Subject: Personal Skills

1. Topic
   Personal skills

2. Content
   This session will discuss the personal skills necessary to succeed in practice.

3. Goals: Aims/Outcomes
   a. The resident will learn about personal skills that he/she should develop.

4. Objectives
   a. The resident will understand the importance of negotiating and will be exposed to techniques that will help them in negotiations.
   b. The resident will understand the importance of team building and learn key elements in leading and managing teams.
   c. The resident will learn the factors necessary to run effective meetings.
   d. The resident will learn about conflict management and resolution.
   e. The resident will learn about effective communication and be able to identify barriers that are present in the communication process.
   f. The resident will learn about managing time effectively including setting goals, finding balance and being efficient.

5. Materials and Aids
   a. Power Point presentation

6. Procedures/Methods
   a. Introduction
      i. Review Power Point with residents
   b. Development
      i. Panel discussions with faculty members regarding negotiating skills, conflict resolution, team building, meeting management and efficiency.
   c. Practice
      i. Residents pair off and practice negotiating their starting salary. The “job seeker” wants more than the Chairman is willing to offer. They each play the role and must come to an agreement.
   d. Independent Practice
i. N/A

e. **Accommodations (Differentiated Instruction)**
   i. Power Point presentation available for residents unable to attend.

f. **Checking for understanding**
   i. Group discussion reviewing key points.

g. **Closure**
   i. Final comments from facilitator and invited faculty on importance of development of personal skills and how these contribute to running a successful practice.

7. **Evaluation**
   a. Each resident evaluates the program and outlines 2 short-term goals and one long-term goal for himself/herself.