

The background features a soft, muted landscape with a range of mountains in the distance and a willow tree branch with small, dark buds hanging down on the right side. The overall color palette is warm and earthy, consisting of various shades of beige, tan, and light brown.

Professional Development Office

Classes and Workshops for Faculty
and Staff

Peter Maloney, Executive Director
Derek Haseltine, Program Coordinator

Emphasis

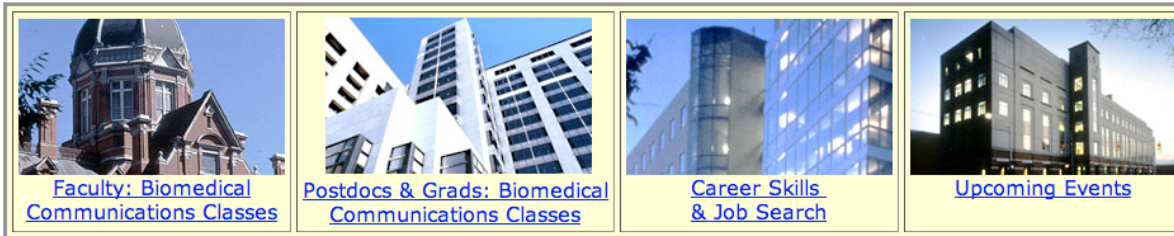
❖ Junior Faculty

- Research Associate
- Instructor
- Assistant Professor

❖ Teaching Faculty

- Lecturers
- Small group discussion leaders

JHMI Professional Development Office



The JHMI Professional Development Office (PDO) supports the professional and career development of JHMI faculty, postdocs, graduate students, and medical students. We offer a variety of free and tuition-supported classes in biomedical communications, as well as a broad range of career-related services.

- Our [faculty](#) biomedical communications classes, offered in conjunction with the Office of Continuing Medical Education (CME), include Grant Writing, Giving a Research Talk, Writing a Biomedical Research Paper, and Running a Small Group Discussion.
- Twice a year, we also host a free, week-long biomedical communications seminar series, which is designed for [postdocs, grad students, and other early-career researchers](#). In addition, we also teach a ten-week class, Essential Writing Skills for Biomedical Researchers, that combines advanced grammar instruction with individual feedback on students' work.
- Our free [career skills](#) services include collaborative resume lunches, mock interview workshops, application seminars, and our annual Biomedical Career Fair. These services are designed to help you be the best possible applicant, no matter which career path you choose. On this page, you can also find PDF versions of good resume and CV formats. Click here to see a list of employers who attended our 2006 Biomedical Career Fair on **April 10th 2006** [Biomedical Career Fair](#).
- You can also start your [job search](#) for academic, industry, government, and consulting positions here. This page has links to national search engines, advice for starting a local job search, and job postings from companies that have contacted our office looking for Hopkins applicants.
- Click here to read about our [upcoming events](#).
- Please explore our website, and feel free to [contact us](#) if you have any questions.



Professional Development Office

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Grants

Grant Writing

This workshop is designed to assist faculty with writing an NIH or other peer-reviewed grant application. The workshop consists of two parts: a 1.5 day didactic session on Monday, March 20th and Tuesday, March 21st followed by small discussion sessions, during which participants have the opportunity to receive feedback on parts of their own applications. The didactic session (Monday, March 20th and Tuesday, March 21st) focuses on how to write a competitive NIH Research Plan (Abstract and Specific Aims, Background and Significance, Preliminary Studies and Research Design and Methods). Participants use examples from funded as well as unsuccessful grant applications to learn the criteria reviewers use in evaluating applications. In addition, this session covers the following relevant subjects: Criteria of a "fundable" research problem; the NIH system of peer review; and sources of funding for new investigators, focusing on the "K" awards as well as the NIH R03 and R21 grant applications. Finally, participants learn how to develop a budget and budget justification. NOTE: A new aspect of the Grant Writing Workshop is a session on the electronic submission of an NIH grant application. The NIH is converting to electronic submission

The second part of the workshop consists of small discussion sessions, during which participants carry out "mock reviews" of two critical components of a grant: the abstract and specific aims. Five days prior to their discussion session, participants submit a draft of their abstract and specific aims. In addition to receiving a "mock review" of their abstract and specific aims, participants receive feedback from the course director, Wendy Sanders, Assistant Dean for Graduate and Medical Education.

For more information, including how to register, please contact the Professional Development Office at (410) 502-2804 or email jhmipdo@jhmi.edu.

