Learn, Grow, Lead

Covenant HEALTH.
Learning & Leadership
Development

New Leader Development

Our New Leader Development program is a required group of courses that teaches skills needed to become an effective and well-rounded leader and provides a toolbox of essential resources. Great leaders motivate, inspire and help develop those who report to them, while also making sure that the goals of the team align with the larger goals of the organization. Whether you have recently been promoted, or have been newly hired into a leadership position, you will be asked to participate in this program. We're here to support you!

New Leaders: Please register for the below classes in CovLearn at your earliest convenience by searching for the titles of each listing.

The program includes the following classes:
- New Leader Development Day 1
- Behavioral Interviewing and iCims Introduction
- Clinical and Operational Excellence
- Crucial Conversations
- Employment Law
- Finance for New Leaders
- New Leader Compensation Training
- Performance Management
- Understanding Your PDP Results

COVENANTHEALTH.COM/LLD

Covenant HEALTH.
Learning & Leadership Development

New Leader Development Day 1

8:30am – 4:30pm
Town Hall

5/23	8/8	11/7

If you, or a team member are in a new team/shift lead, supervisor, manager, director, or VP role, please make plans to attend one of the following dates this year by searching for "New Leader" in CovLearn.

Click here to register!

Advanced Excel Part I: Data Management and Analysis

8:00am – 10:00am
LLD – Gates Classroom

4/17	5/15

This course delves into advanced features and techniques essential for proficient data management and analysis in Excel. Participants will learn to perform tasks such as conditional formatting, data validation, and leveraging Power Query for data transformations as well as advanced functions like XLOOKUP and CHOOSE.

Click here to register!

Advanced Excel Part II: Visualization & Reporting Techniques
10:15am – 12:15pm
LLD – Gates Classroom

4/17	5/15

Elevate your Excel skills to the next level with this course, focusing on advanced visualization and reporting techniques. Participants will explore creating dynamic charts, tables, and pivot tables, as well as leveraging slicers, sparklines, and custom themes for impactful data presentation.

Click here to register!

Body Language

8:30am – 11:30am

4/23	LLD – Thomas
5/15	LLD – Einstein
5/21	LLD – Aristotle
6/27	LLD – Thomas

This course is based on the twenty-plus years of research and experience of former FBI agent and non-verbal communications expert, Joe Navarro. The student will learn how to identify and analyze the involuntary signals sent by the limbic brain through non-verbal communications.

Click here to register!

During this course, our Clinical and Operational Excellence team members will discuss important aspects of quality and patient safety at a high level. Leaders will learn what quality measures are regularly reviewed and how they are publicly reported. We will discuss the current state of quality metrics and reporting, goal development, and the future challenges of quality reporting. To give you a broader view of the services provided at Covenant Health, we have invited team members from CMG, TCSC and Home Health Care and Hospice to discuss their quality metrics and current process improvement endeavors. We will also have management engineering here to discuss process improvement basics and tools.

Clinical & Operational Excellence

Enterprise Quality Metrics, Interoperability, and Process Improvement Basics

June 28, 2024
8:30am – 3:00pm
Town Hall

Click here to register!

Compensation Refresher

May 16, 2024
3:00pm – 4:00pm
Microsoft Teams

This session will outline the role that leaders hold in maintaining Covenant Health's compensation programs. Topics include Covenant's Compensation philosophy, pay equity, market studies, job evaluations, pay and budget implications, and other topics related to compensation.

Note: This session is intended for experienced managers and above in the Covenant Health system.

Click here to register!

CovLearn Admin Training

April 18, 2024
8:00am – 12:00pm
LLD – Gates Classroom

Navigating CovLearn as an administrator can be overwhelming. This class will equip new administrators with the knowledge and skills to complete specific tasks within CovLearn with accuracy and success. Some of these specific tasks include assigning classes, running reports, managing students, and creating assignments.

Pre-Requisite: You must be a current CovLearn administrator.

Click here to register!

Crucial Conversations.

2 – Day Course

This 2-day course teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of the organization. This is a class that will benefit all your relationships – even outside the workplace.

