INTRODUCTION

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-

NAME	DESCRIPTION	HOW TO USE
0-0 Introduction	**Presentation introducing ASCP Negotiation and Advocacy Toolbox**	Use this presentation to provide an overview of the ASCP Negotiation and Advocacy toolbox - a roadmap to advocating for the needs of your laboratory-
0-1 Introduction_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
0-2 Introduction_Supp Refs	**Additional references and resources relevant to each Toolkit**	Use this document to obtain additional references and resources for each pillar topic
0-3 Strategic Planning Tools_v1_072023	**Presentation on Strategic Planning Tools**	This presentation introduces strategic planning methods that can be used for the laboratory, including establishing a strategic plan team, performing SWOT analysis, and developing SMART goals-
0-4 Strategic Plan Presentation_v1_072023	**Presentation on strategic plan for the laboratory**	Presentation describing process that managers/directors can use to create a strategic plan for their lab
0-5 Mastering the Art of Negotiation in the Laboratory	**Presentation outlining emotional intelligence, conversational intelligence, and negotiation skills necessary to create career success and positive laboratory outcomes**	Presentation from ASCP KnowledgeLab 2024
0-6 Hoshin Kanri Matrix Example	**Spreadsheet on how to use the Hoshin Kanri matrix for strategic planning**	Hoshin Kanri is a structured, seven-step strategic planning methodology designed to align an organization's long-term vision with actionable goals. It ensures that strategic objectives are effectively communicated across all levels of the company and systematically implemented. Use this spreadsheet to review an example of how this matrix is used and access a blank template of the matrix for use.