**Pillar 5: Service & Growth  
Guidance Document on Intended Use of Tools/Resources**

**Note: Any tools and/or resources used from this Toolkit should be adapted for your own laboratory or health system, as appropriate.**

| **Subcategory** | **Name of Document/Tool** | **Description of Document/Tool** | **How to Use this Document/Tool** |
| --- | --- | --- | --- |
|  | Service and Growth Overview | Overview of Service and Growth Pillar | Use this presentation to provide an overview of the “Service and Growth” Pillar of the ASCP Negotiation and Advocacy Toolbox. |
|  | Service and Growth Intended Use | Resource for every Toolkit which includes each document included in the toolkit and its potential intended use by end-users | Use this document to better understand the documents and tools in each Toolkit and how they can be used to better advocate for your laboratory’s needs. |
|  | Service and Growth Supplementary References | Curated list of relevant, reputable sources that can be utilized to support and strengthen advocacy efforts for both service-oriented initiatives and growth strategies within the laboratory setting | These references serve as credible sources of information that can help bolster arguments, provide evidence, and inspire ideas for advancing the laboratory's goals in terms of service provision and expansion. |
| Tips and Recommendations | Leveraging Service to Advocate for your Laboratory | Informational guide for leveraging service-oriented approaches to promote and advocate for your laboratory's objectives | Carefully read through the document to understand the service-oriented approaches suggested for advocating your laboratory's goals.  Determine which strategies align best with your laboratory's objectives and capabilities.  Create a plan outlining how you will implement the identified strategies within your laboratory setting.  Delegate tasks to team members or relevant stakeholders responsible for executing the action plan. |
| Tips and Recommendations | Harnessing Growth Tactics to Champion your Laboratory's Goal | Informational document | Read through the outlined strategies for harnessing growth tactics to advance laboratory advocacy efforts.  Identify which tactics are most relevant and feasible for your laboratory.  Develop a plan of action based on the recommendations provided.  Implement the chosen strategies to champion your laboratory's goals.  Monitor progress and adjust strategies as needed to optimize outcomes. |
| Establishing an In-House Lab Training Program | MLS Training Program Business Case C-Suite Template | Business proposal summary template | Use this template to help build a business proposal for an in-house training program {MLT, HT, MLS, etc) at your university or hospital system to address laboratory workforce shortages and upcoming retirements. Highlighted areas should be replaced with local figures, numbers, and context. |
| Establishing an In-House Lab Training Program | MLS Program Start Up C-Suite Presentation Template | Template for presenting lab training proposal to C-suite audience | Modify this presentation template with the specifics related to the in-house training program at your university/hospital system. This template is designed to make the case for the lab training program to a C-suite audience, and highlighted areas can be modified with relevant information. Notes for consideration are also available in the Slide Notes. |
| Establishing an In-House Lab Training Program | Reference Table for Drafting and Supporting MLS School | References table | Use this reference table to identify potential published references that can be used to support an in-house laboratory training (MLS) program proposal. |