Building C
Town Hall
8:30am – 3:30pm

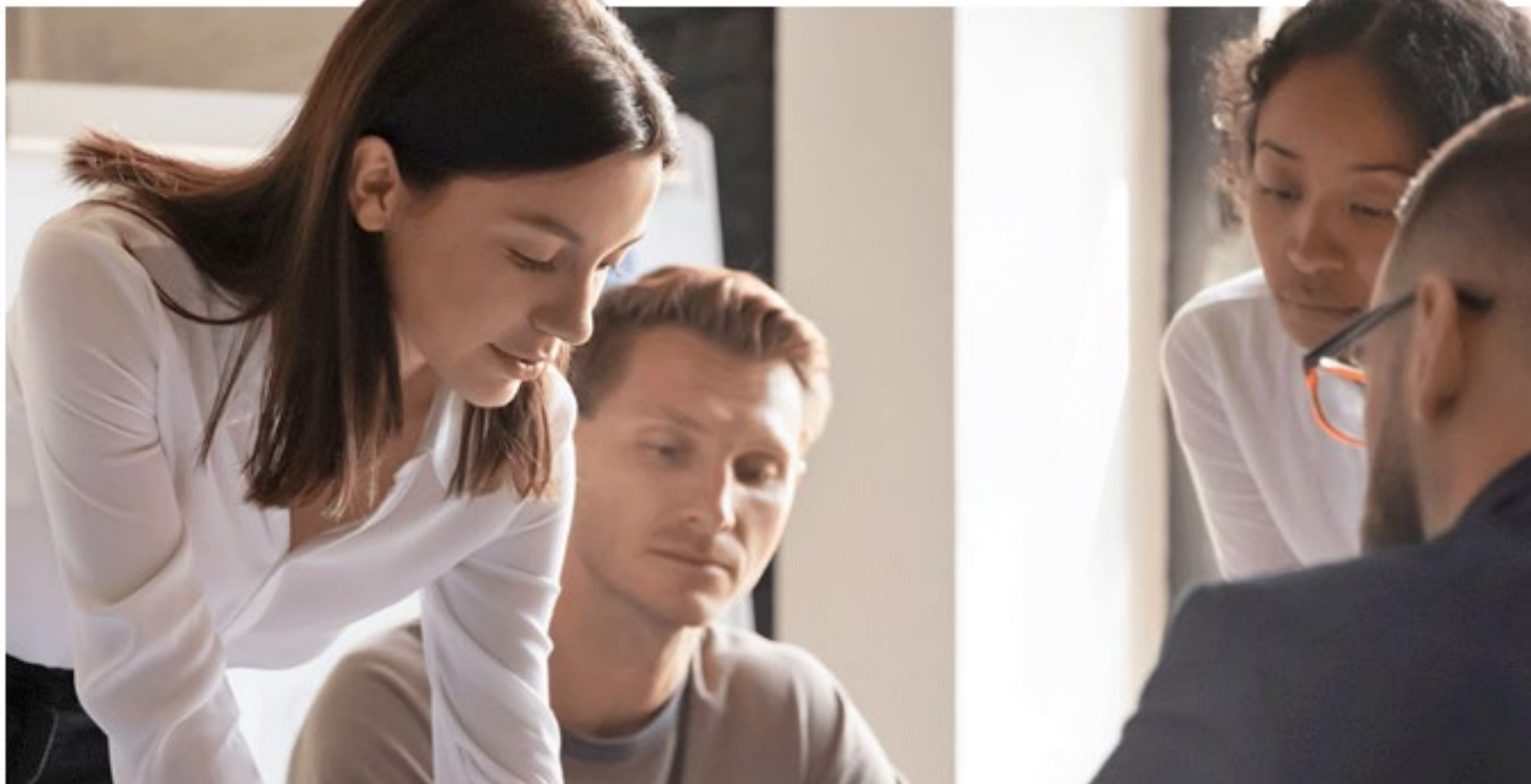| 5/7	Click to register: Day 1 of 2
5/14	Click to register: Day 2 of 2

Crucial Conversations.

This course teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of the organization. This is a class that will benefit all your relationships – even outside the workplace.

You will need to enroll in the curriculum, then register for all 5 sessions.

Microsoft Teams Sessions
2pm – 4pm

4/8	Part 1
4/9	Part 2
4/10	Part 3
4/11	Part 4
4/12	Part 5

Click here to register!

