Please see this week’s announcements from the Johns Hopkins Medicine, Office of Diversity and Inclusion.

ANNOUNCEMENTS

Celebrating Women’s History Month
March is National Women’s History Month, and we are excited to kick off this celebration for the Johns Hopkins community. Across our institution, women have always played a crucial role in advancing scientific research, clinical care and education.

Take a moment to read through this heritage guide for a more in-depth understanding of women’s history, challenges and contributions. Check out upcoming events this month, including the Mary Elizabeth Garrett Lecture on March 11th on the East Baltimore campus. You can also visit the Women in Leadership website to meet some of the women who are leading the way across Johns Hopkins Medicine.

Nominations for JHM Office of Diversity & Inclusion Achievers Award
We are pleased to continue the Achievers Award Program recognizing and highlighting underrepresented minorities across Johns Hopkins Medicine who exemplify excellence and exhibit our Johns Hopkins core values. Recipients of these awards will be recognized during Asian/Pacific Islander American Heritage Month in the month of May.

Please take a moment to nominate a deserving colleague for this award. The nomination period will run from March 2, 2020 to March 27, 2020. If you are interested in collaborating with our office to plan the recognition event for May, please contact us at Diversity@jhmi.edu.

REMINDER: Community Kids Closet to support residents of Baltimore City housing
The Hopkins Diaspora ERG Community Subcommittee is sponsoring an on-going Community Kids Closet to provide gently used clothing, shoes, and winter coats for children who live in Baltimore City housing. Please see the attached flyer and please contact the ERG Community Subcommittee co-chair, Tamala Knox for more information.

REMINDER: Apply Now to the NIMHD Health Disparities Research Institute 2020!
The National Institute on Minority Health and Health Disparities (NIMHD) will host the Health Disparities Research Institute (HDRI) from August 3-7, 2020, in Bethesda, MD. Open Application Cycle: February 3, 2020 from 9:00 a.m. ET—March 9, 2020 until 5:00 p.m. ET. Applications will only be accepted from extramural scientists who meet NIH’s Early Stage Investigator (ESI) eligibility criteria. All applications must be submitted via the HDRI online application system by the due date; emailed applications will not be accepted. Applicants are encouraged to apply before the deadline since late submissions will not be accepted.
For questions or more information, email HDRI@nih.gov.
**JHHS Learning Opportunities**
Please see the attached flyer for upcoming learning opportunities. To register, send an email to LearningDevelopment@jhmi.edu with the name of the interested course.

**There are spaces available in the following March and April courses.**
**The 7 Habits for Managers**, March 12 and 19 (8:30am-4:30pm) two-day class
**Crucial Accountability**, March 26 and April 2 (8:30am-4:30pm) two-day class
**Coaching for Performance**, March 24 (8:30am-12:00pm)
**Crucial Accountability**, April 23 and 29 *Howard County Hospital* (8:30am-4:30pm) two-day class
**Leading at the Speed of Trust**, April 1, (8:30am-4:30pm)

**Announcing the Meyer-Beers Essay Contest**
The JHSPH Mental Health Grad Network, in partnership with the Hopkins Disability Health Coalition and funded by the 10x20 Grant, is pleased to announce the inaugural Meyer-Beers Essay Contest, which aims to raise awareness about the high prevalence of mental health conditions in academia and to crowdsourced innovative solutions for supporting people with mental health conditions at Johns Hopkins. The essay contest is open to students across the university, and three winners will be awarded cash prizes.

Attached is the flyer, and the full guidelines can be found at tinyurl.com/meyerbeers. Please share this information with anyone in your network who may be interested.

**Black History Month In Pictures**
Thanks to those of you who participated in African attire, Black Greek and HBCU pride days. You all looked amazing and we look forward to celebrating other cultures throughout the year. To view our picture gallery click here.

If you would like to have your event, etc. promoted by our office, please email the details to us at diversity@jhmi.edu

**Contact Us**
Johns Hopkins Medicine  
Office of Diversity & Inclusion  
1620 McElderry Street, Reed Hall, Baltimore, MD 21205  
Website: www.hopkinsmedicine.org/diversity  
Email: diversity@jhmi.edu Phone: 844-JHDVRSTY (543-8778)
The Hopkins Diaspora ERG Community Subcommittee and the Baltimore City Housing Authority’s Office of Resident Services

Is Sponsoring A Community Kids Closet for Children Living in Baltimore City Housing

PLEASE DONATE GENTLY USED GIRLS & BOYS CLOTHING, SHOES, AND WINTER COATS SIZES NEWBORN & UP.

(There is an immediate need for girls’ clothing, size 4T.)

