



Dale Carnegie Effectiveness In Medicine Course: PA Faculty Development 3 Days, 8 hours per day

Program Objectives:

1. Build Greater Self-Confidence as a PA Educator
2. Strengthen Classroom Dynamics
3. Enhance Education Skills
4. Develop Leadership Skills
5. Reduce Stress and Improve Our Mindset

Completion Criteria

Complete all sessions

Demonstrate visible improvement in program skills as indicated by oral reports

Successfully complete all assignments

Dale Carnegie® Immersion Syllabus

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<p>Pre-Work</p>	<ul style="list-style-type: none"> • Each participant meets with a manager and/or mentor to discuss areas for focus in the Dale Carnegie Effectiveness In Medicine Course and ways of measuring shifts in effectiveness via Key Performance Indicators. 	<ul style="list-style-type: none"> • Use a copy of the Breakthrough Plan, a Client Information Sheet, and/or the Professional and Organizational Results Project Handbook.
<p>Session 1A: Build a Foundation for Classroom Success</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Learn methods to connect with students/colleagues • Familiarize ourselves with the Five Drivers of Success • Expand our capacity to achieve our educational vision by committing to breakthroughs <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Understand the methodology of this training • Learn and practice a process for connecting with others • Define, write, and communicate breakthrough goals • Identify and relate a personal vision for our lives • Identify application opportunities • Initial assessment • Identify key areas for improvement that will bring the university a return on investment 	<p>Preparation:</p> <ul style="list-style-type: none"> • See Pre-Work
<p>Session 1B: Tools of Rapport: Recall and Use Names</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Focus on students as individuals • Create positive first impressions • Use methods for remembering names <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Practice methods for remembering names • Name Game Activity: Name Recall • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • None

<p>Session 1C:</p> <p>Build on Memory Skills and Enhance Classroom Learning</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Apply a process for memory improvement and how to facilitate teaching these concepts • Become familiar with the principles for improving human relations • Identify opportunities for improving classroom and professional relationships <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Similar Vision exercise • Practice a process for recalling concepts • Learn the Enhance Relationships Principles • Complete Relationship Map • Complete Commitment Sheet • Discuss & complete Enhance Relationships Plan • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Read chapters of interest in Parts One and Two, in <i>How to Win Friends and Influence People</i>
<p>Session 1D:</p> <p>Increase Self-Confidence</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Use our clinical classroom experiences to teach more confidently • Educate with clarity and intention • Discover how past experiences influence behavior and how to leverage our past to teach others <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Defining Moment reports • Learn Magic Formula for influencing action • Learn guidelines for using exhibits • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a two-minute report on a specific incident from your career or personal life that was a defining moment. Complete the Planning Sheet.

<p>Session 2A:</p> <p>Enhance Classroom Effectiveness and Motivate Students</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Persuasively communicate in a clear and concise way that moves people to action • Learn the Human Relations Principles that improves results • Discover how relationships ignite the learning environment <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Motivate Others & Enhance Relationships report • Practice Fundamentals of Communication • Practice the Magic Formula • Discuss Gain Willing Cooperation Principles • Discuss and complete Gain Willing Cooperation Plan • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a two-minute report on your experience that illustrates your recent (since our last session) application of one of the Enhance Relationships Principles that you committed to using with a specific person. Use the Magic Formula. • <i>How to Win Friends and Influence People</i>: Read a chapter that is of interest to you in Part I or Part II, and be prepared to share what you read and what you thought.
<p>Session 2B:</p> <p>Make Our Ideas Clear</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate clarity when giving directions • Learn to present medical content in a logical memorable sequence • Reinforce the value of demonstrations when teaching medical concepts <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Review use of exhibit guidelines • Make Ideas Clear reports • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a two-minute report teaching us something you do at work. Use the LIONS formula. • Remember to bring a prop or exhibit to help illustrate your point.

