

# Developing Leadership Skills Through Leading Effective Meetings, Coaching and Improving Time Management

**APHL™ 2019**  
Where Laboratory Science and Public Health Meet

Preconference Workshop  
APHL 2019  
June 3, 2019 • 8:00–11:30 am CT  
St. Louis Union Station Hotel  
St. Louis, MO



## DESCRIPTION

This interactive workshop will provide hands-on instruction related to managing challenging workforce issues. Participants will learn facilitation tools to structure, manage and lead effective meetings; they will learn coaching principles and practices to improve interpersonal dynamics with their staff; and they will learn time management skills to resolve or cope with competing priorities.

## OBJECTIVES

At the end of the workshop, the participant will be able to:

- Apply facilitation skills for leading more effective meetings
- Utilize strategies learned to apply time management tools to increase daily productivity
- Employ coaching techniques to enhance communication with staff

## AUDIENCE

Laboratory directors, managers and others interested in techniques for dealing with challenging workforce issues

## MODERATOR

**Scott Hughes, PhD** • Associate Director, New York City Public Health Laboratory

## SPEAKERS

*Leading Effective Meetings*

**Robert Nickla, M(ASCP)** • LRN Coordinator/Select Agent Responsible Official, Oregon State Public Health Laboratory

*The Art and Science of Coaching*

**Andrew Cannons, PhD, HCLD(ABB)** • Laboratory Director, Bureau of Public Health Laboratories - Tampa, Florida Department of Health

**Pandora Ray, MA, MPH** • Advisor, Leadership Development, Association of Public Health Laboratories

*Time and organizational management*

**Kathleen Street, MS, PMP** • Laboratory Resource Group Manager, Texas Department of State Health Services

**Kathryn Wangsness, MHA** • Chief, Office of Laboratory Services, Arizona State Public Health Laboratory

## REGISTRATION

Registration fee: **\$125 per person**  
Register at [www.aphl.org/AM](http://www.aphl.org/AM)

**SPEAKERS AND COMPETENCIES** ►

## PROPOSED AGENDA

8:00–8:10 am	Welcome and Introductions
8:10–8:45 am	Overview of Management and Leadership Skills (reference PHL Competencies) and Needs
8:45–9:30 am	Group A = Leading Effective Meetings Group B = The Art and Science of Coaching Group C = Time and Organizational Management
9:30–9:45 am	Break
9:45–10:30 am	Group B = Leading Effective Meetings Group C = The Art and Science of Coaching Group A = Time and Organizational Management
10:30–11:15 am	Group C = Leading Effective Meetings Group A = The Art and Science of Coaching Group B = Time and Organizational Management
11:15–11:30 am	Wrap-up

## COMPETENCIES ACHIEVED

Completion of this workshop will result in learning gained by the participant in the Management and Leadership domain, Beginner and Competent levels:

- MLD 5.02. Communication: Beginner - Employs active communication skills; Competent - Communicates information and feedback to colleagues and management staff.
- MLD 5.07. Coaching\* and mentoring\*: Beginner - Describes the benefits of coaching and mentoring; Competent - Develops a pool of potential coaches and mentors for staff
- MLD 5.09. Systems thinking\*: Beginner - Describes systems thinking; Competent - Applies systems thinking when approaching projects and problem solving

\*Coaching: a specific behavior modification technique to improve another person's performance quantitatively and qualitatively.

\*Mentoring: a developmental partnership between a staff member and a subject matter expert for the purposes of sharing technical information, institutional knowledge, and insight with respect to a particular occupation, profession, organization, or endeavor. Typically, a mentor is a more experienced and knowledgeable person providing guidance to a mentee who is a less experienced and knowledgeable person.

\*Systems thinking: the set of habits or processes that permits a person to approach problems by visualizing and understanding interrelationships rather than linear-cause-effect chains, and by perceiving change as a series of on-going processes or events rather than as a single endpoint.

[MMWR Competency Guidelines for Public Health Laboratory Professionals](#)

## CONTINUING EDUCATION CREDIT

The Association of Public Health Laboratories (APHL) is approved as a provider of continuing education programs in the clinical laboratory sciences by the ASCLS P.A.C.E.<sup>®</sup> Program. Participants who successfully complete each program will be awarded 3.0 contact hours. P.A.C.E.<sup>®</sup> is accepted by all licensure states except Florida. APHL is a Florida approved CE provider; each course has been approved for 3.0 contact hours for Florida Laboratory Licensees.