Fall 2006

Date: November 29-30, 2006

Time: 8:30AM to 4:00PM (November 29, 2006); 8:30AM to 12:00PM (November 30, 2006)

Location: Turner Building, Tilghman Auditorium

Cost: \$1,250 (faculty; payable w/tuition remission)

\$625 (postdocs & fellows, payable with a Material & Services Request Form)

Click [HERE](#) for information on how to pay for our courses.

Discussion Session Options: TBA

Giving a Research Talk

The focus of the workshop is on the content and delivery of a biomedical research presentation. Participants learn how to plan, organize and deliver a scientific research talk that is both accurate and captures the interest of the audience. Participants learn how to use audiovisual aids to enhance their message. Finally, participants learn how to conduct an effective question and answer session. While the workshop focuses on research presentations, it also covers teaching skills, including how to engage listeners. Participants learn strategies for connecting to large audiences as well as for conducting small discussion groups.

Practice Sessions:

Following the workshop, participants are encouraged to attend a "skills practice" session. The purpose of the session is to provide each participant with the chance to give a talk and receive feedback. The sessions are videotaped, and participants receive the video of their talk so that they can review their own speaking style. If a participant is not comfortable giving a talk to the group, he/she is welcome to schedule an individual session with the course director, Wendy Sanders.

For more information, including how to register, please contact the Professional Development Office at (410) 502-2804 or email jhmipdo@jhmi.edu

Spring 2006

Date: April 6, 2006

Time: 8:30AM to 4:00PM

Place: 1830 E. Monument Street, Room 2-108

Cost: \$750 (faculty; payable w/tuition remission)

\$375 (postdocs & fellows, payable with a Material & Services Request Form)

Click [HERE](#) for information on how to pay for our courses.

Spring 2006

Date: September 21, 2006

Time: 8:30AM to 4:00PM

Place: 1830 E. Monument Street, Room 2-108

Cost: \$750 (faculty; payable w/tuition remission)

\$375 (postdocs & fellows, payable with a Material & Services Request Form)

Click [HERE](#) for information on how to pay for our courses.

Writing a Biomedical Research Paper

This workshop is designed to assist new faculty with writing a publishable research paper. The workshop consists of two parts: the first is an intensive one-day didactic session, which focuses on writing the text of a biomedical research paper: the Abstract, Introduction, Materials/Methods, Results, and Discussion. In addition, the session covers the following relevant subjects: presenting data, including graphs, tables and figures; understanding the peer review process; and principles of effective scientific writing. While the focus of this workshop is on writing a research paper, other types of publications are briefly discussed, including case reports and review articles.

The second part of the workshop consists of small discussion sessions, which provide participants with feedback on two critical parts of their own manuscripts: the Abstract and Introduction. Five days prior to their discussion session, participants submit a draft of their abstract and introduction to the course director, Wendy Sanders, Assistant Dean for Graduate and Medical Education, who provides a critique.

For more information, including how to register, please contact the Professional Development Office at (410) 502-2804 or email jhmipdo@jhmi.edu.

Spring 2006

Date: April 21, 2006

Time: 8:30AM to 4:00PM

Place: 1830 E. Monument Street, Room 2-200

Cost: \$750 (faculty; payable with tuition remission)

\$375 (postdocs & fellows, payable with a Material & Services Request Form)

Click [HERE](#) for information on how to pay for our courses.

Discussion Session Options: TBA

Fall 2006

Date: October 13, 2006

Time: 8:30AM to 4:00PM

Place: 1830 E. Monument Street, Room 2-200

Cost: \$750 (faculty; payable with tuition remission)

\$375 (postdocs & fellows, payable with a Material & Services Request Form)

Click [HERE](#) for information on how to pay for our courses.

Discussion Session Options: TBA

Small Group Discussions

Running a Small Group Discussion

A new, three-hour workshop will be offered for any faculty member and graduate student who will facilitate a small group discussion of medical students in the 2005-2006 academic year. The purpose of this workshop is to help participants plan and facilitate small group instruction. This three-hour interactive workshop consists of information, discussion and exercises.

There is no cost for this course; however, REGISTRATION IS REQUIRED! For more information, including how to register, please contact the Professional Development Office at (410) 502-2804 or email jhmipdo@jhmi.edu

Winter 2006

Date: TBA

Time: 5:30PM to 8:30PM

Place: 1830 E. Monument Street, Room 2-108

Cost: Free

Summary

- ❖ Grant Writing
 - November 29
- ❖ Giving a Research Talk
 - TBA
- ❖ Writing a Biomedical Research Paper
 - November 13
- ❖ Running a Small Group Discussion
 - TBA

