

## ***Helpful Hints***

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- 1. How to Give Feedback in a constructive fashion?**  
*(Three positives for each criticism)*
- 2. How to Hire a new Faculty?**  
*(Nice first; no Red Flags)*
- 3. How to Balance a Budget?**  
*(work with Administration)*
- 4. How to Discipline unprofessional behavior?**  
*(know when not to meet alone with your Faculty Member)*
- 5. How to Close a Program?**  
*(listen carefully; plan details; everyone appreciates the thoughtfulness)*
- 6. How to Fire a Faculty member?**  
*(Document; speak with Human Resources and your Chairperson)*
- 7. How to know if the job is the right fit?**  
*(Find a Mentor to meet with to review your job satisfaction and career goals; attend AADCAP)*
- 8. How to find opportunities to remain a teacher above all?**  
*(work closely with the Training Director to remain involved with the trainees)*
- 9. How to set a warm and supportive tone for a Division?**  
*(Model mutual respect among Team Players)*
- 10. How to care for yourself in order to remain effective and available?***(learn how to recognize your own stress level, and have a plan of how to manage this)*