



HARVARD SCHOOL OF PUBLIC HEALTH

CENTER FOR CONTINUING PROFESSIONAL EDUCATION

*Where theory informs practice and practice informs theory*®

# Management Skills for Emerging Leaders in Environmental Health and Safety

MAY 7–9, 2007 • BOSTON, MA

*This program is specifically designed to bridge the gap between technical/scientific skills and the leadership skills essential for achieving organizational objectives that meet ISO 14001, ANSI, and EPA's NEIC standards.*

*Learn how to achieve breakthrough health, safety, and environmental results, work smarter not harder, make strategic contributions and differences, and gain increased respect, rewards, and recognition.*

## PROGRAM HIGHLIGHTS

- Management Theory and Application
- Negotiation and Conflict Resolution
- Managing and Motivating People
- Listening as a Communication Skill
- Total Quality Management
- Strategic and Business Planning for Results
- Multidisciplinary Management Challenges
- Time Management and Utilization
- Regulatory Affairs Management
- Professional Ethics
- Legal Issues of Management
- Leveraging Professional and Technical Skills
- Risk Communication

## UNIQUE FEATURES

- Highly interactive, using application-based case studies and team exercises
- Participants are welcome to pose management issues and problems for discussion during the program or in private with program faculty

## COMPREHENSIVE EXPERT INSTRUCTION

Diversified faculty mix from Harvard, MIT, and the business community



## NEW TOPICS IN 2007

- Emerging Regulatory Issues
- Risk Communication

**In today's business world, with restructuring and outsourcing, leadership and management skills are essential for meeting technical, regulatory, and administrative challenges.**

**This program provides an overview and focused skill building in the critical areas of leadership and management development.**

**"A very professional and engaging session. The instructors were enthusiastic and obviously take their subject matter seriously. I would strongly recommend this course to any environmental health professional interested in operating a more efficient, well-run organization."**

— Stephen Mansfield  
Assistant Director,  
Environmental Health  
Ledge Light Health District  
Groton, CT

## **WHO SHOULD ATTEND**

Health, safety, medical, and environmental professionals who want to increase their individual effectiveness or who have program or functional responsibilities, including:

- Safety and Health Managers
- Safety Engineers
- Occupational Health Nurses and Physicians
- Industrial Hygienists
- Environmental Health Managers and Engineers
- Health Physics Managers and Engineers
- Toxicologists
- Risk and Insurance Managers

## **WHY YOU SHOULD ATTEND**

This program, with its focus on EHS management systems, provides skill building in the critical areas of leadership and management development, using case studies and other interactive teaching methods. The curriculum is specifically designed to bridge the gap between your technical/scientific skills and the leadership skills essential for achieving individual and organizational objectives that meet ISO 14001, ANSI, and EPA's NEIC standards.

## **UPON COMPLETION OF THIS PROGRAM, YOU WILL BE ABLE TO**

- Develop clear objectives, goals, strategies, and measures for integrating health, safety, and environment into the culture of the enterprise
- Create specific methods for "selling" occupational health, safety, and environmental program initiatives to organizational decision makers
- Develop more effective negotiation and conflict resolution skills
- Establish measurable expectations and accountability for the services you provide
- Manage time effectively and coach others in this practice
- Write and speak clearly and concisely in the language of the customer
- Employ listening skills critical in communication, negotiations and conflict resolution
- Work smarter, not harder, by identifying the RIGHT thing to do and prioritize work that is both urgent and important
- Approach risk communication with techniques proven to meet risk communication challenges

*The Harvard School of Public Health has an Education and Research Center (ERC) that is funded by the National Institute for Occupational Safety and Health (NIOSH).*

## MONDAY, MAY 7, 2007

7:00 am	Registration and Continental Breakfast
8:00	Welcome, Objectives and Join-Up — <i>Louis DiBerardinis and Richard D. Fulwiler</i>
9:00	Leveraging Your Professional and Technical Skills — <i>Richard D. Fulwiler</i>
10:00	Refreshment Break
10:15	Practice of Management Skills; Managing People and Motivation — <i>Margaret Ann Gray</i>
11:45	Lunch
12:45 pm	Negotiation and Conflict Resolution — <i>Orlando R. Barone</i>
3:15	Refreshment Break
3:30	Negotiation and Conflict Resolution (continued) — <i>Orlando R. Barone</i>
5:00	Sessions End
5:00	Reception at HSPH for faculty, attendees, and their traveling companions

## TUESDAY, MAY 8, 2007

7:30 am	Continental Breakfast
8:00	Management and Professional Ethics — <i>Carolyn S. Langer</i>
9:30	Refreshment Break
9:40	Legal Issues of Management — <i>Carolyn S. Langer</i>
10:40	Break
10:50	Listening: The Most Critical Communication Skill — <i>Richard D. Fulwiler</i>
12:20 pm	Lunch
1:20	Working Smarter, Not Harder: Concepts and Principles of Total Quality Management, Time Management, and Utilization — <i>Richard D. Fulwiler</i>
2:30	Refreshment Break
2:45	Intro to the Balanced Scorecard — <i>Louis DiBerardinis</i>
4:00	Effective Business Communication — <i>Richard D. Fulwiler</i>
5:15	Sessions End