Employee Engagement and Motivation

8:30am – 12:00pm
LLD – Aristotle Classroom

5/1	6/6

In this class, you will learn the difference between intrinsic and extrinsic motivation and specific tips on how to lead your team to engage. Throughout the class, you will take multiple surveys that will help determine if you are providing your team with a framework that fosters employee engagement.

<u>Click here to register!</u>

Employment Law

May 9, 2024
1:00pm – 4:00pm
Town Hall

Review various non-discriminatory laws &
regulations, gain basic knowledge in order to
avoid possible areas of concern, learn about
the manager's role in investigations &
documentation.

Click here to register!

Excel Basics Part I: Spreadsheet Essentials

8:00am – 10:00am
LLD – Gates Classroom

| 4/15 | 4/22 | 4/29 |

In this comprehensive course, participants will delve into the foundational aspects of Excel. From understanding the user interface to data entry, employing basic formulas, and more, learners will gain proficiency in handling Excel spreadsheets with confidence.

Click here to register!

Excel Basics Part II: Functions & Formulas

10:15am – 12:15pm
LLD – Gates Classroom

| 4/15 | 4/22 | 4/29 |

Building upon the fundamentals covered in Excel Basics Part I, this course focuses on enhancing participants' Excel skills through functions and tools. From merging cells and naming ranges to utilizing functions, participants will learn to manipulate data and streamline their workflows effectively.

Click here to register!

Facilitating a Team Problem-Solving/Ideation Event

8:30am – 12:00pm
LLD – Thomas

4/2	6/26

This class prepares the student to facilitate a group problem-solving event. The course introduces the student to such problem identification and problem-solving techniques such as team SWOT, Brainwriting, Brainwalking, Affinity Diagramming, Moonshots, and from Flop to Top.

Click here to register!

Sign-up for this class to make it an all-day event:
- New Leader Compensation Training

Finance for New Leaders

May 21, 2024
1:00pm – 4:00pm
Town Hall

The course will discuss financial items related to new leaders such as reimbursement to hospitals with a primary focus on Medicare reimbursement.

Click here to register!

Interviewing and iCIMS Training

April 23, 2024
1:00pm – 4:30pm
Teams

During this course you will learn best practices for interviewing candidates including learning how to formulate behavioral questions for common jobs in your areas and practicing interview skills. Leaders will also learn what their responsibility is in Covenant Health's applicant tracking system, iCims, and tips for navigating the system.

[Click here to register!](#)

Kronos Timekeeping Class

8:30am – 12:30pm
Microsoft Teams

4/11	5/9	6/13

KRONOS®

Mandatory class for anyone who obtains Timekeeper and Manager level access.

Click here to register!

Leading Without a Title

8:30am – 11:30am
LLD – Thomas Classroom

4/9	6/12

This course was developed specifically for employees who are not currently in a leadership role at Covenant. It covers the important qualities of a leader, self-analysis, and methods the employee can use to continuously improve their leadership skills.

Click here to register!