All donations should be washed and stain-free. Please drop off to:

Tamala Knox, Community Subcommittee Co-chair
1620 McElderry Street | Reed Hall, Suite 425 | Baltimore, MD 21205
For more information, please contact: Tamala.Knox@jhmi.edu
JHSPH Mental Health Grad Network presents the inaugural

Meyer-Beers Essay Contest

Strengthening Supports for Mental Health and Neurodiversity at JHU

One $1,000 first place award
Two $500 runner-up awards
Due Sunday, March 29th

For guidelines and submissions:
tinyurl.com/meyerbeers

contact jhsphmhgn@gmail.com with questions about the contest or for disability-related accommodations

supported by the 10x20 grant
**2020 LEARNING OPPORTUNITIES FOR JHHS SUPERVISORS AND ABOVE**

*L&OD* is happy to announce several learning opportunities for those in a supervisor level position or above.  

To request registration for any of these courses, contact LearningDevelopment@jhmi.edu

<table>
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<tr>
<th>Course</th>
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| BEHAVIORAL-BASED INTERVIEWING FOR MANAGERS                            | $20PP | FEBRUARY 11, 8:30AM – 12PM  
MARCH 25, 1PM – 4:30PM  
APRIL 28, 8:30AM – 12PM  
JUNE 10, 8:30AM – 12PM |
| BEHAVIORAL-BASED INTERVIEWING FOR DIRECTORS (WEBINAR)                 |     | JANUARY 23, 12PM-1PM  
APRIL 16, 12PM-1PM |
| COACHING FOR PERFORMANCE*                                             | $20PP | MARCH 24, 8:30AM – 12PM |
| PRESENTATION SKILLS                                                   | $20PP | JUNE 11 & 18, 8:30AM – 12PM |
| POSITIVE COMMUNICATION                                                | $20PP | JUNE 11, 1PM – 4:30PM |
| TRANSITION MANAGEMENT                                                 | $20PP | JANUARY 29, 1PM – 4:30PM  
APRIL 21, 8:30AM – 12PM |
| LEADING AT THE SPEED OF TRUST**                                       | $230PP | APRIL 1, 8:30AM – 4:30PM |
| PROJECT MGMT ESSENTIALS FOR THE UNOFFICIAL PROJECT MANAGER            | $220PP | FEBRUARY 4, 8:30AM – 4:30PM |
| CRUCIAL ACCOUNTABILITY**                                              | $215PP | MARCH 26 & APR 2, 8:30AM – 4PM  
APRIL 23 & 29, 8:30AM – 4PM* | JH AT HOWARD COUNTY LOCATION |
| CRUCIAL CONVERSATIONS**                                               | $215PP | JANUARY 15 & 22, 8:30AM – 4PM  
JUNE 17 & 24, 8:30AM – 4PM |
| THE 6 CRITICAL PRACTICES FOR LEADING A TEAM                           | $230PP | JANUARY 28, 8:30AM – 4:30PM |
| THE 7 HABITS FOR MANAGERS                                             | $230PP | MAR 12 & 19, 8:30AM – 4:30PM |
| LEADERS@CHANGE                                                        | $230PP | JUNE 25, 8:30AM – 4:30PM |

All fees are for materials and based on a Per Participant basis.  
* =Taught in Management Cohort/Certificate Program  
** = Taught in Director Cohort
Course Descriptions

The 6 Critical Practices for Leading a Team ($230/pp) This is a full-day class.

First-level leaders make a significant impact on every metric in your business: employee productivity and engagement, customer satisfaction and loyalty, innovation, and financial performance. This one-day session equips first-level leaders with the essential skills and tools to get work done with and through other people. The 6 Critical Practices for Leading at Team™ is ideal for new first-level leaders who need to transition successfully from individual contributors to leaders of others.

Objectives:
- Develop a Leader’s Mindset (explore critical mindset shifts) and
- Hold Regular 1-On-1s.
- Set up Your Team to Get Results (create clarity about team goals and results) and
- Create a Culture of Feedback.
- Lead Your Team Through Change and (6) Manager Your Time and Energy.

The 7 Habits for Managers: Essential Skills and Tools for Leading Teams ($230/pp) This is a two-day class.

The 7 Habits for Managers: Essential Skills and Tools for Leading Teams™ is an intensive, application-oriented learning experience that focuses on the fundamentals of great leadership. This session distinctly focuses on who a manager IS, not just what they DO. This two-day work session gives both new and experience frontline managers the mindsets, skills, and a set of tools that will help them meet today’s management challenges including: prioritization; accountability and trust; individual and team development; execution; performance management; conflict resolution; and collaboration.

Objectives:
- Develop an “outcome-oriented” mindset in every activity you engage in: projects, meetings, presentations, etc.
- Achieve the team’s highest priorities by organizing and executing around the most important goals.
- Lead teams that are motivated to perform through shared expectations and accountability.
- Create an atmosphere of candid and helpful feedback by taking time to fully understand the issues.
- Demonstrate innovative problem solving by seeking out differences and new and better alternatives.

Coaching for Performance ($20/pp) This is a half-day class.

