

BUILDING A NEW LEADER TOOLKIT

Top Skills To Get Started

Stacey Becker, DMSc, PA-C, DFAAPA





Disclosure

- ▶ Merck Speaker Bureau



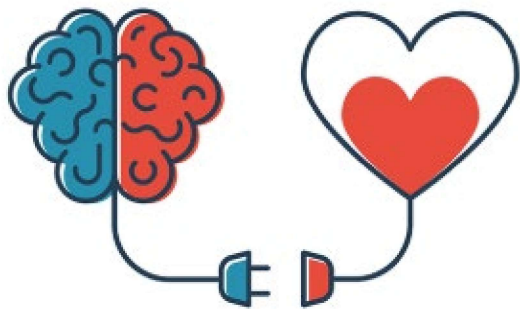
Learning Objectives

By the end of this session participants should be able to:

- ▶ Recognize the key qualities that are demonstrated in strong leaders
- ▶ Identify the role of emotional intelligence and its importance in leaders and leader development
- ▶ Describe core skill sets used in new leader education and development



Emotional Intelligence

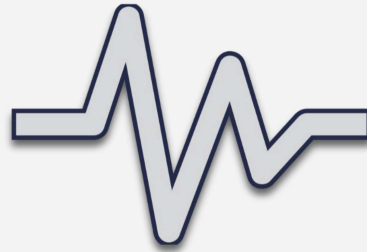


- ▶ The ability to recognize, understand, manage, and effectively express one's own emotions as well as the capacity to effectively interaction with others by understanding and managing *their* emotions

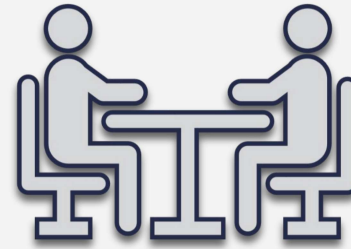
Professional Qualities



Dedication to
growth &
development



Understanding
of brand
identity



Setting
expectations

- Individual and team growth
- Delegation
- Openness to ideas
- Delivers ongoing feedback



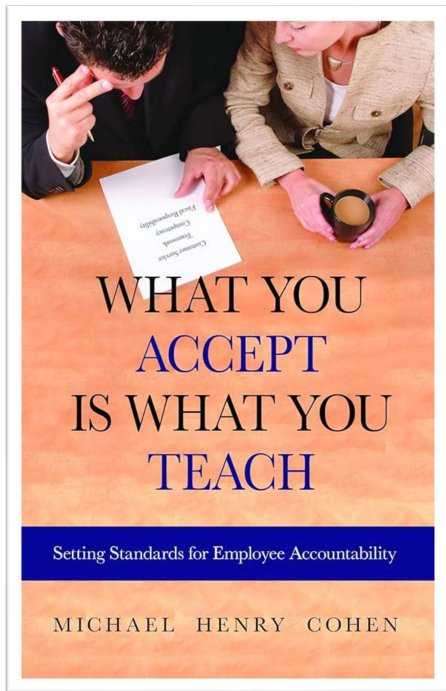
Growth
&
Development

Brand Identity

- Who do you represent?
- How will you be remembered?