Sign-up for this class to make it an all-day event:
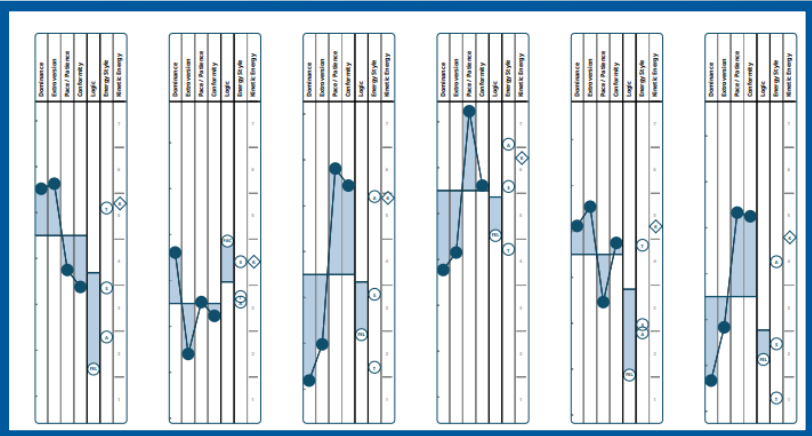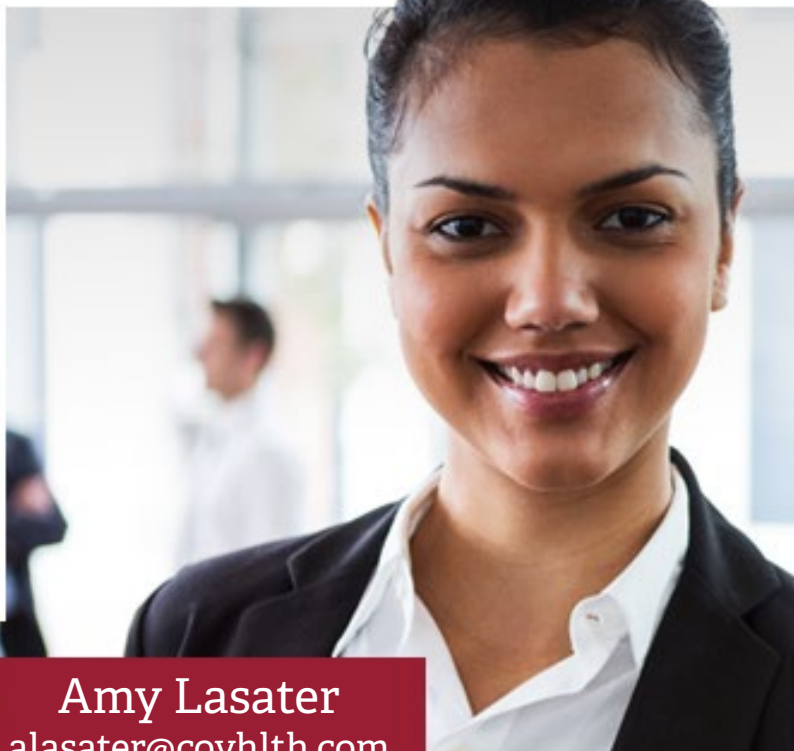- Finance for New Leaders

New Leader Compensation Training

May 21, 2024
9:00am – 12:00pm
Town Hall

During this course you will learn about compensation items such as Covenant Health's compensation philosophy, how to make recruitment offers, information on merit process, and how to evaluate internal equity.

Please note the title of this class has changed from "Compensation Introduction."

Click here to register!

Amy Lasater
alasater@covhlth.com

Kelly Floyd
kfloyd@covhlth.com

Scot Bolz
sbolz@covhlth.com

Contact

PDP Team Session

PDPglobal

Take your PDP to the next level from self-awareness/management to social awareness/management. By including all your team members, you'll learn more about one another's strengths, stressors, back-up styles, and most importantly how to best communicate with one another.

Peer Today, Leader Tomorrow

June 19, 2024
8:30am – 12:30pm
Town Hall

This course intends to guide students through the process of transition from team member to the leader of the team. The content covers loss of friendships, discipline, policy enforcement, and avoiding the appearance of favoritism.
This course is recommended for any newly hired/promoted Supervisor or team leader.

Click here to register!

Performance Evaluation Refresher (Virtual)

2:00pm – 4:30pm
Microsoft Teams

| 4/3 | 4/30 | 5/13 | 5/29 |

Refresher on how to create and administer performance evaluations for the 2024 cycle.

Click here to register!

Performance Management

June 4, 2024
8:30am – 12:30pm
Town Hall

This Performance Management course covers Covenant Health's corrective action process, performance evaluation process, keys to documentation, and other HR policies related to managing employee's performance effectively.

Click here to register!

PowerPoint Design

June 13, 2024
8:00am – 12:00pm
LLD – Gates Classroom

Take your PowerPoint presentation to the next level! In this half-day class, you'll learn how to create professional presentations to appeal to your audience using PowerPoint and best practices when building and delivering your presentation. Please note, students entering this class should have a basic understanding of PowerPoint.
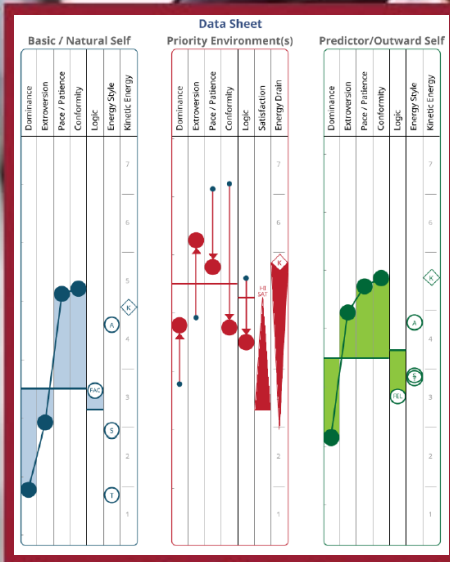
[Click here to register!](#)

Resolve to Solve

Contact LLD for availability
8:30am – 2:00pm

This engaging workshop brings LLD to your facility for an ideation/problem-solving event with your team. While identifying and tackling your biggest barriers for 2024, you will learn ideation and problem-solving techniques that you can utilize over and over again.

