

Tips for success

- 1)Feedback for you-Good leaders ask for feedback and then respond to it as needed.
- 2)Feedback for learners-Be sure to let them know you are giving feedback; otherwise they may not recognize it as such. For negative feedback, do so privately. Commend what is good.
- 3)Consistency/Fairness
- 4)Confidentiality-Keeping conversations private and not mentioning one learner to another unless it is positive, and even at that have to be careful.
- 5)Answering questions-Better to give no answer than the incorrect answer.
- 6)Get ahead of issues-ex-gossip generated by students or residents
- 7)Punctuality with responsibilities-Will minimize your stress, keep you up to date with regulatory requirements and help learners, and help those to whom you report.
- 8)Read when possible
- 9)Attend meetings-Be engaged, be on the train so to speak.
- 10)Learning environment-Gather data from all informants before making a decision. There are two sides to every story, and sometimes even more sides!
- 11)Conflict resolution-Listen first, then make a decision.
- 12)Academic responsibility-Pick and choose what you send or give to others. But sending things is a good idea. Just be aware of everyone's fatigue level.
- 13)Email exchanges-Try not to email on weekends unless the other person prefers that.
- 14)Emerging problems-Be sure to inform your superior if there is a problem. You do not want your superior coming to you with an issue that their boss(Dean, CEO) has heard about and you have left him or her without any information about something going on.
- 15)Connectedness-There is data that relationships contribute to happiness; remember that your health is important too!