## WEDNESDAY, MAY 9, 2007

7:30 am	Continental Breakfast
8:00	Strategic and Business Planning for Results: Case Studies — <i>Richard D. Fulwiler</i>
9:45	Refreshment Break
10:00	Emerging Regulatory Issues (NEW in 2007) — <i>Roy Deitchman</i>
11:00	Developing and Implementing an EHS Management System (Case Study: MIT) — <i>Louis DiBerardinis</i>
12:00 pm	Lunch
1:00	Case Study from Industry — <i>Tom A. Pedersen</i>
1:45	Risk Communication (NEW in 2007) — <i>Michael Huguenin</i>
2:45	Where to Go From Here? Course Evaluation and Closing — <i>Richard D. Fulwiler</i>
3:10	Adjournment

Agenda is subject to change

“[This] program clearly linked the EH&S function to the organization’s business, which is essential to the long-term success of our field.”

— Donald C. Butler, CSP, OHST  
Staff Occupational Safety Specialist  
Johnson & Johnson  
Somerville, NJ

**Space is limited, register now!**

## PROGRAM DIRECTORS

### **Louis DiBerardinis, MS, CIH, CSP**

Instructor  
Department of Environmental Health  
Harvard School of Public Health  
Director  
Environment, Health and Safety  
Massachusetts Institute of Technology

### **Richard D. Fulwiler, ScD, CIH, CSHM**

President  
Technology Leadership Associates  
Retired Director  
Health & Safety Worldwide  
Procter & Gamble

## FACULTY

### **Orlando R. Barone, MA**

President  
Barone Associates

### **Roy Deitchman, JD, CIH**

Vice President  
Environmental Health and Safety  
Amtrak

### **Margaret Ann Gray, MBA**

Director of Organization and  
Employee Development  
Human Resources  
Massachusetts Institute of Technology

### **Michael Huguenin, MSc**

Executive Director  
Harvard Center for Risk Analysis  
Harvard School of Public Health

### **Carolyn S. Langer, MD, JD, MPH**

Instructor in Occupational Health  
Harvard School of Public Health  
Medical Director  
Fallon Community Health Plan

### **Tom A. Pedersen**

Vice President  
CDM

**“This course engages participants in application of principles which is very helpful and conducive to learning. The variety of well-known speakers offers many views on EHS with real-life incidents to apply concepts and theory! I am now able to apply what I’ve learned to my own work environment.”**

— Dea Wells, RN, MPH, COHNS/CM  
Senior Manager EHS  
Siemens Medical Solutions  
Cary, NC

## CONTINUING EDUCATION CREDIT

The Harvard School of Public Health is accredited by the Accreditation Council on Continuing Medical Education (ACCME) to sponsor Continuing Medical Education for physicians. The Harvard School of Public Health designates this educational activity for up to 20 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.

- 3 Industrial Hygiene CM Points, American Board of Industrial Hygiene
  - 2.0 CEUs, Harvard School of Public Health
- The CEUs earned in this program may be applied towards the following credits:
- Occupational Health and Safety Technologist (OHST) Certification Maintenance Points
  - Construction Health and Safety Technician (CHST) Certification Maintenance Points
  - Certified Hazardous Materials Manager (CHMM) Maintenance Points
  - National Registry of Radiation Protection Technologists (NRRPT) Maintenance Points
  - Other Appropriate Credits

## CUSTOM PROGRAM OPPORTUNITIES

The Center for Continuing Professional Education will partner with you to design programs that ensure maximum impact to your team. Our educational programming specialists will work closely with you and program faculty to assess development needs, define educational goals, and design a targeted curriculum.

### What Topic Areas Are Available?

CCPE will work with you to create programs that integrate your organizational goals with the latest research and discovery. CCPE and Harvard faculty have created specialized learning objectives and outcomes in the following areas, including but not limited to:

- Leadership Development
- Trust in Health Care
- Forces of Change: New Strategies for the Evolving Health Care Marketplace
- Measurement, Design and Analysis for Health Outcomes Research
- Risk Analysis and Communication
- Occupational and Environmental Health
- Specialized Topics for Your Organization

Schedule a consultation by contacting Barbara Blanchard at **617-384-8675** or email **bblancha@hsph.harvard.edu**.

## PROGRAM FEE

\$1,295 if payment received by February 9, 2007  
\$1,395 if payment received after February 9, 2007

Program fee includes:

- Comprehensive take-home reference manual
- Reception
- Breakfasts, lunches and refreshment breaks
- Harvard certificate of attendance
- Continuing Education credit

*Workforce Training Funding for Massachusetts*

*Employers:* This program is eligible for Massachusetts Department of Workforce Development funding grants. Massachusetts companies may be eligible for up to 50% off program fees. Contact the Massachusetts Department of Workforce Development for assistance on filling out the approval forms:

800-252-1591

<http://www.mass.gov/wtf>

## PAYMENT POLICY

Payment must be made in US funds and received in order to process your registration. Payment by credit card is strongly preferred (Visa, MasterCard, AmEx). If paying by check, we will require a credit card (charged only if payment is not received) to reserve your place at the program. Please make check payable to Harvard School of Public Health-CCPE, and be sure participant's name is on the check.