Contact us to schedule!

Professional DynaMetric Program (PDP) is a behavioral assessment that measures the dynamics of an individual by focusing on four cornerstones of behavior. Ultimately these behavioral styles culminate to form our personality. The assessment identifies motivators and shows how environmental factors affect stress, energy and satisfaction levels. An emphasis is placed on how you accomplish tasks, communicate, your leadership style, motivators, de-motivators, mental energy level, and behavioral satisfaction.

Understanding Your PDP Results

May 28, 2024
8:30am – 11:30pm
LLD – Thomas

PDPglobal

Click here to register!

360°feedback

Leaders that request to participate in the program will be evaluated through a multi-rater feedback process. This process provides leaders, peers, internal customers, and direct reports the opportunity to give input about a leader's performance.

Kelly Floyd
kfloyd@covhlth.com

Amy Lasater
alasater@covhlth.com

Contact

Course Catalog Q2, 2024 (printable)

Course Title	Date	Time	Location
Advanced Excel Part I	4/17, 5/15	8:00am - 10:00am	LLD – Gates
Advanced Excel Part II	4/17, 5/15	10:15am - 12:15pm	LLD – Gates
Body Language	4/23, 6/27	8:30am - 11:30am	LLD – Thomas
	5/15	8:30am - 11:30am	LLD – Einstein
	5/21	8:30am - 11:30am	LLD – Aristotle
Clinical and Operational Excellence	6/28	8:30am - 3:00pm	Town Hall
Compensation Refresher	5/16	3:00pm - 4:00pm	Town Hall
CovLearn Admin Training	4/18	8:00am - 12:00pm	LLD – Gates
Crucial Conversations (2-day)	5/7 & 5/14	8:30am - 4:30pm	Town Hall
Crucial Conversations (4-day)	4/8 – 4/12	2:00pm - 4:00pm	Microsoft Teams
Employee Engagement and Motivation	5/1, 6/6	8:30am - 12:00pm	LLD – Aristotle
Employment Law	5/9	1:00pm - 4:00pm	Town Hall
Excel Basics Part I	4/15, 4/22, 4/29	8:00am - 10:00am	LLD – Gates
Excel Basics Part II	4/15, 4/22, 4/29	10:15am - 12:15pm	LLD – Gates
Facilitating a Team	4/2, 6/26	8:30am - 12:00pm	LLD – Thomas
Finance for New Leaders	5/21	1:00pm - 4:00pm	Town Hall
Interviewing and iCims Training	4/23	1:00pm - 4:30pm	Microsoft Teams
Kronos Timekeeping Class	4/11, 5/9, 6/13	8:30am - 12:00pm	Microsoft Teams
Leading Without a Title	4/9, 6/12	8:30am - 11:30am	LLD – Aristotle

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Learning & Leadership Development

Course Catalog Q2, 2024 (printable)

Course Title	Date	Time	Location
New Leader Compensation Training	5/21	9:00am - 12:00pm	Town Hall
New Leader Orientation	5/23, 8/8, 11/7	8:30am - 4:30pm	Town Hall
PDP Team Session	Contact Kelly or Amy	8:30am - 4:00pm	
Peer Today Leader Tomorrow	6/19	8:30am - 12:30pm	LLD – Town Hall
Performance Evaluation Refresher (Virtual)	4/3, 4/30, 5/13, 5/29	2:00pm - 4:00pm	Microsoft Teams
Performance Management	6/4	8:30am - 12:30pm	Town Hall
PowerPoint Design	6/13	8:00am - 12:00pm	LLD – Gates
Resolve to Solve	Contact LLD for availability	8:30am - 2:00pm	Resolve to Solve
Understanding Your PDP Results	5/28	8:30am - 11:30am	LLD – Thomas
360 feedback	Contact Kelly or Amy	8:30am - 4:00pm	

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