Leadership Development Program Participant Guide

Your participant guide will provide you with all the detail you will need for the duration of the program.
Congratulations on being selected to participate in UPMC’s newest Leadership Development Program! This guide is meant to answer any questions you may have and to prepare you for what we hope will be an enriching career and development experience.

Should you have any questions, please do not hesitate to contact us:

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PROGRAM OVERVIEW

This new leadership development program is part of the overall talent management strategy of UPMC, and supports the overall mission and vision of UPMC.

This program will provide you with an accelerated learning and development opportunity. The goal of this program is to shift your time and mind from a tactical focus to vision and strategy. You will have the opportunity to collaborate and network with colleagues from across business units, hospitals and from a diverse scope of interest and focus. This unique opportunity will allow you to build awareness and understanding of the multiple facets of leadership at UPMC.

Program Components:

- 5.5 Days (1/2 Day Pre-Program Workshop and 5 Days of Curriculum
- Professional Assessment: Meyers Brigg Type Indicator (MBTI)
- Networking with peers and executives
- Post-Program Follow-Up

Dates:

March 15th – June 6th

Location:

UPMC Shadyside Campus (room locations vary and can be found on the schedule)
2012 PROGRAM SCHEDULE

Thursday, March 15, 2012: UPMC Shadyside, West Wing Classroom A/B
Day 1 – Half day session – 1:00 PM – 5:00 PM (Reception to Follow 5:00 PM – 7:00 PM)
- Welcome and Introductions
- Networking Lunch
- Program Overview
- Assessment Component Launch
- Overview of UPMC
- The Effective Leader
- Celebration and Networking Event (beginning at 5:00 PM)

Thursday, April 5, 2012: UPMC Shadyside, Cooper Classroom A/B
Day 2 – Full day session – 8:00 AM – 5:00 PM
- Networking Breakfast (beginning at 7:30 AM)
- Mastering Emotional Intelligence
- Networking Lunch
- Project Management

Thursday, April 12, 2012: UPMC Shadyside, West Wing Classroom A/B
Day 3 – Full day session – 8:00 AM – 5:00 PM
- Networking Breakfast (beginning at 7:30 AM)
- Translating Strategy Into Results – full day content focus
- Networking Lunch

Wednesday, May 9, 2012: UPMC Shadyside, Herberman Conference Center (202C)
Day 5 – Full day session – 8:00 AM – 5:00 PM
- Networking Breakfast (beginning at 7:30 AM)
- Developing Organizational Talent
- Networking Lunch
- Assessment Debrief and Application

Friday, May 18, 2012: UPMC Shadyside, Herberman Conference Center (202C)
Day 5 – Full day session – 8:00 AM – 5:00 PM
- Networking Breakfast (beginning at 7:30 AM)
- Influencing Organizational Impact
- Networking Lunch
- Specified Tracks for Participants Afternoon

Wednesday, June 6, 2012: UPMC Shadyside, Herberman Conference Center (202C)
Day 6 – Full day session – 8:00 AM – 5:00 PM (Reception to Follow 5:00 PM – 7:00 PM)
- Networking Breakfast (beginning at 7:30 AM)
- Making Change Happen
- Networking Lunch
- Program Review
- Executive Closing
- Graduation/Celebration with Evening Networking Event (beginning at 5:00 PM)
PROGRAM LOGISTICS

Commitment
You must be able to attend all of the scheduled modules at the dates and times shown. You may not miss more than one day of the program.

You are expected to meet all deadlines for the course pre-work and the leadership assessment that will be taking place throughout the program. Be truthful in your responses - your results are completely confidential.

Food & Beverage Accommodations
A continental breakfast will be served the morning of each session beginning at 7:30 AM. Lunch will be provided for each of the session days with a varied menu. Additionally, hors’dourves will be served at evening events throughout the program.

If you have special dietary needs, please contact Cara Brandon, Program Manager, at brandoncm@upmc.edu.

Attire and Personal Affects
Attire will be business casual for each of the day sessions, however it is advised to dress in formal business attire for days that will include an evening event:
- March 15th
- June 6th

Things to consider bringing with you:
- Laptop & Charger
- Notebook
- Any pre-work assignments sent to you

Program Materials
You will be provided materials for each module during the program containing the coursework that you will be covering during the sessions. You will receive your leadership assessment result in a confidential sealed envelope.

Announcements will be made throughout the program to keep you posted on upcoming deadlines, assessments, and events.
Location and Parking
All sessions will be held on the campus of UPMC Shadyside Hospital. Room locations vary, please check the schedule daily. Parking will be available at the Medical Center Garage and validation for the day will be provided.

The Medical Center Garage is located at 5150 Centre Ave. A map of the area is enclosed, as well as directions from various Pittsburgh regions.

From the garage to the Herberman Conference Center take the elevator in the parking garage up to the first floor, exit left. Go through the sliding glass doorway. Take the elevators to the second floor.

