NCURA Workshop
Research Administration - The Practical Side of Leadership Outline

**DAY ONE**

**Leadership**
- Defining Leadership
- Building Leadership Toolbox
- Leadership Styles
- Leadership Traits and Qualities
- Accountability, Responsibility and Authority
- Staff Development
- Challenges for Leadership
- Leadership Practices
- Discussions and Case Studies

**Management**
- Differentiating Leaders from Managers
- Responsibilities of Managers
- Challenges for Managers
- Critical skill sets for Managers
- Managing Change
- Discussions and Case Studies

**Roles and Responsibilities**
- Strategies for defining Roles and Responsibilities
- Use of Roles and Responsibilities Matrices
- Communicating Roles and Responsibilities

**Goal and Priority Setting**
- Purpose of Goals and Priorities
- Understanding Meaningful Goals
- Defining Goals
- Risk Assessment
- Priority Setting
- Discussions and Case Studies

**DAY TWO**

**Goal and Priority Setting Continued**

**Communication**
- Community Up, Across, Down, Outside, Inside
- Communication Tools
- Communicating with your Boss
- Communicating with Others
- Discussion and Case Studies

**Education**
- Types of Education
- Audiences
- Comprehensive versus Focused Education
- Needs Analysis
- Mandatory versus Voluntary
- Tips and Hints for Success
- Known Challenges
- Discussions and Case Studies