

**FELLOWS' COLLEGE**  
**UCSF FACULTY ALUMNI HOUSE**  
**745 PARNASSUS AVENUE**

**FALL SESSION: NOVEMBER 17, 2009**

12:00 – 12:45	LUNCH	Fellows/Faculty
12:45 – 1:00	OVERVIEW OF FALL SESSION	Mary-Ann Shafer
	FLAG	Dzung Vo Tho Hu
1:00 – 2:00	PLENARY	

MENTORING BEST PRACTICES: GETTING THE MOST FROM YOUR MENTORING RELATIONSHIPS  
 Michelle Hermiston  
 Emily von Scheven  
 What exactly does a mentor do? Who is the best mentor for me? How can I use my mentor to really advance my career? What are my responsibilities in the relationship with my mentor? These are some of the questions that will be addressed through this session. Using a combination of didactics and a panel discussion, challenges and successful examples of mentoring will be reviewed. Upon completion you should be able to develop a strategy for creating a personalized mentoring plan that is right for you.

2:00 – 2:15	BREAK	
2:15 – 4:30	WORKSHOPS 3:15 – 3:30 BREAK	

YEAR 1 FELLOWSHIP: DEVELOPING THE E-PORTFOLIO FOR YOUR INDIVIDUAL DEVELOPMENT PLAN (IDP)  
 Sandrijn van Schaik  
 Jesse Friedman  
 Nannette Nemenzo  
**2:15-4:15** - Fellows will be given hands on instruction at the computer lab on the e-portfolio system. Workshop will focus on setting up your e-portfolio account; the IDP template and how to submit to your SOC. Fellows will begin to develop their IDP portfolio by uploading their CV and an image onto their site. Fellows will be required to bring their files on a flash drive.

YEAR 2 FELLOWSHIP: HOW TO WRITE A FUNDABLE K AWARD GRANT APPLICATION  
 Tom Mitchell  
**2:15-3:15** - Characteristics of successful mentored career development award applications (K series) will be presented, including common mistakes to avoid, as well as how to write individual components of the application.

YEAR 2 FELLOWSHIP: SETTING YOURSELF UP FOR A SUCCESSFUL FELLOWSHIP WORK PRODUCT: STRATEGIES FOR SUCCESSFUL PROJECT MANAGEMENT  
 Sara Buckelew  
 Kathleen Tebb  
 Jason Law  
**3:30-4:30** - Successful organizations create projects that produce desired results in established time frames with assigned resources. No matter what the individual characteristics of your project are, you define it by the same three ingredients: outcomes, start and end dates, and resources. The information you need to plan and manage your project is the same, although the ease and the time to develop it may differ. The more thoroughly you plan and manage your projects, the more likely you are to succeed. Fellows will learn how to define, structure, and plan a project. As part of the planning process, we will look at both estimating the work needed and creating a schedule and a budget for the project and ways to assess and reduce risks within a project. We will cover issues related to teamwork and finding suitable partnerships for academic or business co-operation, to communication and other interpersonal issues related to running meetings, conferences, and collaborations smoothly.

YEAR 3 FELLOWSHIP: THE JOB SEARCH  
 Bill Lindstaedt  
 Renee Binder  
 Jeffrey Meadows  
**2:15-3:15** - *Dynamics of Negotiation*: There are four phases for common interactions of negotiation - preparation, exchanging of information, bargaining, and closing and commitment. The best way to develop your negotiation skills is to be aware of your opportunities and consciously work to improve your skills. The workshop will include a didactic session and an interactive negotiation role-play guide on how to negotiate for an entry-level academic early faculty position.

**3:30-4:30** - *Interviewing*: Successful interviewing begins with preparation. This workshop will provide insights into the interviewing process and offer tips on important aspects of communication in the interviewing process: the form and structure of interviews, organizing oneself for getting, conducting and following up the interview, to networking to writing the 'thank you' letters.