



Postdoc Milestone Program

What is the Postdoc Milestone Program?

Built around the National Postdoc Association's 6 Core Competencies, the Postdoc Milestone Program is an optional curriculum designed to guide trainees towards independent research and success.

Some of the skills from the curriculum may have been acquired during graduate training. However, some trainings will provide refinements of these skills and some will present new or advanced skills.





How can postdocs and mentors use the program?

Postdocs should meet with their mentors or PIs and assess gaps and opportunities in their current skills and knowledge base.

Postdocs should use their Individual Development Plan (IDP) to plot out what training opportunities from the curriculum which would assist them in their overall career goals.

Postdocs should check in with their mentors at least once a year to assess where they are in their training program, and create measurable goals for the coming year.

What's coming up next?

Postdoc Milestone pages in CHILD with more information on each core competency and opportunities identified in the curriculum to achieve these competencies

Additional resources available on CHILD to aid postdocs in tracking their progress through the program

Mentorship program built around the Postdoc Milestone Program (coming FY20)

Need more information? Contact OTER

oter@seattlechildrens.org or 206-884-8174

Postdoctoral Milestones
 Suggested guidelines to successfully complete postdoctoral training at Seattle Children's Research Institute

	IDP (Start)	IDP (Year 1)	IDP (Year 2)	IDP (Year 3)
Communication Skills	Abstract Writing Poster Creation Presenting at a Symposium or Conference		Interview Skills Session Art of Networking Biosketch/Resume/CV Writing Workshop Recruiting and Interviewing for Lab Managers ACADEMIC TRACK: Teaching Statements/Course Development Workshop ACADEMIC TRACK: How to give a Successful Chalk Talk ACADEMIC TRACK: STEP Fellowship ACADEMIC TRACK: Teaching Opportunities ACADEMIC TRACK: Future Faculty Fellows Program ACADEMIC TRACK: Trainee to Tenure: Negotiating Your Tenure ACADEMIC TRACK: Conflict and Conversations	
Leadership and Management	Motivating and Leading Teams Workshop Project Management Skills Workshop Series	Leadership vs. Management	Lab Management Postdoc and Grad Student Advisory Board Participation People Management Skills 101 Strategic Planning/Long Term Planning Workshop	
Research Skill Development	Grant Writing Idea to Grant Elements or Grant Writing Group Fellowship Application Bioinformatics for Students Course Data Storage and Sharing Clinical Trials Bootcamp	RedCAP Training Grant Writing: Elements to Submission	Creative Problem Solving Journal Editing Panel	
Responsible Conduct of Research	Responsible Code of Conduct in Research	Intellectual Property		
Discipline Specific Knowledge				
Professionalism	NIH Timeline and Grants Basics Funding Session: Grant Budgets EDI Training IDP Workshop Career Consultant Meeting Funding Series: LRP Program	Funding Series: K Awards Mentor Training	Negotiation Skills INDUSTRY TRACK: Business Acumen 101 INDUSTRY TRACK: Career Field Trips/Site Visits INDUSTRY TRACK: From Bench to Start up INDUSTRY TRACK: Effective Strategies for Transitioning After a Postdoc	INDUSTRY TRACK: Hands on Apprenticeships with Industry (3-4 hr/wk for 6 weeks)

