

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

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**

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

8 LEAD yoU Level 1 Class 3
9:00am–1:00pm
Kronos 8.0 System Upgrade Training for Timekeepers, **9:15-10:15am & 10:30-11:30am**
Leadership Essentials: Workers' Compensation: Understanding Your Legal Obligations as a Manager
9:30am-11:30am
Leadership Dynamics: Listening Skills for Leaders, **2:00-4:00pm**

9

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**

20

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

