

Mon
Tue
Wed
Thu
Fri

The Office of Training and Development presents the February 2018 Learning Events Calendar.
 For more information and to register, please visit the Learning Exchange on the Intranet or send email to: Training and Development @ EducationMatters@vcuhealth.org

5 Leadership Essentials: Clarifying Expectations and Holding Team Members Accountable
2:00-3:30pm

6 Kronos 6.3 Training for Timekeepers
10:00am-12:30pm
 Leadership Essentials: Financial Management Module 2nd of 12 – Proforma Development/Capital Evaluation
12:15-1:45pm
 Service Excellence: Building Trust for Better Teamwork
1:00-2:30pm

7 LEAD yoU Level 1 Class 2
9:00am-1:00pm
 Leadership Essentials: Lawson: Operating Statements & Variance Analysis,
10:00am-11:30am
 Kronos 8.0 System Upgrade Training for Timekeepers
10:15-11:15am & 11:30am-12:30pm

1 Leadership Essentials: Behavioral Interviewing, **11:00am-12:30pm**
 Kronos 8.0 System Upgrade Training for Timekeepers
1:15-2:15pm & 2:30-3:30pm
 Career Development: Self- Awareness in the Workplace: Asking These 14 Questions Can Improve Your Career
3:00-4:00pm

2 Service Excellence: Are you Listening: Skills that set you apart From the Rest, **10:00am- 12:00pm & 1:00-3:00pm**
 Leadership Dynamics: Recognizing and Responding to Team Members in Emotional Crisis, **12:30-2:30pm**

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12 New Team Member Orientation
 The Richmond Marriott
 Leadership Essentials: Press Ganey Patient Satisfaction Data: User Portal Training, **1:30-2:30pm**
 Leadership Essentials: Healthcare Finance: Financial Statements 1st of 6, **3:00-5:00pm**

13 New Team Member Orientation
 The Richmond Marriott
 Kronos 8.0 System Upgrade Training for Timekeepers and Team Members
1:30-2:30pm & 2:45-3:45pm

14 Leadership Essentials: Overview of Benefits
10:30am-12:30pm

15 Kronos 8.0 System Upgrade Training for Timekeepers
9:15-10:15am & 10:30-11:30am
 Career Development: Ten Common Communication Mistakes and How to Avoid Them, **2:00-3:30pm**
 Leadership Essentials: Performance Management Decision Tree, **2:30-4:00pm**

16 Leadership Dynamics: Strategies for Effective Coaching
10:00am - 12:00 pm

19 Benefits Briefing: Identity Theft
12:00-1:00 PM
 Leadership Dynamics: Retain Your Best Talent: 24 Considerations That should be a Part of Your Retention Strategy
12:30-2:30pm
 Leadership Essentials: Healthcare Finance: Reimbursements 2nd of 6, **3:00-5:00pm**

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21 LEAD yoU Level 1 Class 4
9:00am-1:00pm
 Kronos 8.0 System Upgrade Training for Timekeepers & Team Members
1:15-2:15pm & 2:30-3:30pm
 Leadership Dynamics: Team Building
2:00-3:30pm

22 LEAD yoU Level 1 Class 5
9:00am – 1:00pm
 Kronos 8.0 System Upgrade Training for Team Members
9:15-10:15am & 10:30-11:30am
 Leadership Dynamics: Influencing Practice: Bring Out the Leader in You, **1:30-4:30pm**

23 Leadership Essentials: Understanding Our Obligations Under the Americans with Disability Act
10:00am -12:00pm

26 New Team Member Orientation
 The Richmond Marriott
 Leadership Essentials: Healthcare Finance: Payment Models 3rd of 6
3:00-5:00pm

27 New Team Member Orientation
 The Richmond Marriott
 Kronos 8.0 System Upgrade Training for Timekeepers
9:30-10:30am

28 Leadership Essentials: Understanding Patient Satisfaction Measurement Tools: HCAHPS and CG-CAHPS
10:30-1130am
 Career Development: Optimism and the Power of Positive Thinking
12:00-1:00pm