Postdoc Milestone Program

Task Name	Year Suggested	Offered By	Next Training Session	Time	Location	Registration Required	Notes/About the Training
Communication							
Abstract Writing	0-1	OTER	4/16/19	noon - 1 p.m.	JMB 606	No	This session will cover best practices and information on crafting an abstract for conference submission that will increase your chances of being accepted at academic conferences
Poster Creation	0-1	OTER	4/29/19	noon - 1 p.m.	JMB 506	No	This session will cover best practices and information on crafting your best conference or scientific posters
Presenting at a Symposium or Conference	0-3	FRRD	4/5/19	All Day	JMB Soundgarden	No	Fellows and Residents Research Day. Submit your abstract here: https://seattlechildrens.formstack.com/forms/frrd_abstract_submission_form For those also interested in learning to do better public speaking, might we suggest these courses from Coursera: https://www.coursera.org/specializations/public-speaking
Media Interview Training	1-3	OTER/SCH PR	3/14/19	11:30 a.m. - 1:30 p.m.	307 Westlake, Discovery North	Optional via Learning Center	This session is led by the Public Relations team and is intended to teach you how to respond to media requests, how to tell your "research story" in a way that is enticing and easy to understand for the general public. See iKnow announcement for more information
Interview and Resume Training Session	2-3	OTER/HR	3/13/19	noon - 1 p.m.	JMB 606	No	This will be a Q&A Session with Susanna Baggio from Human Resources to discuss best practices for resumes and interviews. Bring your questions!
Art of Networking Training Session	2-3	Coursera	Rolling			No	Please see this online course offered by coursera: https://www.coursera.org/learn/networking-volunteerism-career-success
Biosketch Writing Workshop	2-3	OTER	May/June 2019	TBD	TBD	TBD	While we develop our workshop, please see the NIH's SciENcv tool to help guide you through the process of writing your biosketch: https://www.ncbi.nlm.nih.gov/sciencv/ A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.
Recruiting and Interviewing for Lab Managers	2-3	OTER/HR	Spring 2020	TBD	TBD	TBD	
Leadership and Management							
Project Management Skills Workshop	2	Coursera (See Notes)	Rolling			No	See this specialization in Project Management from UC Irvine on Coursera: https://www.coursera.org/specializations/project-management
Managing Your Lab with Project Management Skills	2-3	Society of Behavioral Health	Recorded Webinar	N/A	N/A	No	This webinar will provide helpful information about how to manage a research lab effectively. The 5 phases of project management (initiation, planning, execution, monitoring, and closing) will be reviewed in the context of research projects. Special attention will also be paid to team identification and communication. No requisite knowledge is required to participate. Participants will learn techniques on building, managing, and maintaining a research lab. Please see SBM's Website for recorded webinar: https://sbm.execinc.com/edibo/BCWebinars
Motivating and Leading Teams Workshop	0-1	Coursera (See Notes)	Rolling	TBD	TBD	TBD	While we develop this workshop, please see this course from Coursera: https://www.coursera.org/learn/leading-teams In this course, you will learn how to create a shared vision for your team and effectively communicate it to your teammates. You will also learn how to set effective goals and expectations in a way that best enables your team to attain the shared vision. Finally, you will understand the most important needs and drivers of performance across cultures, and will learn to align rewards with desired behaviors so that your teammates are motivated to attain the team's objectives.
Postdoc and Grad Student Advisory Board Participation	1-3	OTER	Monthly - Contact oter@seattlechildrens.org	noon - 1 p.m.	JMB 906	Yes: Coursera	Our Postdoc and Grad Student Advisory Board meets monthly to discuss programming for OTER, as well as to serve as a sounding board for issues that face our postdocs and students. If you need a leadership opportunity, serving on the board is a great way to meet that need!
Lab Management Skills	2-3	Coursera (See Notes)	Rolling			Yes: Coursera	This book is especially helpful guide: http://www.hhmi.org/sites/default/files/Educational%20Materials/Lab%20Management/Making%20the%20Right%20Moves/movesz.pdf
Managing Your Team	2-3	Coursera (See Notes)	Rolling			Yes: Coursera	Coursera offers a number of free online courses in People Management
Strategic Planning/Long Term Planning Skills	2-3	Coursera (See Notes)	Rolling			Yes: Coursera	Until an in-person course is offered, consider enrolling in this course from Coursera. https://www.coursera.org/specializations/strategic-leadership
Crucial Conversations	2-3	Seattle Children's LOE	See Learning Center			Yes: Learning Center	Crucial Conversations is a one-day course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. Before signing up for Crucial Conversations please make sure you have completed all of your required training. http://learningcenter/TPOnline/GTOnline.dll/Public%20Course/COURSENO=COUR2013122311250904050147
Research Skill Development							
Clinical Trials Bootcamp	0-1	ITHS				Yes: ITHS	For a course on clinical trials basics, see this free course series from Coursera: https://www.coursera.org/learn/clinical-research
Grant Writing Basics or Grant Writing Group	0-1	OTER/CIDR	Monthly - Contact oter@seattlechildrens.org			Yes: Contact OTER	
Bioinformatics Courses	0-1	SCRI	See Learning Center			Yes: Learning Center	
Fellowship Application	0-1	SELF	SELF	SELF	SELF	SELF	