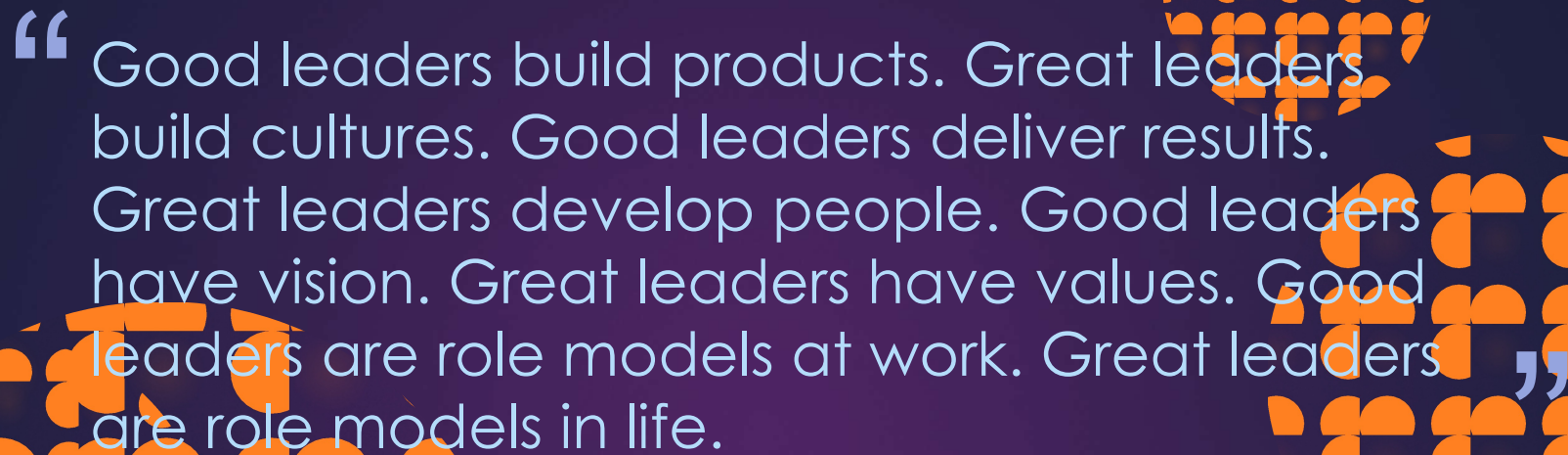
Expectation Setting



- Core responsibilities
- Performance
- Culture
- Accountability

Personal Qualities





“ Good leaders build products. Great leaders build cultures. Good leaders deliver results. Great leaders develop people. Good leaders have vision. Great leaders have values. Good leaders are role models at work. Great leaders are role models in life. ”

ADAM GRANT



Core Leadership Skills



Building Your Team



Communication



Talent Management

A group of five diverse healthcare professionals, including three women and two men, are standing in a modern clinical setting. They are all wearing white lab coats and have stethoscopes around their necks. They are smiling and looking towards the camera. The background is a bright, clean hospital corridor with large windows and modern lighting.

Building Your Team

“A team is a group of people with different abilities, talents, experience, and backgrounds who have come together for a shared purpose. Despite their individual differences, that common goal provides the thread that defines them as a team.”

- Unknown

What to Look For In A CV

- Relevance
- Organization
- Accuracy
- Volume

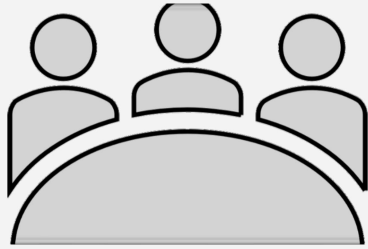




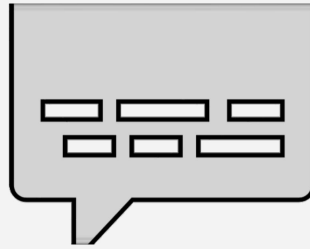
Interviewing Skills

- Clinical Interviewing
 - Skill & knowledge based
- Behavioral Interviewing
 - What Is it?
 - Why is it valuable?