<p>Session 2C: Energize Our Communication</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Recognize that including action in our communication releases nervous energy • Become more natural when communicating with others • Become more animated to energize and engage others <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Box Factory exercise • Energize Communication reports • Practice adding power to communications • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a one-minute report on an experience you had that involved a lot of action. Be animated by reliving the experience just as it happened. • Familiarize yourself with “The Box Factory.” • <i>Speak More Effectively</i> Booklet
<p>Session 2D: Put Stress in Perspective</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Recognize the of burnout in physician assistant education • Commit to using concepts and principles to better handle stress • Discover more effective ways for educators to prepare for and address challenges <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Duke of York exercise • Discuss principles to reduce stress • Commit to put stress in perspective • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a one-minute report to show how you put stress and worry in proper perspective at a critical time in your life. Choose your subject based on an incident you experienced personally. <p>Reading:</p> <ul style="list-style-type: none"> • <i>How to Stop Worrying and Start Living</i>: Read a chapter that is of interest to you from anywhere in the book, and be prepared to share what you read and what you thought.

<p>Session 3A: Gain Willing Cooperation and Commit to Influence Others</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Influence students through trust and respect • Achieve cooperation versus compliance • Discover the power of finding points of agreement • Discover how to coach for improved performance <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Safari exercise • Gain Cooperation reports • Learn Demonstrate Leadership principles • Leadership commitment • Mid-point evaluation 	<p>Preparation:</p> <ul style="list-style-type: none"> • Prepare a two-minute report on the results of your commitment to Gain Willing Cooperation from Others. Use the Magic Formula for Influencing Action to structure the report: incident, action, benefit. • <i>How to Win Friends and Influence People</i>: Read a chapter from Part Three or Part Four that is of interest to you and be prepared to share what you read and what you thought.
<p>Session 3B: Disagree Agreeably</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate a process to organize our thoughts in impromptu situations • Communicate clinical information effectively even when we disagree • Strengthen our personal opinions <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Two Speaking at Once exercise • Speaking impromptu process • Learn how to cushion communication • Use evidence (DEFEATS) • Practice Disagreeing Agreeably • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Think of areas where you have differences of opinion with others. On a 3x5 card, prepare a “position” statement about an opinion that you have. Come prepared to offer evidence to support your opinion.

<p>Session 3C: Develop More Flexibility</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Implement a wider range of education skills • Apply the power of risk-taking to expand bandwidth when teaching • Become more open-minded to change and opportunity <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Become more flexible exercises • Identify application opportunities • Note: During this session, you will be asked to participate in assorted physical activities. Should you feel that a particular exercise will be overly strenuous or in any way potentially harmful to you, please be sure to let your trainer know promptly that you will not be participating for that exercise. 	<p>Preparation:</p> <ul style="list-style-type: none"> • Complete your Credibility Window Planning Sheet by identifying traits of effective communicators in four categories: What we do, How we look, What we say, How we say it
<p>Session 3D: Build Others and Ourselves through Recognition</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Concentrate on the strengths of others • Develop skills in giving and receiving positive feedback • Discover the value of sincere appreciation • Recognize breakthroughs resulting from this faculty development program <p>Topics & Activities:</p> <ul style="list-style-type: none"> • Reading Recap/ Good News • Awake! Alert! Alive! exercise • Power of Recognition activity • Identify application opportunities 	<p>Preparation:</p> <ul style="list-style-type: none"> • Focus on your fellow participants. Be prepared to give and receive strength-centered comments in small groups. Focus on positive personality traits and evidence that supports these observations. • Prepare a 90-second report using the Magic Formula for Influencing Action that illustrates your main accomplishment or breakthrough during this course.
<p>Post Work: Professional and Organizational Results Project</p>	<ul style="list-style-type: none"> • Continue work on the Professional and Organizational Results Project. Submit a written report 30 days after the completion of the Dale Carnegie® Effectiveness in Medicine Course. 	

