



THE INSTITUTE FOR
PALLIATIVE MEDICINE

at San Diego Hospice

INTERNATIONAL PALLIATIVE CARE
LEADERSHIP DEVELOPMENT INITIATIVE

LDI RESIDENTIAL COURSE 1 AGENDA

JANUARY 23-31, 2010

DAY 0 Saturday, January 23, 2010

All day Arrivals at San Diego Airport; ground transportation to Hotel

Free Evening for Participants

DAY 1 Sunday, January 24, 2010 at San Diego Hospice

On your own BREAKFAST

11:00 – 11:30 AM **Bus to San Diego Hospice**, Meet in Hotel Lobby

11:30 – 12:00 PM **Tour of San Diego Hospice**

12:00 – 1:30 PM **OPENING LUNCHEON**, *Keck 1 & 2 Conference Rooms*
Welcomes
Brief Overview of the Initiative, *Frank D. Ferris*

1:45 – 2:30 PM **PC01: Detailed Overview of the Leadership Development Initiative**, *Frank D. Ferris, Shannon Moore, Keck 1 & 2*

2:30 – 4:00 PM **PC02: Introductory Exercise**, *Charles von F. Gunten, Keck 3*
Attendees will have a new understanding of their colleagues and they will be able to describe why others chose to participate in the LDI

4:00 – 4:30 PM **Bus to Courtyard by Marriott**
From main entrance of San Diego Hospice ICC

Free Evening DINNER on your own

DAY 2 **Monday, January 25, 2010 at Courtyard by Marriott**

*All large group sessions are in **Inspire A** unless otherwise noted; All meals are in **Inspire B***

- 7:00 – 8:00 AM BREAKFAST
- 8:00 – 8:15 AM **Welcome** (administrivia), *Frank D. Ferris*
- 8:15 – 9:00 AM **S01: Leadership Frameworks**, *Frank D. Ferris*
Attendees will be able to describe
- the overarching LDI design and the approach to Leadership Development activities and skills
 - the fundamental principles of the three leadership frameworks, and why they were chosen
 - how the three frameworks interrelate
- 9:00 – 10:00 AM **S02: Self-Awareness/Role Awareness**, *Shannon Moore*
Attendees will be able to describe
- the importance of self-awareness in leadership
 - what constitutes self-awareness and role awareness and how to distinguish between the two
 - how their organizational role does (or does not) position them for leadership
 - how the use of self-awareness tools strengthen leadership capacity
- 10:00 – 10:15 AM First Online Evaluation
- 10:15 – 10:30 AM BREAK
- 10:30 – 11:55 AM **S03: Individual Development Plan**, *Helen McNeal*
Attendees will be able to describe
- how the IDP relates to the work of leadership and how it will enable them to practice planning for larger leadership initiatives
 - the four elements of the SWOT process and how to use them to prepare the IDP
 - the contents of the IDP and how to gather relevant information during the week
 - the milestones related to the Individual Development Plan
- 12:00 – 1:00 PM LUNCH



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DAY 2

Monday, January 25, 2010 at Courtyard by Marriott

1:00 – 2:00 PM

S04: Presentation Skills 1, *Frank D. Ferris, Charles F. von Gunten*

Attendees will be able to describe

- positive and negative learning experiences
- how adults learn
- how to construct an effective presentation and effective AV materials
- key presentation skills
- how leaders use these presentation skills

2:00 – 2:40 PM

S05: Ice Breaker (Murder Mystery). *LDI Team*

Group 1 in Inspire A

Group 2 in Convene 4

Group 3 in Convene 5

2:45 – 3:00 PM

BREAK

3:00 – 5:55 PM

S06: Guided Interactive Group Activity re: Individual

Development Plan (IDP), *Participants with their Mentors (see Breakout Room List)*

Participants will be able to describe

- their Circle of Influence
- the process for creating their IDP

Participants will have a first draft of their personal and organizational SWOTs

Participants will have begun to build a relationship with their mentor

Mentors will have an improved understanding of the participants' situation and direction

Free Evening

DINNER on your own



DAY 3 Tuesday January 26, 2010 at Courtyard by Marriott

*All large group sessions are in **Inspire A** unless otherwise noted; All meals are in **Inspire B***

