**New Chair 101 Lunch**

**Friday, February 15, 2018**

**12:00 – 2:00pm**

**Room: Austin**

**Facilitators:** Steve Zweig, Myra Muramoto, Christine Arenson, John Franko, Tochi Iroku-Malize, Valerie Gilchrist, Ardis Davis, Amanda Weidner

**AGENDA**

**12:00 – 12:10pm Getting settled, introductions and workshop overview *(Steve)***

**12:10 – 12:35pm Overview of some basics for new chairs**

* Budgeting: principles and pitfalls *(Myra)*
* Strategy: the role of family medicine in your organization *(Chris)*
* Human Resources: hiring & firing, talent to meet your roles *(John)*
* Personal wellness: keeping yourself sane *(Tochi)*

**12:35-1:35pm Group discussions of each topic *(Myra, Chris, John, Tochi facilitate topics)***

**1:35 – 1:50pm Pearls and open Q&A *(Val)***

**Info about the MU New Chairs’ Workshop *(Steve)***

**1:50 – 2:00pm Creating your “to do” list: what are you going to take back home? *(Val)***

*Things to discuss with your administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Things to discuss with your departmental leadership:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Things to discuss with the Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*What to do for personal wellness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**NOTES & “AH HA” MOMENTS**

***Budgeting: principles and pitfalls***

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***Strategy: the role of family medicine in your organization***

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***Human Resources: hiring & firing, talent to meet your roles***

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***Personal wellness: keeping yourself sane***

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