From the garage to the Shadyside West Wing Classroom take the elevator in the parking garage up to the first floor, exit right. At the Information Desk make a right. When you see the sign for the West Wing Auditorium make a right. The West Wing Classrooms will be on your left hand side.

From the garage to the Cooper Conference Center take the elevator in the parking garage up to the first floor, exit left. Go through the sliding glass doorway. Make the immediate right, passed the wall with the shadow picture. This is the walkway to the Hillman Cancer Center; follow this in its entirety. Once you enter Hillman Cancer Center’s entrance, you will see the café to your left. Pass this and make a left. On your right, you will see a bank of elevators. Take this down one floor, to the ground level. To exit the bank of elevators, turn away from the Hillman Library. Make the immediate right and walk towards the Gift Shop. You will see a hallway to the Pharmacy on your right; make this right. Once you pass the Gift Shop you will see the Cooper Conference Center Rooms on your left.

Program Accommodations
We want everyone to have an enjoyable and fully accessible experience. Please indicate any personal accommodations you may need for the program, such as sign language interpreters, special materials, physical accessibility requests, accessible parking, etc. by contacting Cara Brandon, Program Manager, at brandoncm@upmc.edu.
## CLASS OF 2012 PROGRAM PARTICIPANTS

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MAKE THE MOST OF IT!

To maximize the benefit that you receive from participating in this developmental opportunity:

**PLAN in advance to attend and be fully PRESENT**

- If you are experiencing any scheduling difficulties, please discuss with your manager or Sheliah Heckla, Program Director.

**SELECT a mentor**

- Identify a mentor- preferably your manager, but may be another appropriate member of senior management.
- Discuss your learning goals with your mentor/manager.
- Identify how these goals relate to your overall career and job performance/effectiveness.

**Actively PARTICIPATE in the learning sessions**

- Ask questions.
- Discuss new ideas.
- Respectfully challenge others.
- Discover ways to implement your new knowledge and skills.
- Thoughtfully and timely complete your assignments.

**INTERACT with and LEARN from others**

- Build your professional network with colleagues and executives.
- Take advantage of breaks and lunches to make a new connection.
Directions to UPMC Herberman Conference Center
5150 Centre Ave., Pittsburgh, Pa. 15232

From the north (North Hills, Zelienople)
Take Interstate 279 South to Exit 8B (Route 28 North). Follow Route 28 North to the 40th Street Bridge. Cross the bridge and continue on 40th Street to Liberty Avenue. Turn left onto Liberty and continue to Centre Avenue. Center Avenue Parking Garage: At Centre Avenue, turn right, go through first traffic light, and turn left into the Center Avenue Parking Garage.*

From the northeast (Allegheny Valley, Kittanning)
Take Route 28 South to the Highland Park Bridge. On the bridge, get into the left lane and follow the Washington Boulevard ramp. As you exit the ramp, stay in the right lane. Just before the traffic light, veer right onto Washington Boulevard, and travel straight through four traffic lights (about two miles). At the fourth traffic light, cross Penn Avenue, continuing straight onto Fifth Avenue. Continue on Fifth to S. Aiken Avenue and turn right. Center Avenue Parking Garage: Continue on S. Aiken to the third traffic light and turn left onto Centre Avenue. At first traffic light, turn left into the Centre Avenue Parking Garage.*

From the east (Monroeville, Greensburg)
Take the Parkway East (Interstate 376) to Exit 7 (Edgewood/Swissvale). At the end of the exit ramp, turn right onto S. Braddock Avenue. Go approximately two miles and turn left onto Penn Avenue. At the intersection of Penn and Fifth avenues, turn left onto Fifth Avenue. Continue on Fifth to S. Aiken Avenue and turn right. Center Avenue Parking Garage: Continue to the third traffic light on S. Aiken and turn left onto Centre Avenue. At the first traffic light, turn left into the Center Avenue Parking Garage.*

From the south (South Hills, Washington, Pa.)
Take Route 51 North or Route 19 North through the Liberty Tunnels and cross the Liberty Bridge. Take the Bigelow Boulevard exit and continue on Bigelow to Centre Avenue. Turn left onto Centre and continue past Morewood Avenue. Center Avenue Parking Garage: At the first traffic light past Morewood, turn right left into the Center Avenue Parking Garage.*

From the west (Route 60, Pittsburgh International Airport)
Take Interstate 279 North. Get into the right lane before you pass through the Fort Pitt Tunnels. As you exit the tunnel, take the exit ramp for Interstate 376 East (Monroeville). Follow Interstate 376 to Exit 2A (Forbes Avenue/Oakland). Continue on Forbes Avenue through Oakland, and turn left at N. Craig Street (just after the Carnegie Museum of Art). Make a right turn onto Fifth Avenue, continue to S. Aiken Avenue, and turn left. Center Avenue Parking Garage: Continue on S. Aiken to the third traffic light and turn left onto Centre Avenue. At the first traffic light, turn left into the Center Avenue Parking Garage.*

* From the garage to Herberman Conference Center
Take the elevator in the parking garage up to the first floor. Exit left, and take the elevators to second floor.