- 7:00 – 8:00 AM BREAKFAST
- 8:00 – 9:00 AM **S07: Leadership: Moving from Leadership by Power to ‘Permission’, Shannon Moore**
Attendees will be able to describe
- the 5 levels of personal leadership
 - the value of moving from leadership based on a position of ‘power’ to a position of ‘permission’, and the skills and behaviors required
 - recognize the risks of attempting to skip levels
- 9:00 – 9:55 AM **S08: Presentation Skills II, Presentation Skills, Effective Feedback, Ron Cameron-Lewis, Frank D. Ferris**
Attendees will be able to describe
- effective presentation skills, including how to use their body, hand, voice and eyes
 - how to give effective feedback that is constructive
- 10:00 – 10:15 AM BREAK
- 10:15 – 11:55 AM **S09: Presentation Skills III, Practice, Breakout Groups**
(see Breakout Room List)
Facilitators include: Charles von Gunten, Rosene Pirrello, JJ Nadicksbernd, Paula McMenamin, Connie Carr, Gary Buckholz, Giovanni Elia and Shannon Moore
Attendees will be able to demonstrate how to
- use eyes, hands, body, voice for effective didactic presentations
 - give and receive effective feedback that is constructive
- 12:00 – 1:30 PM LUNCH
Faculty ‘Leadership Stories’, Kathleen M. Foley, Lukas Radbruch
- 1:30 – 2:25 PM **S10: Needs Assessments/Situational Analyses, Mary Callaway**
Attendees will be able to describe
- the value and purpose of a situation analysis
 - what is included in completing a situation analysis (the broad framework and details)



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DAY 3

Tuesday January 26, 2010 at Courtyard by Marriott

2:30 – 2:45 PM

BREAK

2:45 – 5:55 PM

S11: Regional Needs Assessments/Situation Analyses,

Participants and Mentors in Regional Groups (see Breakout Room List)

The participants and mentors will have a regional SWOT ready for presentation

6:00 – 6:30 PM

DINNER

6:30 – 8:55 PM

S12: Presentations of Regional Needs Assessments

Africa, Eastern Europe, India, Latin America, Middle East, Vietnam

Attendees will be able to describe key elements of regional situation analyses

Participants will have new ideas to modify their personal, country and regional situation analyses



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DAY 4 **Wednesday, January 27, 2010 at Courtyard by Marriott**

*All large group sessions are in **Inspire A** unless otherwise noted; All meals are in **Inspire B***

- 7:00 – 8:00 AM BREAKFAST
- 8:00 – 9:00 AM **S13: Leadership: Assessment and Visioning**, *Frank D. Ferris*
Attendees will be able to describe
- the leadership practices associated with Model the Way and Inspire a Shared Vision
 - the principles associated with effective assessment and vision creation in organizational/regional/global settings
- 9:00 – 9:55 AM **S14: Self-Awareness and Leadership Part I**, *Helen McNeal*
Attendees will be able to describe
- what a preference is and how it affects how we work and our interactions with others
 - how others are different and require different approaches for communication and interaction
 - their self-knowledge ‘take-aways’
- 10:00 – 10:15 AM BREAK
- 10:15 – 11:40 AM **S15: Self-Awareness and Leadership Part II**,
Helen McNeal, Liz Gwyther
Attendees will be able to describe
- how they score on each dimension of Kouzes and Posner’s Leadership Practice Inventory
 - how the results of the MBTI inventory and exercise relates to their leadership strengths and areas of development
 - opportunities for their own further leadership development
- 11:45 – 12:30 PM LUNCH / **Mentor Meeting**, *Pickup lunch in Inspire B/meet in Synergy*
- 12:30 – 1:55 PM **S16: Team Development**, *Liz Gwyther*
Attendees will be able to describe
- the team development process
 - the attributes of effective team leaders and members
 - the behaviors that undermine a team versus those that support the team
- 2:00 – 2:15 PM BREAK



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DAY 4

Wednesday, January 27, 2010 at Courtyard by Marriott

- 2:15 – 4:40 PM **S17: Guided Interaction Mentor/Mentee – Early Draft IDP Completed**, *Participants with their Mentor (see Breakout Room List)*
Participants will have ideas about how to incorporate MBTI, LPI and team-building skills in their IDP to grow their personal and organizational leadership skills
Mentors will have an understanding of the progress participants have made on their IDPs
- 4:45 – 5:45 PM REST BREAK
- 5:45 – 6:00 PM **Bus to San Diego Hospice**, *Meet in Hotel Lobby*
- 6:00 – 9:00 PM **Institute for Palliative Medicine 20th Anniversary Celebration at San Diego Hospice**, *Reception with Heavy Hors d'oeuvres, Desserts in Keck Conference Center, Lower Level*
- 9:00 – 9:30 PM **Bus to Courtyard by Marriott**,
From main entrance of San Diego Hospice ICC



