

Postdocs:

Would you like to be considered for a scholarship?

If yes, explain why you will not be able to cover your course fees using lab funds, grant, or fellowship funds:

Advisory Committee
Scientific Leadership and Laboratory
Management Course

Tracy Kress, Postdoctoral Fellow,
Biochemistry and Biophysics, UCSF

John LeViathan, Manager, Human Resources,
J. David Gladstone Institutes

Bill Lindstaedt, Director, Career and
Professional Development Services, UCSF

Hiten Madhani, Associate Professor,
Biochemistry and Biophysics, UCSF

Sally Marshall, Associate Vice Chancellor,
Academic Affairs, UCSF

Kay McMahon, Director, Human Resources,
Buck Institute for Age Research

Samara Reck-Peterson, Director, Postdoctoral
Education; Postdoctoral Fellow, Cellular and
Molecular Pharmacology, UCSF

Renee Reijo Pera, Associate Professor,
Obstetrics, Gynecology, and Reproductive
Sciences, UCSF

Keith Yamamoto, Executive Vice Dean, School of
Medicine, UCSF

Applications are **due by November 4th.**

Notification to attend will be
announced by **November 18th.**

**Detach and return
completed application to:**

The UCSF Career Center
Bill Lindstaedt, Director
513 Parnassus Ave, S-140
San Francisco, CA 94143
Box 0404

OR:

Samara Reck-Peterson
Director of Postdoctoral Education
600 16th Street
San Francisco, CA 94158
Box 2200

UCSF has been designated as a "Partner in Scientific
Management Training" by the Howard Hughes Medical
Institute and the Burroughs-Wellcome Fund.

*Special thanks to these organizations for their
contributions to this effort:*

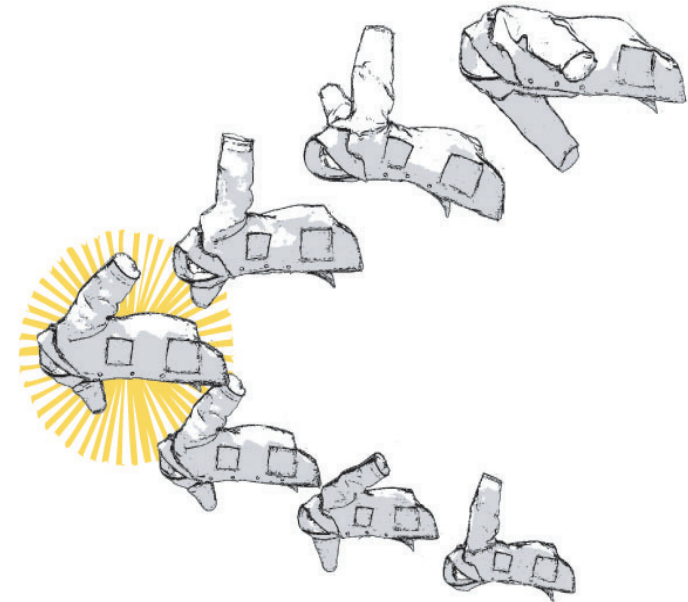
Sandler Family Supporting Foundation
Burroughs Wellcome Fund
Howard Hughes Medical Institute
UCSF Postdoctoral Scholars Association
The Center for the Health Professions at UCSF

If you have any questions, please contact:

Samara Reck-Peterson
Director of Postdoctoral Education
reck-peterson@medsch.ucsf.edu
415-378-5417

Cover art: Janet Iwasa, UCSF Graduate Student

**SCIENTIFIC LEADERSHIP &
LABORATORY MANAGEMENT**
a course for postdocs & junior faculty



*An intensive two-day seminar
designed to help postdoctoral
scholars and junior faculty
build leadership and
management skills.*

December 15 and 16, 2005
at the
J. David Gladstone Institutes,
UCSF Mission Bay Campus

Sponsored by:
UCSF Office of Postdoctoral Education
UCSF Career Center
The J. David Gladstone Institutes
Buck Institute for Age Research

Course content:

- Modeled after the "Course in Scientific Management" developed by the Howard Hughes Medical Institute and the Burroughs Wellcome Fund. www.hhmi.org/labmanagement

- Leadership instruction:
 - Presented by Dr. Ed O'Neil, Director of the UCSF Center for the Health Professions.
 - Dr. O'Neil has presented this unique leadership skills development curriculum for scientists at the Howard Hughes Medical Institutes, Genentech, and the NIH.
 - Includes assessment of your leadership style and skills using standardized instruments.
- Laboratory management instruction:
 - Presenters for laboratory management topics will include successful PI's from major research institutions.

Course application process:

The course is open to postdoctoral fellows and junior faculty members from UCSF, The J David Gladstone Institutes and the Buck Institute for Age Research.

Due to limited space in this course, we are asking for applications to be submitted **no later than November 4th, 2005.**

Participants will be notified of their admission to the course by November 18th, 2005. Accepting your space in the course confirms you will be participating in the entire two-day course.

Registering and Paying for the Course:

\$95 for postdocs
\$175 for faculty
\$225 for non-UCSF
Course materials and meals are included.

Once accepted, participants may register and pay for the course online, or may charge the fees to a department or to a grant, including training grants or fellowship accounts.

A few scholarships will be made available for postdocs who have no other means to pay for the course.

Scientific Leadership and Laboratory Management Course Agenda

Day 1, December 15

8:30 a.m. - 9:00 a.m.

Keynote Address: given by Keith Yamamoto, Executive Vice Dean, School of Medicine, UCSF

9:00 a.m. - 12:30 p.m.

Leadership and Management in Science

Part 1: Leadership Styles and Self-Awareness

Part 2: Giving and Receiving Feedback

Part 3: Working With Others

12:30 p.m. - 1:30 p.m.

Lunch and Leadership Case Studies

1:30 p.m. - 3:30 p.m.

Understanding University Structure and the Tenure Process

3:30 p.m. - 5:00 p.m.

Managing Your Time More Effectively

5:00 p.m. - 7:00 p.m.

Networking Reception for Course Participants and UCSF Faculty

Day 2, December 16

9:00 a.m. - 12:00 Noon

Leadership and Management in Science

Part 4: Working Through Others: Your Peers, Your Staff and Your Chair

Part 5: Acquiring and Using Organizational Power

Part 6: Goal-Setting Session for Developing Leadership Skills

12:00 Noon- 12:30 p.m.

Lunch

12:30 p.m. - 2 p.m.

Staffing Your Lab: Recruiting and Retaining the Best

2:00 p.m. - 3:30 p.m.

Developing Budgets for Grant Applications and Start-up Packages

3:30 p.m. - 5:30 p.m.

Strategies for Success

Faculty share advice on critical topics such as writing grants, publishing, making a name for yourself professionally, and creating a vision for your lab and your career.

Scientific Leadership and Laboratory Management Course Application

Name:

Email address:

Phone number:

Address:

Current position title:

Departmental affiliation:

Degree(s) and Year(s) Obtained:

If you are a physician-scientist, what percentage of your time is spent on research?

Postdocs/Fellows:

If you are a postdoc, who is your P.I.?

How many years have you been in your position?

Have you started applying for a faculty/ research scientist position?

When do you anticipate starting a faculty / research scientist position?

Faculty:

If you are a faculty member, how many years have you been in your position?

Are you currently the principal person responsible for managing your laboratory?

How many people do you supervise in your laboratory?

Postdocs _____ Techs _____

Grad and Undergrad Students _____

Is your primary appointment in a basic science or clinical department?

All applicants:

Explain briefly why you want to take the course:

Application continued on reverse side