca