

SESSION 1: INTRODUCTION TO THE COURSE

SESSION GOALS

- Set expectations for the discussion sessions.
- Agree on guidelines of behavior for discussion sessions.
- Identify and reflect on personal goals for this program.
- Identify and discuss the characteristics of cultures of excellence.

Introductory Videos Summary

Overview of the HHMI LTW Program and what it entails.

What are cultures of excellence.

Suggested Preparation

Watched Introduction videos

Workbook: Completed pages 5-6

- Read “As you begin...” section
- Read “How to Use this Professional Development Logbook” section

Full Group Discussion: Group Agreement (Suggested Time: 10-15 Min)

1. All participants should introduce themselves if they have not already done so.
2. Review the Guidelines for Group Discussions.
 - Is this something we can all agree on?
 - Is there anything you would like to add or need more clarity on?
 - How should we hold each other accountable?
3. Revise the guidelines based on the discussion.
4. If you have not already done, let participants know about how these discussion sessions will be structured and facilitated, and how you plan to communicate.

Small Group Discussion: Setting Goals (Suggested Time: 5-10 Min Discussions + 5 -10 Min Share Out)

1. Ask participants to discuss the following questions in small groups:
 - What are your personal goals for this course?
 - How will this course help you in your work and your career?
 - What would you like the goals for the team to be?
2. One person in each group may lead the discussion (making sure that everyone has a chance to speak), one person may take notes, and another person or the same one who took notes will report out key takeaways to the whole group.

3. Share takeaways with the bigger group. Depending on the size of the group you may want to limit the sharing out to one takeaway per group or just take 3-4 takeaways total.

Small Group Discussion: Cultures of Excellence (Suggested Time: 5-10 Min Discussions + 5 - 10 Min Share Out)

1. Ask participants to share their answers to these questions in small groups:
 - What does “culture of excellence” mean to you?
 - What characteristics would you expect in a workplace with a culture of excellence?
 - How does your own lab institution illustrate cultures of excellence?
2. Share takeaways with the bigger group. Depending on the size of the group you may want to limit the sharing out to one takeaway per group or just take 3-4 takeaways total.

Full Group Discussion: Lab Manual (15 Min)

1. Discuss the following question:
 - What information would be helpful to have in advance, or available on your first day joining a lab?
2. Make a list of the information that would be helpful to have as participants share their answers.
3. Have participants vote on the preferred way to have this information available, among the following suggestions:
 - Website? Lab manual? Written? Oral? Ongoing editable wiki?
4. Tally the votes and then discuss the pros and cons of different methods. (Can use Zoom polls if online.)

This discussion will prime participants’ thinking into building a lab manual and larger lab culture, and the eventual assignment to write an orientation section of a lab manual.

Reflection (5 Min)

Ask each participant to write for 5 minutes about how they commit to engage with this course and other participants.

You can also give participants other prompts for the final reflection (see **Menu of End-of-session Reflections.**)