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24 RedCAP Training	1-2	ITHS	Rolling			Yes: ITHS	Research Electronic Data Capture (REDCap) is a rapidly evolving web tool developed by researchers for researchers in the translational domain. REDCap features a high degree of customizability for your forms and advanced user right control. It also features free, unlimited survey functionality, a sophisticated export module with support for all the popular statistical programs, and supports HIPAA compliance. ITHS' REDCap Training Information Available Here: https://www.iths.org/investigators/services/bmi/redcap/curriculum/
25 Journal Editing Panel/Publishing Panel	2-3	OTER	Fall 2019			No	
26 Responsible Conduct of Research							
27 Responsible Code of Conduct in Research	0-1	UW	See notes			Yes: UW	https://www.washington.edu/research/compliance/responsible-conduct-of-research-rcrtraining/
28 Additional Ad Hoc Ethics Sessions	2-3	ITHS	See ITHS's website			Yes: ITHS	
29 Intellectual Property Info Session	2-3	Lynda.Com	Rolling			No	While we work on an in-person session on Intellectual Property, check out this webinar from Lynda.com: https://www.lynda.com/Business-Skills-tutorials/Intellectual-Property-Fundamentals/165636-2.html (Note: you may need to access this via your public library)
30 Professionalism							Courseira Course on Women in Leadership: https://www.courseera.org/learn/women-in-leadership Also check out these grant writing resources: https://www.nationalpostdoc.org/page/Reading_List?&hsearchterm=%22lab+and+management%22
31 NIH Timeline and Grant Basics	0-1	OTER	Fall 2019			No	Learn about the life cycle of an NIH grant. Learn about fundamental resources you need to make your grant application a success. This class is all about the basics - new to NIH grants? This one is for you!
32 Funding Basics: Budgets	0-1	OTER	Fall 2019			No	What is F&A? Do you need to include benefits in your lab assistant pay? How do you calculate that? This session is all about grant budgets. How do you create them and what things are important to include? It will also discuss what resources are available for you here at Children's that can help you with this process.
33 Funding Basics: NIH Loan Repayment Program	0-1	OTER	Spring 2019			No	Did you know the NIH has a program that can repay most if not all of your federal student loans? Do you qualify? How do you apply? What are the requirements? Learn more at this informational session about the NIH Loan Repayment Program
34 Individual Development Plan Workshop	0-1	OTER	Fall 2019			No	
35 Funding Basics; Foundation Grants Session 1	0-1	OTER/The Foundation	3/28/19	noon - 1p.m.	JMB 506	No	This session will cover an overall view of the Foundation and how they work with investigators both pre-award and post-award. It will discuss how gifts and grants can compliment each other, as well as how one might diversify their funding portfolio, particularly for those investigators who are doing innovative treatments or research. Private foundations provide an opportunity for funding for that early discovery work that federal funding may not, so this session will discuss how one can establish a corset of donors to take with them as you progress through your career.
36 Funding Basics; Foundation Grants Session 2	0-1	OTER/The Foundation	4/24/19	noon - 1 p.m.	JMB 506	No	This second session with the Foundation will be a deeper dive into the application process, particularly differences between federal grant writing and private foundation grant writing. The session will discuss how the style of writing can sometimes be different, how the application process might differ, and about the importance of being able to communicate the science in a way that makes it compelling to someone who may not have a science background. Lastly, the session will cover the importance of connecting one's research to the mission of the foundation for which they are applying.
37 Equity, Diversity and Inclusion Training	0-1	Seattle Children's Learning	See Learning Center			Yes	
38 Funding Basics: K Award Panel	1-2	OTER	3/20/19	noon - 1 p.m.	JMB 806	No	Hear from a panel of PIs here at SCRI that have been successfully awarded a K99/R00 or a K23 grant. Learn more about the application process, what steps you need to complete before you apply, tips and tricks for optimizing your application, and more. Bring your questions for the panelists!
39 Mentor Training	1-2	OTER/ITHS	Fall 2019			TBD	See this great hour webinar on developing an effective mentor relationship from ITHS: https://www.iths.org/blog/event/mentoring-developing-a-productive-mentoring-relationship/
40 Behind the Scenes at a Clinical Research Study Section	1-3	OTER	5/29/19	1 p.m. - 2 p.m.	JMB 506	No	The CCTR's Clinical Research Scholars Program presents "Behind the Scenes at an NIH Study Section" with Margaret Rosenfeld, M.D., M.P.H., on Monday, Feb. 11. Dr. Rosenfeld is the director of the Clinical Research Scholars Program and has served on several NIH study sections throughout her career.
41 Industry Track							
42 Business Acumen 101	0-1	Washington Global Health Alliance (See NOTES)	TBD			No	We are working on creating a business 101 session. In the meantime, check out this session on creating an impactful business plan from Life Science Washington: https://www.wghalliance.org/event/lunch-learn-developing-a-high-impact-business-plan/
43 Business English for Non-English Speakers	0-1	Courseira	Rolling			Yes: Courseira	During the course, you will begin learning vocabulary and customs related to socializing and networking in English. The goal is to enable you to interact with business contacts in person, on the phone and over email in a professional way. https://www.courseira.org/learn/business-english-intro
44 Career Field Trip/Site Visits	2-3	OTER	Contact oter@seattlechildrens.org			Yes: Contact OTER	Have a local industry you want to visit? Think your colleagues would want to come along? Contact OTER to do the leg work for you to make those connections and set up a field trip or site tour.
45 Hands on Apprenticeship	2-3	OTER	Contact oter@seattlechildrens.org			Yes: Contact OTER	Is there someone in industry you'd like to shadow for a day? Let us help you establish those connections, and get your foot in the door for one-on-one apprenticeship or shadowing opportunities.
46 The Art of Negotiation	2-3	UW	TBD	TBD	TBD	TBD	More information on the UW COMotion Course: comotion.uw.edu/events/ For those interested in learning the art of negotiation, try this online course from Courseira taught by professors from the University of Michigan. It's free if you don't want a certificate at the end of the course: https://www.courseira.org/learn/negotiation-skills? Consider also this course from Courseira: https://www.courseira.org/specializations/negotiation-mediation-conflict-resolution This course on Courseira is offered by Yale University on the topic of negotiation: https://www.courseira.org/learn/negotiation