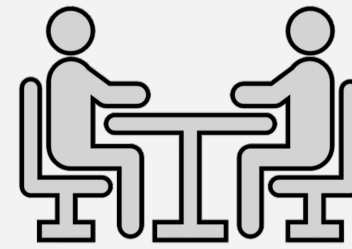
Communication



How to Run a
Meeting



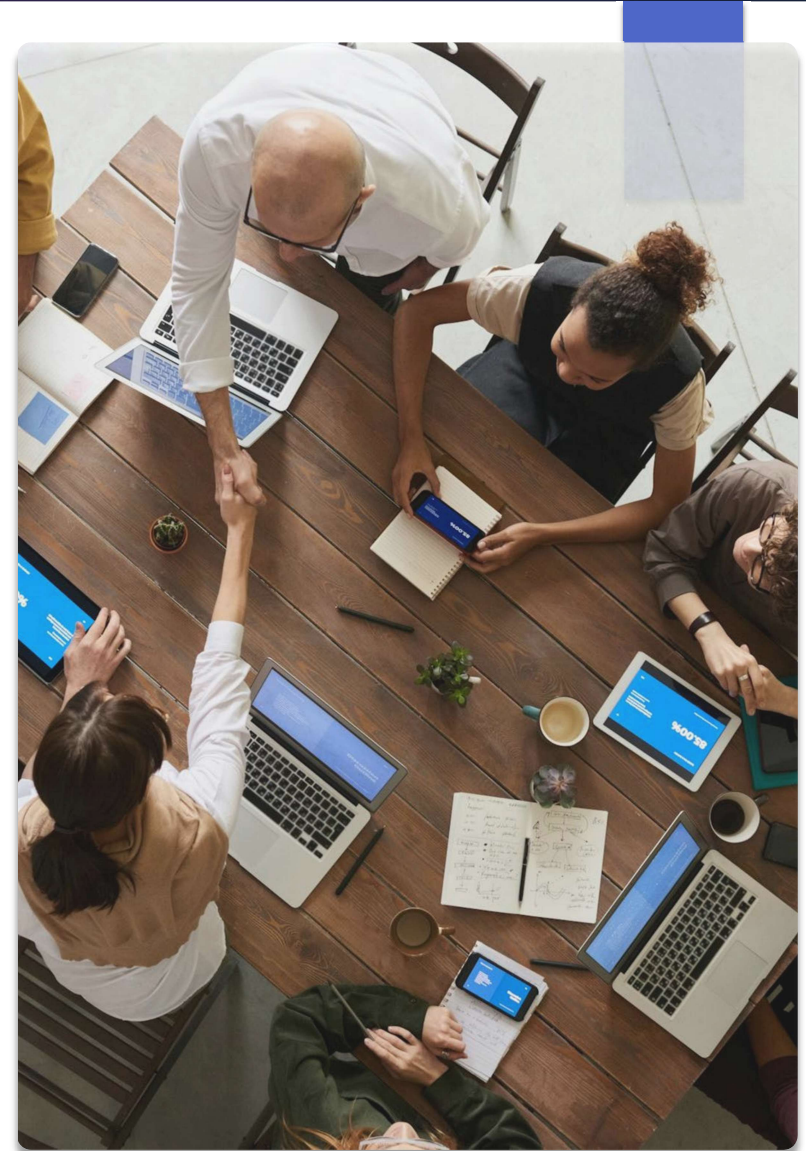
Connecting
With Your
Team



Navigating
Crucial
Conversations

How to Run a Meeting

- Invitation
- Agenda
- Responsibility and Follow Up



Communication

- **Format**
 - Written
 - Verbal
- **Timing**
 - Urgency of the message
 - Frequency
 - State of mind



Crucial Conversations

- When to have them
- What to avoid
- Using SBI





Successfully Managing Your Team

- Goal Setting
- Giving Feedback
- Performance Evaluation

Setting SMART goals



Specific

The goal is concrete and tangible - everyone knows what it looks like.



Measurable

The goal has an objective measure of success that everyone can understand.



Attainable

The goal is challenging, but should be achievable with the resources available.



Relevant

The goal meaningfully contributes to larger objectives like the overall mission.



Timely

This goal has a deadline or, better yet, a timeline of progress milestones.



“We all need
people who
will give us
feedback.
That's how we
improve.”

- Bill Gates

- ▶ When to give feedback
- ▶ The value of recognition

Performance Reviews

- Who
- What
- Where
- When

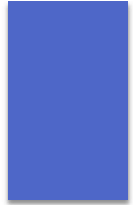




Key Takeaways

- Invest in yourself as a leader
- Be thoughtful about building your team
- Communication sets the tone of a relationship
- Invest in your team

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THANK YOU!

staceybecker.pac@gmail.com
[Linkedin.com/in/stacey-becker-dmsc-pac/](https://www.linkedin.com/in/stacey-becker-dmsc-pac/)