Want to learn how to distinguish your high, middle and low performers from each other? Need a little cheat sheet on how to coach that low performer to become better and that high performer to continue to be challenged and engaged? Mid-level leaders need to foster a culture of accountability, so that individuals learn to negotiate clear agreements, build strong partnerships, feel more in control of their performance outcomes, and as a result, increase productivity across the board. This class will focus on how to coach your staff effectively and hold them accountable whether they are high, middle or low performers.

Coaching for Development ($35/pp) This is a full-day class.

There is someone who encourages my development – Q6 on the Engagement Survey. Employees stay longer with organizations and managers who invest in their development. Coaching for development requires a different skill set than coaching for performance. You will learn how to let employees lead and be accountable for their own development endeavors by asking different questions, lending perspective, and using critical and systemic thinking to facilitate action planning and progress.
**Crucial Accountability** ($215/pp) This is a two-day class

Dealing with violated expectations, broken promises, missed deadlines or other gaps in performance? Crucial Accountability may be the course for you. Learn skills to establish expectations, describe the gap, diagnose motivation and ability, and to help others be accountable.

**Crucial Conversations: Tools for talking when the stakes are high** ($215/pp) This is a two-day class

Have you ever seen something happen that made you feel like you should speak up, but didn’t have the nerve? Are you hesitant to speak up to someone because they are at a higher level than you or just make you feel uncomfortable? Are you frustrated by someone on your team who doesn't pitch in to help out, but you don't say anything?

You'll learn vital skills that enable you to create conditions in which people speak with complete candor (no matter the topic) and with complete respect (no matter the person or their position). These skills can drive dramatic improvements in patient safety and quality care.

**Emotional Intelligence** ($90/pp) This is a full-day class.

An assessment of emotional intelligence measures a distinct combination of emotional and social skills and competencies that influence our overall capability to cope effectively with the demands and pressures of work and life. EI involves the most effective engagement of a combination of skills and competencies that best match the context of your unique situations.

**Leaders@Change** ($230/pp) This is a full-day class.

This program enables leaders to successfully navigate change and build change competency within their organization. It contains key ideas about change as well as tools that can be used with employees to handle specific issues that arise when working through a change.

**Leading at the Speed of Trust** ($230/pp) This is a full-day class.

“The One Thing that Changes Everything” and “Nothing is as fast as the Speed of Trust” is how Stephen M.R. Covey describes trust. The Speed of Trust challenges our assumptions that trust is a soft skill social asset rather than a tough driving determinant of profitability, efficiency, and engagement. High trust people get things done faster and at less cost. The premise of this training is conveying why trust is the key leadership competency of this century and how to stimulate lasting trust in your personal and professional relationships.

**Positive Communication** ($20/pp) This is a half-day class.

This workshop has been developed in order to help you improve your abilities in communication. It will help you identify a method of relaying information taking into account the message and enable you to improve your communication skills in a constructive, confident, and “positive” way.

You will have an opportunity to skill practice in a safe environment and will be given relevant and specific feedback, which will help you develop your personal skills in presenting a message confidently to your colleagues. The key aim of this half-day workshop is to ensure you have the confidence, knowledge, and skills to effectively communicate to your teams.

**Presentation Skills Part I and Part II** ($20/pp) This class is conducted in two, half-day sessions.

The fear of public speaking is ranked as one of the top phobias. The truth is, effective speakers aren’t born; they are developed over time. They continue to hone their skills and learn from each and every presentation they make. Even the most seasoned presenters have had to learn how to channel their nervous energy into delivering a message that packs a real punch. Learn how to confidently deliver presentations that captivate, motivate, and/or inspire your audience.
Project Management Essentials for the Unofficial Project Manager ($220/pp) This is a full-day class.

Today’s knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale. This one day workshop will help participants consistently complete projects successfully. They will learn to implement a disciplined process to execute projects and to master informal authority.

*Project Management Essentials for the Unofficial Project Manager™* will provide the mindset, skillset, and toolset that will consistently deliver successful projects to completion.

As a result of this Workshop, participants will be able to:

- Understand that consistent project success depends on processes and people.
- Implement Four Foundational Behaviors that inspire their team members to execute with excellence.
- Identify project stakeholders.
- Establish clear and measurable project outcomes.
- Create a well-defined project scope statement.
- Identify, assess, and manage project risks.
- Create a realistic and well defined project schedule.
- Hold team members accountable to project plans.
- Conduct consistent team accountability sessions.
- Create a clear communication plan around their project that includes regular project status reports and project changes.
- Reward and recognize the contributions of project team members.
- Formally close projects by documenting lessons learned.

Transition Management ($20/pp) This is a half-day class.

In this course, managers and supervisors will learn the best practices in managing transition as a result of a change. Participants will explore how perceptions of change often wind up on the negative side by understanding the lack of attention to transition management and discover tools they can use to reduce the anxiety employees experience when working in turbulent times.