## SUBSTITUTION/CANCELLATION POLICY

Substitutions may be made without additional charge. All requests for substitutions or cancellations must be made in writing. Cancellation on or before March 16, 2007 will be issued a refund less \$150 administrative fee per person. Cancellations received between March 17, 2007 and April 13, 2007 will be issued a refund of 50%. **After April 13, 2007, no refund will be issued.** There will be no exceptions to this policy.



HARVARD SCHOOL OF PUBLIC HEALTH  
CENTER FOR CONTINUING PROFESSIONAL EDUCATION  
*Where theory informs practice and practice informs theory*®

**David A. Shore, PhD**

Associate Dean and Executive Director

**Lynn Fitzgerald**

Associate Director of Programming

CCPE - Dept. A

677 Huntington Avenue

Boston, MA 02115-6096

Phone 617-384-8692

Fax 617-384-8690

[contedu@hsph.harvard.edu](mailto:contedu@hsph.harvard.edu)

[www.hsph.harvard.edu/ccpe](http://www.hsph.harvard.edu/ccpe)

## PROGRAM CHECK-IN

On the first day, please check in at:

Harvard School of Public Health  
Kresge Building  
677 Huntington Avenue  
Boston, MA 02115  
617-384-8692

For map and directions, please visit  
[www.hsph.harvard.edu/maps](http://www.hsph.harvard.edu/maps).

## ACCOMMODATIONS

Best Western — The Inn at Longwood Medical  
342 Longwood Avenue  
Boston, MA 02115  
617-731-4700  
\$149 single/double occupancy + 12.45% tax

Rooms have been reserved at a reduced rate until **April 16, 2007**. Reservations should be made when you receive your registration and payment confirmation. Please state the program name and the Harvard School of Public Health to receive the special rate.

The Best Western is a ten-minute walk to the program location (approximately 1/2 mile from program location).

## OTHER PROGRAMS OF INTEREST:

**Analyzing Risk: Science, Assessment, and Management**

April 10–13, 2007

**Effective Risk Communication: Theory, Tools, and Practical Skills for Communicating About Risk**

May 21–23, 2007

**Comprehensive Industrial Hygiene: Practical Applications of Basic Principles**

June 25–29, 2007

**Radiological Emergency Planning: Terrorism, Security, and Communication**

August 7–10, 2007

**Leadership Strategies for Evolving Health Care Executives**

October 28 – November 2, 2007 (tentative)

For more information on these and other continuing professional education programs, visit:  
[www.hsph.harvard.edu/ccpe](http://www.hsph.harvard.edu/ccpe)

**Management Skills for Emerging Leaders in Environmental Health and Safety**

**Program Fee**

- \$1,295 if payment received by February 9, 2007
- \$1,395 if payment received after February 9, 2007

**Payment Information**

- Credit card payment for \$\_\_\_\_\_.
- Check is being sent in mail. My credit card information is provided below to reserve my space in the program:
  - Visa  MasterCard  AmEx

PREFIX \_\_\_\_\_ NAME & DEGREE/CERTIFICATION (AS IT SHOULD APPEAR ON YOUR CERTIFICATE) \_\_\_\_\_

FIRST NAME (FOR CLASSROOM USE) \_\_\_\_\_ TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL (REQUIRED FOR CONFIRMATION) \_\_\_\_\_

CARD NO. \_\_\_\_\_ SECURITY CODE\* \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT) — INCLUDE CITY/STATE/ZIP \_\_\_\_\_

- Check enclosed for \$\_\_\_\_\_. (Participant name must be on check, made payable to: Harvard School of Public Health-CCPE)

\* Security Code: the last 3 digits (VISA/MC) or last 4 digits (AMEX) in signature box on back of card.

**PLEASE INCLUDE PAYMENT**

Mail completed registration form and payment to: Harvard School of Public Health, CCPE - Dept. A, 677 Huntington Avenue, Boston, MA 02115-6096 USA (no overnight delivery)

Phone 617-384-8692 • Fax 617-384-8690 • Web www.hsph.harvard.edu/ccpe

For questions, email us at [contedu@hsph.harvard.edu](mailto:contedu@hsph.harvard.edu)

To expedite your registration, please provide your Reference Code found on the back of your brochure/flyer or the bottom of your email message: \_\_\_\_\_

If you do not have a Reference Code, please let us know how you found out about this program by selecting one of the following:

- You or  colleague received a brochure or flyer (specify) \_\_\_\_\_
- You or  colleague received an email message (specify) \_\_\_\_\_
- Search engine (specify) \_\_\_\_\_
- Listserv (specify) \_\_\_\_\_
- You or  colleague attended same program previously
- You or  colleague attended other programs at Harvard (please specify which program) \_\_\_\_\_
- You or  colleague saw an advertisement (specify publication) \_\_\_\_\_
- Harvard website (specify) \_\_\_\_\_
- Other website (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_