

**Skills Fair for Training Directors**  
**Saturday, March 3, 11am-12:20pm**

**Presenters:** Molly Camp, MD, E. Ann Cunningham, DO, Chandlee Dickey, MD, David Topor, PhD, Art Walaszek, MD, Michael Jibson, MD, PhD, Geri Fox, MD, MHPE, Adam Brenner, MD, Tanya Keeble, MD, Erick Hung, MD

**Educational Objectives:**

**At the end of this session, participants will:**

- 1) Have new or improved proficiency in 3 core skills essential to efficient and effective functioning as a training director
- 2) Be able to identify at least two ways in which they could use these improved/acquired skills to improve their functioning as a training director

**Practice Gap:**

Psychiatry training directors are trained in psychiatry and, to some extent, graduate medical education. Few are trained in the sorts of logistical skills needed to function successfully and efficiently as a training director.<sup>1</sup> The kinds of skills needed have changed significantly over time, particularly given the advent of technology and the changing landscape of healthcare and graduate medical education.

**Abstract:**

Training directors need quick, efficient updates in several key skills, particularly how to: (1) increase workflow and efficiency while maximizing overall efforts; (2) lead and systematically organize efforts to drive quality improvement while meeting new training requirements; (3) leverage existing resources and approaches in the development of new programs and initiatives. Workshops will be offered in all three of these areas:

1. *Life Hacks*: These presentations will cover strategies for improving efficiency while maximizing overall impact. Specific sessions will focus on strategies for time management, managing and organizing email, and effective negotiation.
2. *Organizational Dynamics*: These presentations will cover how to develop a SWOT analysis (as part of the annual program evaluation process) and prepare for a self-study. It will also include strategies for advocating for system change in order to promote and support physician wellbeing.
3. *Up and Running*: This session is intended to be particularly high yield for new program directors and those who are developing new programs. It will focus on leveraging existing resources (such as the AADPRT Virtual Training Office), approaches for screening applications in ERAS, and developing a culture of scholarly activity in settings without a robust research infrastructure.

**Scientific citations**

1. Lief S, Zaretsky A, Bandiera G, Imrie K, Spadafora S, Glover Takahashi S. What do I do? Developing a competency inventory for postgraduate (residency) program directors. *Med Teach*. 2016 Oct;38(10):1011-1016.

Each room will “run” 3 topics consecutively, each lasting 20 minutes with a 10-minute break for room transition (if desired).

|                   | <b>Room 1</b><br><i>Life Hacks</i>                              | <b>Room 2</b><br><i>Up and Running</i>   | <b>Room 3</b><br><i>Organizational Dynamics</i>  |
|-------------------|---|--|--|
| 11:00-<br>11:20am | <b>Intentional Time Management</b><br><i>Molly Camp, MD</i>     | <b>How to Become a VTO Super-user</b><br><i>E. Ann Cunningham, DO</i>                                    | <b>Strengths, Weaknesses, Opportunities, and Threats: Advance your Program by Performing a Simple SWOT Analysis</b><br><i>Chandlee Dickey, MD &amp; David Topor, PhD</i> |
| 11:30-<br>11:50am | <b>Managing and Organizing Email</b><br><i>Art Walaszek, MD</i> | <b>How to Screen Hundreds (Thousands?) of Applications in ERAS</b><br><i>Michael Jibson, MD, PhD</i>     | <b>Advocating for System Change in Support of Physician Wellness</b><br><i>Geri Fox, MD, MHPE</i>  |
| 12:00-<br>12:20pm | <b>Negotiation 101</b><br><i>Adam Brenner, MD</i>               | <b>Development of scholarly activity – lessons learned from a new program</b><br><i>Tanya Keeble, MD</i> | <b>How to Survive a Self-Study</b><br><i>Erick Hung, MD</i>  |