

LEAD ACADEMY

Leadership • Engagement
Accountability • Development



MAKE AN IMPACT

LEAD Academy Synchronous e-learning is an intensive, 12-module training experience using innovative tools and experiential learning to empower recently hired, newly appointed or previously untrained health care leaders to better understand and use their strengths. Designed for health care supervisors and managers, LEAD is built on the underlying principle that effective leadership requires productive relationships to support excellence in patient care, sustainable business objectives and a safe patient environment.

Synchronous e-learning refers to a virtual online event or class in which a small group of participants are engaged using technology to learn at the same time. This method takes the traditional facilitator classroom modules online, preserving the rich group interaction that most have come to expect from their LEAD Academy learning experiences. The facilitator leads the group discussion and offers real-time insights and feedback. The best part of learning with a facilitator and your peers in real time is the ability to learn and work together, making the content relevant and fun.



Participants can:

- *ask questions in real-time*
- *feel a greater sense of community and connection to their peers*
- *become more engaged in their learning, and*
- *feel a stronger sense of collaboration through peer learning and feedback*

ACADEMY OBJECTIVES

At the conclusion of the LEAD Academy, participating health care managers will be able to:

1. Increase their own self-management skills during everyday and stressful situations
2. Improve the performance of the people and groups that report to them
3. Enhance their contribution to the achievement of facility and system objectives

OUR CURRICULUM

The two-and-a-half hour LEAD Academy virtual online classroom modules replicate the physical classroom experience by using collaborative tools that encourage active learning such as breakout rooms for small group discussion and practice, digital whiteboards, videos, polling and screen sharing. Pre-work and post-session work are required to ensure a high level of skill development and learner outcomes.



OUR CURRICULUM

Strengthening Yourself

MODULE 1

From Peer, to Supervisor, to Leader

At the conclusion of this module managers will be able to:

- Differentiate between leadership and management/supervision, and use approach best suited to the situation
- Explain what successful leadership, management/supervision looks and sounds like
- Apply four key leadership principles and practices that support success for supervisors and managers
- Describe how job responsibilities at each level of the organization align to help the organization achieve its goals and objectives

MODULE 2

Leading People Differently / DISC

At the conclusion of this module managers will be able to:

- Approach tasks and relationships differently with different people (using the DISC tool)
- Acknowledge how their own behavior is influenced by preferences
- Adapt their style to develop improved relationships with employees who have a different “style”
- Influence people with whom they have been challenged in the past

MODULE 3

Leadership Communication Best Practices

At the conclusion of this module managers will be able to:

- Successfully use the three communication cues that impact understanding
- Use interpretive listening to help employees and colleagues understand the reason for communication
- Deliver messages in a way that achieves the intent of the communication
- Apply the most effective communication tools with different people in different situations

MODULE 4

Resolving Interpersonal Conflict

At the conclusion of this module managers will be able to:

- Identify common sources of conflict
- Choose between five options for responding to conflict based on the risks and benefits of each
- Adjust their preferred style for responding to conflict to achieve a productive outcome
- Facilitate and engage in a conversation focused on successful conflict resolution





Strengthening Others

MODULE 5

Coaching Employees to Higher Performance

At the conclusion of this module managers will be able to:

- Identify coaching goals based on the needs of the employee and the organization
- Adapt their coaching approach based on the person in the situation and the desired outcome
- Plan and facilitate coaching meetings for improved or higher performance
- Increase employee performance as a result of focused feedback

MODULE 6

Leading Others Through Change

At the conclusion of this module managers will be able to:

- Predict their own natural responses to day-to-day and event-based change
- Determine their employees' and others' predictable responses to day-to-day and event-based change
- Use their leadership and communication skills to help their employees' and others' work through issues arising from change
- Keep and adapt gentle pressure towards successful change

MODULE 7

Building and Leading Effective Teams

At the conclusion of this module managers will be able to:

- Clarify the team's purpose and ensure a WIIFM (What's In It For Me) for all
- Define the roles and responsibilities required from team members
- Identify and build on each team member's knowledge, skill, experience, and interpersonal style
- Apply process tools and techniques to guide proactive team engagement
- Measure, track, and report team performance for continuous team development



MODULE 8

Planning and Running Effective Meetings

At the conclusion of this module managers will be able to:

- Use different processes for different meetings
- Plan and open outcome-oriented meetings
- Manage meeting processes and behaviors
- Close meetings to enhance understanding, agreement and action
- Follow-up on meetings to provide maximum benefit





Strengthening Your Organization

MODULE 9

Managing Performance

At the conclusion of this module managers will be able to:

- Create measurable performance goals with each employee that reinforce the organization's goals
- Observe employee performance objectively
- Reduce rater bias in evaluation and feedback
- Stay in their "Adult" persona when giving performance feedback

MODULE 10

Organizing Your Time, Work and Priorities

At the conclusion of this module, managers will be able to:

- Identify and overcome personal time-wasters, procrastination, or indecision
- Create or enhance a personal productivity strategy based on strengths and limitations
- Prioritize requests, requirements and deadlines
- Organize and manage their workspace, phone, and e-mail



MODULE 11

The Why and How of Organizational Policies

At the conclusion of this module managers will be able to:

- Explain the impact of the dynamics that drive organizational behavior in health care
- Create policies that establish or reinforce the desired organizational culture
- Interpret and communicate organizational policies and ensure understanding and buy-in to increase compliance
- Administer and reinforce organizational policies

MODULE 12

Business and Finance for Today's Health Care Leaders

At the conclusion of this module managers will be able to:

- Read a financial report and know why it matters
- Explain health care reimbursement; how hospitals get paid, third-party payers and why they matter
- Describe the relationship between a department's finances and the hospital's finances
- Explain organizational performance measures and how to use them





OUR FACULTY

Working with HASC, IRI Consultants designed the LEAD Academy based on its 30-year track record of helping health care organizations be more effective and successful. This is based on IRI Consultants' strong affiliations with the American Hospital Association (AHA), the American Society for Healthcare Human Resources Administration (ASHHRA), The Healthcare Roundtable, and state and regional hospital associations like HASC.

Pamela Cunningham is a Six Sigma Black Belt skilled at blending the technical with the human side of high performance. A highly-regarded trainer, she conducted leadership training for clinical and non-clinical managers for private- and public-sector health care organizations including Marquette General Health System, BCBS Michigan, Metro Healthcare and CIGNA. Cunningham also has advised hospital executives on how to quickly and effectively resolve various organizational issues.

Marcey Uday-Riley, MSW, CPT, has been a human performance and organization development consultant for more than 25 years. For many years, she was a clinical behaviorist and manager in a large, urban teaching hospital. Uday-Riley now helps multiple organizations achieve business objectives as a consultant and trainer. She has provided executive, manager and leader training for multiple facilities.

CONTINUING EDUCATION CREDITS PER SESSION

By attending the LEAD Academy offered by Hospital Association of Southern California participants may earn up to 2.5 ACHE Qualified Education Hours toward initial certification or recertification of the Fellow of the American college of Healthcare Executives (FACHE) designation.*

Provider approved by the California Board of Registered Nursing, Provider #970, for 2.5 contact hours.*

Provider approved by the California Department of Public Health, LFS Registration #219, for 2.5 contact hours.*

This program has been submitted to the HR Certification Institute for review.

*No contact hours will be awarded for module 10.

Cost

Tuition for each module if \$162, per registrant.

Questions?

If you have questions on this program please contact Sherita Rogers at (213) 538-0767 or srogers@hasc.org.



2022 Synchronous LEAD Academy

Check-in: 8:15 a.m., Event: 8:30—11 a.m. Pacific Time, March—October

Location: Live Virtual Classroom

Registration fees include all materials, continuing education credits and certificate of completion.

Cost \$162 per module

Please indicate session(s):

- MODULE 1: MARCH 17 MODULE 2: APRIL 7 MODULE 3: APRIL 21 MODULE 4: MAY 12
 MODULE 5: MAY 26 MODULE 6: JUNE 9 MODULE 7: JUNE 30 MODULE 8: JULY 21
 MODULE 9: AUG. 11 MODULE 10: SEPT. 1 MODULE 11: SEPT. 22 MODULE 12: OCT. 6

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email (required) _____

CONTINUING EDUCATION CREDITS PER SESSION

Attendee must complete all contact hours for the concurrent session in order to receive continuing education credits.

ACHE Credit: By attending the LEAD Academy offered by Hospital Association of Southern California participants may earn up to **2.5** ACHE Qualified Education Hours toward initial certification or recertification of the Fellow of the American College of Healthcare Executives (FACHE) designation.

BRN Credit: RN Lic. No. _____ Provider approved by the California Board of Registered Nursing, CEP #970 for **2.5** contact hours.

CLS Credit: Provider approved by the California Department of Public Health, LFS Registration #219 for **2.5** contact hours.*

HRCI Credit: This program has been submitted to the HR Certification Institute for review.

IMPORTANT REMINDERS

- Full academy registrants will have priority over single class registrations.
- We encourage you to register for the full academy as space may not be available for other sessions once the academy sessions have started.
- Pre-registration is required.
- Mail and make check payable to: HASC—LEAD Academy, FILE 1361, Pasadena, CA 91199-1361.
- Payment is due two weeks prior to session start date.
- **Photo Release:** You may be photographed or videotaped at the event.
HASC reserves the right to use these items in promotional, marketing, educational and other materials.
* No contact hours will be awarded for module 10.

SPECIAL NEEDS OR QUESTIONS

For ADA assistance or general registration questions, contact Sherita Rogers at (213) 538-0767 or srogers@hasc.org.

TRANSFERS

Registrants who cannot attend a session may transfer to another session within the same geographical area and year. Transfer/make-up sessions will be based on availability and cannot be guaranteed. A **\$50** administrative charge will be assessed for each transferred session.

CANCELLATION

All cancellations must be requested in writing and confirmed by HASC at least two weeks prior to class start date and will be subject to a \$75 processing fee per canceled session. **Cancellations received after the two-week deadline and non-attending registrants will be invoiced for the entire registration fee. Substitutions are accepted at any time for this program but will not be processed until full payment has been received. Fees are non-transferable for other HASC seminars.**

I have read and understand the cancellation, transfer policy and reminders. Initials _____ Date: _____