I'm so busy **doing** my job, I don't have time to get **better** at my job.

Hone your skills in **SHARPEN MY SAW**

"An unexpected classic! If you do only one thing for your career this year, take this class!"

"If you feel that your management and communication skills have been worn to nubs, then Sharpen My Saw is the whetstone to bring them back."

"Each month, I learn something that I can put into practice right away. Everyone should make this program a priority for their professional and self-development. This has been the most valuable program that I have taken at UMD."

**Details**
A Learning Community

- Strengthen your ability to work with and lead others
- Solve problems and identify possibilities
- Deepen your emotional intelligence
- Discover practical tools you can use right away

Groups

- **Emerging Leadership** – for those not yet supervising or with five or fewer years’ supervisory experience
- **Mid-Career Leadership Refresh** – for those with between five and 10 years of supervisory experience
- **Reconnecting to Effective Leadership** (Old Dogs and New Tricks) – for those with 10 or more years of supervisory experience
- **Academic Leadership** – faculty in administrative positions (PIs, center directors, chairs, deans, and associate deans)

Topics

- Leading with the brain in mind
- Giving and receiving feedback effectively
- Harnessing the power of inclusion
- Motivating yourself and others
- Attending to unconscious bias
- Creating a practice of appreciation and recognition

Structure & Dates

Each month, you:

- receive a 20-minute video packed with content to review prior to your group meeting
- meet with your group for 90-minutes to discuss, make connections, and apply the concepts to work and life
- can take advantage of a 60-minute coaching session with your facilitator

Meetings occur January through July 2022. Specific dates and times are decided jointly by members of each group. *All meetings will be facilitated via Zoom*.

*Prerequisite*
Participants must have taken Gallup’s CliftonStrengths assessment prior to the start of Sharpen My Saw. Haven’t done that? No problem. Register for one of CLOC’s *Start with Strengths* programs in **October** or **December** to get up to speed.

$500 non-refundable fee covers all sessions + materials

**Apply at:** go.umd.edu/sms2022 | **Application deadline:** Oct. 29, 2021

Email cloc@umd.edu with questions.