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# **Leadership Development Initiative (LDI) Curriculum**

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# **Resource Management**

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## Overview

Resources come in many forms; funds, talent, equipment, expertise, etc. Managing resources, to gain them and use them efficiently and effectively to advance goals and objectives, is a skill leaders must understand. The session reviews the overall approach to resource management, and particularly how to identify needed resources to complete the individual development plans (IDP). The IDP is developed to give a structure for appropriate leadership skills acquisition or practice, and to unfold and advance palliative care activities in individual settings.

The leaders are invited to consider what resources they need to achieve their goals. Examples are such things as English lessons, upgrade of Internet services, travel support to present research, hiring a local coach for a specific skill or buying a book about leadership. Answering questions such as, "What resources will you need to be successful? When will you need them? What will they cost? How will you pay for them?" began the discussion.

Once items are identified, stipend management and budgeting is discussed. The tool called the 'Financial Management Record' is reviewed, as well as the process to get the projected expenses approved by the LDI Coach. The 'Receipt Submission Tool' is reviewed and timeframes and process to submit all receipts to the Coach and LDI Team.

## Objectives

After this presentation, participants will:

1. Identify resources needed to successfully build personal leadership skills, and complete palliative care activities.
2. Identify 2 key Tools for Receipt Submission and Financial Management.
3. Use the process for review and reporting.
4. Know what expenses are allowable and which are not.

## Important Teaching Points

- Managing resources is a key leadership skill.
- All expenditures need receipts: no receipt, no money. Refer to directions in the Financial Management Guidelines.
- Professional leadership or professional memberships are permitted as legitimate leadership expenses (EAPC, IAHP, AAHPM, International Leadership Association, etc).
- Stipend support is for personal leadership skill development, NOT to fund a project or activity.

## Resources / References

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