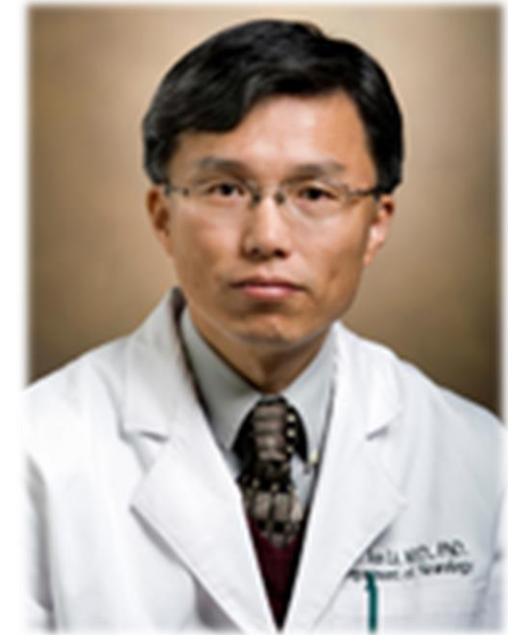
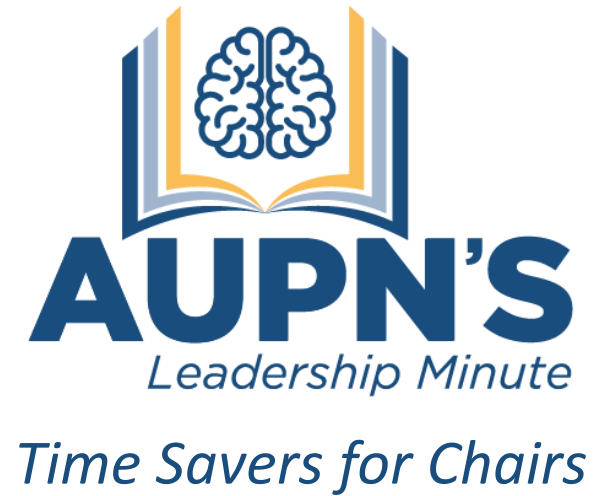




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Leadership Minute Podcast Episode Description

This podcast reviews how to equip chairs with skills for success, ways to use delegation to improve your efficiency as a chair and be a more effective leader and discusses strategies to improve your administrative team.

Time Savers for Chairs

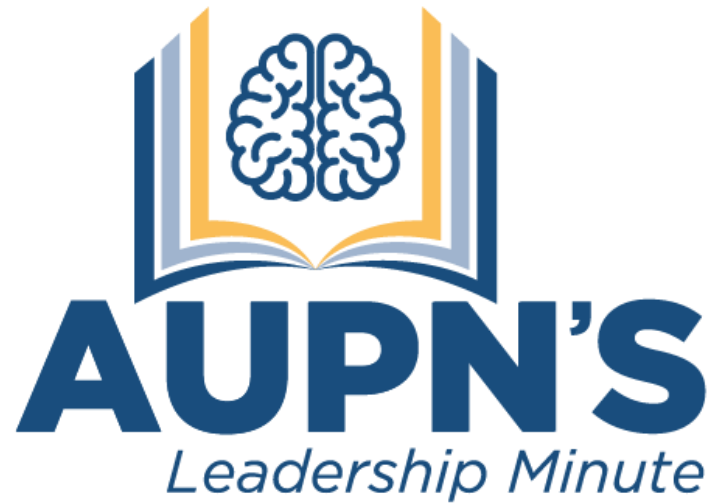
- How to make your department manager and chair office assistant be the best helpers
- Allocate tasks based on talents, not titles

Time Savers for Chairs

- How to wisely utilize metrics for your decisions?
- Validate metrics
- Leverage metrics to build rapport with your faculty

Time Savers for Chairs

- How to identify talents to delegate responsibilities?
- Every faculty member has talents but it is up to the chair to discover



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