

## Resources for Professional Development

The types of development undertaken by professionals in this field will largely be determined by their interests and subspecialties. A sampling of these resources is presented.

Opportunity/Course	Website/Contact	Description
<p><b>Preparing a Professional CV/Resume</b>  <i>Learning to prepare a good CV is an important skill throughout one's professional life. It is a living document that needs to be continually updated as new experiences or accomplishments are completed. Despite its multiple purposes, the CV should be restructured and rewritten, or at least reviewed, for each specific purpose for which it is to be used. The following represent websites that provide good information on constructing a professional CV.</i></p>		
Preparing a Professional CV/Resume	<a href="http://www.fordschool.umich.edu/downloads/Preparing%20your%20Professional%20Resume.pdf">http://www.fordschool.umich.edu/downloads/Preparing%20your%20Professional%20Resume.pdf</a>	
Preparing a Professional CV/Resume	<a href="http://www.training.nih.gov/careers/careercenter/cv.html">http://www.training.nih.gov/careers/careercenter/cv.html</a>	
Preparing a Professional CV/Resume	<a href="http://www.quintcareers.com/curriculum_vitae.html">http://www.quintcareers.com/curriculum_vitae.html</a>	
<p><b>Management/Administration</b>  <i>Directors and other administrators of laboratory animal facilities have seen their roles grow increasingly multifaceted. People in these positions must be able to interpret the complexity of the environments in which they operate to maintain and improve animal care and use programs. The majority of people in these roles were trained in veterinary sciences and consideration may be needed for acquiring additional formal or informal management training to fully meet administrative responsibilities.</i></p>		
Institute for Laboratory Animal Management (ILAM)	<a href="http://www.aalas.org/association/ilam.asp">http://www.aalas.org/association/ilam.asp</a>	The Institute for Laboratory Animal Management (ILAM) is an AALAS educational program developed to provide instruction in management concepts that is applicable to the laboratory animal science industry and to enhance communication, team building, and networking among colleagues with mutual interests.
MBA/executive MBA programs (see individual institution website)		General business training concepts on personnel and resource management
"Winning Teams, Winning Cultures"	ISBN 0963601849. Senn, Larry and Jim Hart, 2006 Leadership Press, Long Beach, CA	The practical, time-tested concepts in this book will provide you with a process to create a winning culture for your group or your overall organization: one that ensures long-term success and a fully engaged workforce. Use the skills to enhance your leadership

		and life effectiveness, to build your team or to play a role in creating a winning culture in your organization.
"Feedback that works, how to build and deliver your message"	<b>ISBN-10:</b> 1882197585 Sloan Weitzel, 2007 Pfeiffer Publishing, (March 19, 2007) www.ccl.org/publications	This guidebook explains how to deliver effective feedback by showing how to build your message, when to deliver it, and how to communicate it. By using the methods and examples in this guidebook, your feedback becomes a tool for development—for others and for yourself.
"Supervising for Success, a Guide for Supervisors"	<b>ISBN-10:</b> 156052460X Tony Moglia, 1997 www.CrispLearning.com	Learn what it means to be a great supervisor to your subordinates—and how that will enhance your career. Discover how your attitude can make or break your team's spirit.
<p><b>Facility Design/Renovations:</b>  <i>Laboratory animal vivarium design and construction resources include textbooks, regulatory requirements, and NIH guidelines on animal facilities. Architectural firms with expertise in animal facility design can provide valuable advice on state of the art design and construction. Networking with colleagues is an excellent method to determine applications that may meet your needs best.</i></p>		
Tradeline Meetings	<a href="http://tradelineinc.com">http://tradelineinc.com</a>	Facility and equipment information in journal, website, and conference venues. Tradeline hosts industry meetings that bring equipment suppliers and service firms together with facility administrators and managers. These conferences are an excellent means of refreshing knowledge for renovations or new construction, and for networking with industry representatives.
<p><b>Faculty Development</b>  <i>Many institutions offer excellent in-house programs for furthering professional development of faculty. These include informal luncheon sessions, new faculty development seminars and listserves, teaching support services for enhancing delivery and content of seminars and lectures, various topical webinars, teaching dossier assistance, human resource seminars for supervisors, grantsmanship sessions, etc. Check with internal campus listings and teaching support services to take advantage of support that may be critical to furthering faculty careers.</i></p>		
Association of American Medical Colleges	<a href="http://www.aamc.org/meetings/wim/start.htm">http://www.aamc.org/meetings/wim/start.htm</a> )	Offers a series of for female faculty geared to faculty development and leadership at the early, mid and senior career level.
Faculty development listserv	Tomorrow-professor@lists.stanford.edu	Discussion group related to teaching and professional development of faculty, post-doctoral fellows, and administrators