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47 From Bench to Start Up	2-3	ITHS	3/13/19	noon - 4 p.m.	Agora Conference Center	Yes: LSW	LSW is hosting a FREE half-day boot camp covering issues facing medical device startup companies looking to raise funds, including, starting a fundable company, Intellectual Property 101, Cybersecurity for Medical Devices, and Getting Funded. See lswspringbootcamp.eventbrite.com Check out also this mentorship program from Life Science Washington: https://www.lswinstitute.org/programs/win/
48 Effective Strategies for Transitioning After a Postdoc	2-3	TBD				TBD	
49 Academic Track							
50 Teaching Statements/Course Development Workshop	2-3	OTER/UW	Fall 2019			No	
51 How to Give Successful Chalk Talk	2-3	OTER/UW	Fall 2019			No	
52 Trainee to Tenure: Negotiating Your Tenure	2-3	TBD				No	
53 STEP Fellowship	2-3	OTER	5/22/19	noon - 1 p.m.	JMB 506	No	This informational session will teach you more about the Future Faculty Fellows Program at UW as well as the STEP Apprenticeship, which provides faculty-mentor experience in designing and teaching an undergraduate course.
54 Future Faculty Fellows Program	2-3	UW	06/17 and 06/18 2019	8:00 a.m. - 5 p.m.	TBD (email them for more info)	Yes: UW (email fffp@uw.edu)	The Future Faculty Fellows Program prepares postdoctoral scientists for successful careers that combine research, service, mentoring, and teaching. Historically this two-day workshop on career development has been closely linked with the Science Teaching Experience for Post-Docs (STEP) apprenticeship, which provides a faculty-mentor experience in designing and teaching an undergraduate course. Postdocs can attend only the workshop or both the workshop and the teaching apprenticeship. Both consistently receive high marks from participants. Next year's Future Faculty Fellows Workshop is scheduled for: June 17-18, 2019 8:00 AM - 5:00 PM Location: TBD The workshop is free and open to any postdoctoral fellow in their second year or beyond from the UW, Fred Hutchinson Cancer Research Center, Institute for Systems Biology, Seattle Biomedical Research Institute and Seattle Children's Research Institute. The workshop is directed by Dr. Chet Moritz, Associate Professor of Rehabilitation Medicine, and by Dr. Rosana Risques, Assistant Professor of Pathology. For more information on the workshop, please contact fffp@uw.edu .
55 Other Teaching Opportunities	2-3	UW/SELF				Yes/SELF	