

# Career Development Resources

Formal training in mentorship, career development and team science are critical to the successful transition from mentored training to independent research. The *MICHHR Career Development Academy* is designed to enhance leadership, team building and career development for mentors and scholars in the KL2 and Postdoctoral Translational Scholars programs. Scholars accepted in one of MICHHR education programs (KL2, PTSP, or Js) are required to attend two Career Development events each year while enrolled in their MICHHR program. Below are examples of proven educational programs available at U-M related to leadership, work/life balance, and team science, however this is not an exhaustive list. Check with your department, school or college for other training offerings you may want to attend. There may be a cost associated with some of the training offerings. [Click each course title below for more information.](#)

## RESOURCES

### [Office of Faculty Affairs & Faculty Development](#)

The mission of this office is to support skill building in teaching, research, and leadership. Visit their website to find Faculty Career Development training in research administration, grant writing, leadership and development, teaching, mentoring, and interpersonal development.

### [Organizational Learning](#)

This office promotes lifelong learning resources and opportunities for U-M faculty and staff, including strategies for career growth, leadership development, and campus culture change initiatives. Browse the catalog of [Professional Development Courses](#), most resources are available at no cost.

### [LinkedIn Learning](#)

LinkedIn Learning is an online learning solution to help you gain new skills and advance your career. Formerly Lynda.com, LinkedIn Learning is available for free to all active faculty and staff at U-M.

## CAREER DEVELOPMENT

### [Early Career Kickstart: Research Track](#)

These biannual sessions are intended as a follow-up to the monthly New Faculty Orientation. These sessions focus of expectations for advancement and career planning within the research track. Topics include funding & grant resources, setting up your lab, hiring in the lab, research regulations, and mentoring.

### [Developing Your Educator's Portfolio](#)

Preparing documents for promotion takes time and attention to detail. Despite the importance of the Educator's Portfolio, many faculty members find it difficult to pull together a successful package. This workshop is designed for early-mid career faculty to learn about the ongoing development of their teaching portfolio.

# COMMERCIALIZATION & ENTREPRENEURSHIP

## Biotech Career Exploration Program

In this 4-week program graduate students, postdoctoral fellows, and early-career scientists from life science programs will engage in a series of workshops, seminars, and panel discussions to explore career options and prepare for an experiential learning opportunity with an on-campus unit, small business startup, large corporation, non-profit organization, governmental agency, law firm, or any additional non-academic entity.

## FFMI *fast*PACE

Formerly known as the Early Tech Development Course, FFMI *fast*PACE is a 4-week biomedical innovation and commercialization course designed for the busy medical academician with an early stage project. The *fast*PACE Course blends in-person and online education to help faculty researchers and clinicians prepare a successful business case for funding and development partnerships.

## FFMI *full*PACE

FFMI *full*PACE (Program Accelerating Commercialization Education) is 6-week life science technology commercialization education and project development program designed to teach major concepts of biomedical innovation and entrepreneurship through a mix of case studies, lectures and experiential learning in small project teams.

## Graduate Certificate in Innovation & Entrepreneurship

This 12-credit certificate in Innovation & Entrepreneurship is available to currently registered and degree-seeking UM students in Masters, PhD and professional degree programs. The certificate will compliment a UM degree with leadership, business, and innovation skills.

# COMMUNICATION

## Making the Most of Your Presentations

Strong presentation skills are a key to success for researchers and other professionals. This workshop introduces a systematic way to prepare and deliver an oral presentation including information about structure, slides, delivery, as well as stage fright.

## Telling a Story that Sticks and Sells

In this workshop you will learn both the value and method of creating and delivering a story that can help make a presentation, business pitch or conversation significantly more engaging. Participants will try their hand at punching up their elevator pitches with a brief but compelling story.

## Crucial Conversations

A crucial conversation is a discussion between two or more people where the stakes are high, opinions vary, and emotions run strong. These conversations—when handled poorly or ignored—lead to strained relationships and dismal results. In this workshop, participants will learn to improve dialogue and engagement, create behavior change, and build high-performance and culture.

## Crucial Accountability

This 1-day workshop provides a methodology for effectively holding others accountable. This course is for Crucial Conversations graduates and teaches a straightforward, step-by-step process for identifying and resolving performance gaps, strengthening accountability, eliminating inconsistency and reducing resentment.

## Mindful Communication

In this workshop you will learn how to recognize how your communication style impacts your interactions with everyone you work with, apply various techniques to be 'present' when speaking with others, and identify ways to manage conversations to focus on clarification, not confrontation.

# DIVERSITY, EQUITY AND INCLUSION

## Diversity, Equity and Inclusion (DEI): The Basics

This online module provides an introductory look at the DEI initiative at U-M and helps clearly define what we mean by “diversity, equity and inclusion”.

## Unconscious Bias in Everyday Life

This interactive session is designed to examine how unconscious bias can affect one's perceptions, decisions, and interactions.

## National Center for Faculty Development & Diversity (NCFDD)

The NCFDD is an independent center that offers a wide range of resources to support the professional development of faculty, postdoctoral scholars and doctoral students throughout their academic careers. You can sign up for a free U-M institutional sub-account for access to productivity tips and workshops, webinars, career center, discussion forum and more.

# LEADERSHIP

## Foundations of Leadership

This new leadership development program is available to leaders who are new to the university of their leadership role with 0-3 years of supervisory or management experience and at least one direct report. The program includes six facilitator-led sessions and online components which equates to 12-16 hours of development time over a six-month period.

## Leadership Academy

This program is an accelerated 4-day immersive learning experience that draws on the participant's 360° assessment of leadership competencies and skills. Participants are selected through a nomination process.

## A3 Problem Solving for Clinical Leaders

A3 problem solving is an effective, flexible approach to analyzing a problem and developing countermeasures to close the gap. This two-session, hands-on workshop will introduce you to the elements of A3 thinking, and how an A3 can be used to close gaps in safety, quality, timeliness and efficiency.

## Advanced Problem Solving for Clinical Teams

Formerly titled "Scientific Problem Solving and Leading Improvement" this workshop includes 3 half-day sessions plus another half day working independently on your own. Plan to attend all 3 sessions. This highly interactive workshop will provide the structure you and your team need to work through a cycle of improvement, apply a problem solving process and essential QI tools to a problem you select. You will learn and practice the vital behaviors of an improvement leader.

## Strategies and Tactics for Recruiting to Improve Diversity and Excellence (STRIDE) Workshop

This program provides information and advice about practices that will maximize the likelihood that diverse, well-qualified candidates for faculty, fellowship and residency positions will be identified and recruited to the University of Michigan.

## Navigating Change Workshop

This 1-day workshop introduces the Michigan Medicine 7-step model for change and provides resources to help you successfully help others adapt to change.

# WORK-LIFE BALANCE

## Work-Life Balance Workshop

The Work-Life Resource Center provides a one-hour workshop on work-life balance and resources for U-M faculty, staff, and students.

## Emotional Intelligence (EQ) for Physicians

This workshop will help physicians more effectively balance work and life and make thoughtful decisions about their career and lifestyle. Participants will learn flexibility in responses to emotional triggers, learn strategies for better self-care, and improve communication with individuals and teams.

## Time Management: Getting Things Done (GTD)

This one-day course teaches individuals how to focus their attention on things that matter most, prioritize commitments, increase personal productivity, and create more mental space for innovation at work and at home. The workshop teaches a behavior-based skillset that individuals can immediately apply to create focus, organize information, and master workflow.