DAY 5

Thursday, January 28, 2010 at Courtyard by Marriott

*All large group sessions are in **Inspire A** unless otherwise noted; All meals are in **Inspire B***

- 7:00 – 8:00 AM BREAKFAST
- 8:00 – 9:00 AM **S18: Leadership – Challenging the Process, Charles F. von Gunten**
Attendees will be able to describe
- the importance of a shared vision and searching for new opportunities
 - the value of being willing to take risks as a leader (optimizing opportunities, minimizing threats)
 - the value of bringing vision and action together to challenge the status quo
- 9:00 – 9:55 AM **S19: WHO/Drug Policy/Program Development Steps/ Strategic Planning, Kathleen M. Foley**
Attendees will be able to describe
- the history of the WHO Cancer Pain Relief Program
 - how to develop a strategic plan for drug availability
 - why palliative care is a public health issue
- 10:00 – 10:30 AM BREAK
- 10:30 – 11:55 AM **S20: Change Management, Helen McNeal**
Attendees will be able to describe
- how difficulties with change can be a manifestation of grief
 - Bridges' Transition Model of Change
 - how various tools for managing change are used
 - how models and tools for managing change may be used in IDP plans and activities
- 12:00 – 1:00 PM LUNCH
- 1:00 – 2:25 PM **S21: Empowering/Enabling Others to Act to Advance Palliative Care, Liliana De Lima**
Attendees will be able to describe
- the fundamentals of engaging others to make change happen (modeling the way, inspiring a shared vision)
 - the target groups (customers and stakeholders in their circles of influence and concern)
 - typical indicators of success



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DAY 5

Thursday, January 28, 2010 at Courtyard by Marriott

2:30 – 2:45 PM

BREAK

2:45 – 5:55 PM

S22: Mentor – Mentee Action Plan/IDP, Participants with their Mentors *(see Breakout Room List)*

Participants will have ideas for how to incorporate change strategies into their IDPs to advance palliative care

Participants will be ready to present their IDP on Friday

Mentors will be knowledgeable about the participants' situations and IDP plans

By the completion of this residential course:

Participants will have agreed upon next steps with their mentor

Participants and mentors will have agreed upon a strategy to continue networking within their region

Free Evening

DINNER on your own



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DAY 6

Friday, January 29, 2010 at Courtyard by Marriott

All large group sessions are in **Inspire A** unless otherwise noted; All meals are in **Inspire B**

- 8:00 – 8:55 AM **S23: Leadership Module – Relationship Building/Influence,**
Frank D. Ferris
Attendees will be able to describe
- the leadership practices associated with Enabling Others to Act (fostering collaboration by building trust and facilitating relationships and strengthening others by increasing self-determination and developing competence
 - how these practices can be employed in advancing palliative care at the organizational/regional/global levels
- 9:15 – 10:25 AM **S24a: IDP Presentations by Participants in 2 Breakout Groups**
11 participants/group. 15 minutes per presentation + 5 minutes for question/feedback, *Group One in Inspire A; Group Two in Convene 3*
Attendees will be able to describe key elements in participants' IDPs
Participants will have new ideas to modify their personal IDP's
- 10:30 – 10:45 AM BREAK
- 10:45 – 12:30 PM **S24b: Presentations continue in 2 Breakout Groups...**
Group One in Inspire A; Group Two in Convene 3
- 12:30 – 1:30 PM LUNCH
- 1:30 – 3:10 PM **S24c: Presentations continue in 2 Breakout Groups...**
Group One in Inspire A; Group Two in Convene 3
- 3:15 – 3:30 PM BREAK
- 4:00 – 5:00 PM **S25: Next Steps**
Attendees will be able to describe
- the Initiatives activities between now and the next course
 - the resources available to support further development
 - the Initiative's expectations of the participants and mentors
- 5:00 – 5:15 PM **Summary, Overall Course Evaluation**



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DAY 6 **Friday, January 29, 2010 at Courtyard by Marriott**

5:15 – 6:30 PM REST BREAK

6:30 – 8:30 PM **Celebratory Dinner, *Inspire A & B***

DAY 7 **Saturday, January 30, 2010 at Courtyard by Marriott**

Participants depart / travel