



ASHP FOUNDATION  
CENTER FOR HEALTH-SYSTEM PHARMACY  
LEADERSHIP  
&  
ASHP Student Forum  
Leadership Development Advisory Group

# **LEADERSHIP SPEAKERS BUREAU**

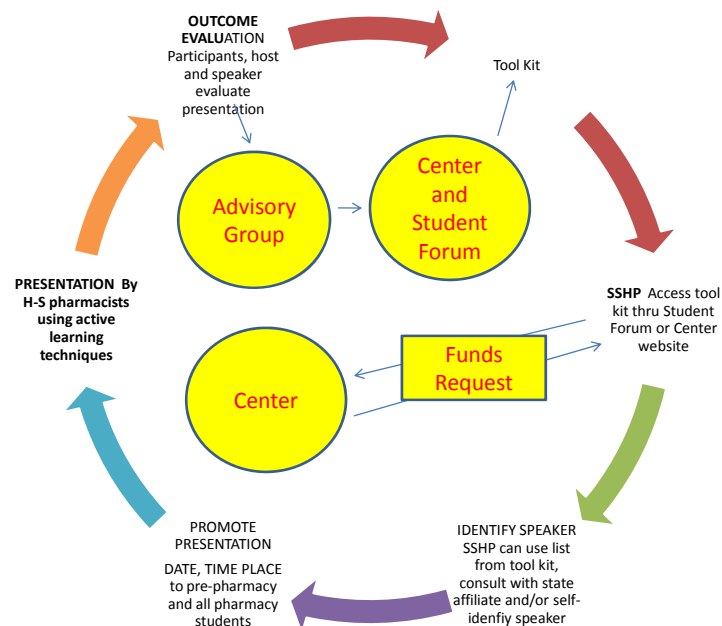
Host Guide

## Host Guide

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### 1. INTRODUCTION

This host guide was developed by the Center for Health-System Pharmacy Leadership, ASHP Foundation, and the ASHP Student Forum's Leadership Development Advisory Group. It contains the necessary information and tools to host, present, and evaluate a LSB event. The graph below illustrates the steps from accessing the tool kit to evaluating the presentation.



The Leadership Speakers Bureau has the following objectives:

- Demonstrate that leadership is not an option for professional growth; it is a requirement using examples from a health-system pharmacy leader's career.
- Differentiate between a leadership position and leadership as a personal development goal.
- Dispel the myth that leadership can only be exercised if you are in a certain position on the organizational chart.
- Promote the concept of leadership as something you learn over the course of a professional career similar to clinical skills.
- Demonstrate that leadership is a learned attribute obtained through formal leadership educational opportunities and informal processes, and must be practiced to be successful.

## **2. SETTING UP THE SPEAKER ENGAGEMENT**

The LSB is primarily designed for The Student Society for Health-System Pharmacy (SSHP) to be the event host. The SSHP president, or their designee and designated ASHP faculty liaison should meet to determine a tentative date, time, and place for the event. If you do not have a speaker in mind the ASHP state affiliate is a good resource to use in identifying a speaker.

Once a speaker is identified and arrangements confirmed, including the speaker's contact information, date, time, and location for the event, please submit the information to the ASHP Foundation by clicking [here](#). (Qualtrics form). The speaker will be sent an email directing them to the Speakers Guide, which will assist them in preparing for the presentation.

## **3. PRESENTATION TEMPLATE**

A presentation template and handout have been developed for the speaker. The template addresses the LSB learning objectives outlined above. The speaker may use the template as is, or make modification to meet the particular speaker's style or specific needs of the student audience.

Make sure to discuss with the speakers what they will require in the way of audio-visual equipment. The speaker may want to use their own computer or they may ask you to provide one.

We will ask the speaker to send us their presentation 30-days prior to the event. Please help the speaker in meeting this request by allowing sufficient time for them to prepare their presentation. It is important to make sure a consistent message is being delivered from speaker to speaker.

After the event, we will be asking the speaker to send us their presentation to be added to a repository of presentation materials. The repository will then be made available to future speakers, providing them with resource materials.

#### **4. FINANCIAL SUPPORT**

Subject to the availability of funds, the host may request up to \$200 in support for the LSB event. The financial support may be used for the following:

1. Marketing of the event
2. Local logistics
3. Light refreshments
4. Speaker logistical expenses

As of December 1, 2010 funds are available. The request for funding support is a part of the event reporting process covered under #2 above.

#### **5. EVALUATIONS**

Getting feedback from students about the speaker and the content of the presentation and discussion is very important to improving the program. The host is responsible for collecting the name, professional year, and email address of the attendees and sending the information to [foundation@ashp.org](mailto:foundation@ashp.org). The host is also responsible for announcing to the participants that we would appreciate it if they could take a moment and fill out an on-line event evaluation. The evaluation is available on the ASHP Foundation website at (fill-in address). Please announce this at both the beginning and the end of presentation, emphasizing the importance in getting participant feedback, and provide them with the evaluation link. This evaluation is the primary mechanism to gain information on how we may improve the program.

#### **6. SUMMARY**

The LSB is specifically designed to bring the message to students that leadership is a professional obligation and requires them to seek out learning opportunities to develop their skill set. One of the best ways to make this happen is for a leader to bring to life his or her leadership stories and experiences that can resonate with the audience. If at the conclusion of the speaker's presentation, it has

opened the door for a student to seriously think about leadership in terms of their professional development, the speaker and you have been successful.

## ***7. CONTACT INFORMATION***

For more information about the Center for Health-System Pharmacy Leadership or the ASHP Student Forum, visit the following websites:

[www.ashpfoundation.org](http://www.ashpfoundation.org)

[www.ashp.org](http://www.ashp.org)

For questions about the Leadership Speakers Bureau please email [foundation@ashp.org](mailto:foundation@ashp.org).