

HealthCare Supervision
Fall 2006 (October –December)

(Minor Content Modifications May Be Made To This Schedule)

	Topic	Time	Presenter
Week 1			
Big Picture –UKHC Overview			
Monday October 16 8-12 H31B	<ul style="list-style-type: none"> ▪ Introduction to HealthCare Supervision ▪ UKHealth Care Update and History ▪ Core Values, Mission, Vision through Movies/TV Shows 	30 Minutes 2 hours 1 ½ hour	Rachelle Lehner Murray Clark Earl Begley
Tuesday October 17 8-12 CTW 127	Customer Service and Your Role as a Leader	4 hours	Bill Gombeski and Lee Ann Walton
Friday October 20 8-10 CTW 127	<ul style="list-style-type: none"> ▪ Follow up on Monday and Tuesday sessions ▪ Overview of HR (John Sampson) 	1 hour 1 hour	Rachelle and Presenters
Week 2			
Managing Your Human Resources			
Monday October 23 8-12 H31B	<ul style="list-style-type: none"> ▪ ADA ▪ FMLA ▪ Diversity 	2 hours 30 minutes 1 ½ hours	Norb Ryan Sherri Murphy Robin Stovall
Tuesday October 24 8-12 CTW 127	<ul style="list-style-type: none"> ▪ Interviewing and Selecting Your New Employee ▪ A Walk Through the Hiring Process from the Hospital Perspective ▪ Clinical Staff Supervisors Only – <i>Others are free to leave</i> 	2 ½ hours 45 minutes 45 minutes	Robin Stovall Chad Burton or James Patterson Shayne Stratton
Friday October 27 8-10 H31B	<ul style="list-style-type: none"> ▪ Preventing Sexual Harassment ▪ Follow up on Monday and Tuesday sessions 	1 ½ hours 30 minutes	Patty Bender, Assoc VP for EEO Rachelle and Presenters

Week 6		Using Staff Education As An Investment in Your Human Resources	
Monday November 27 8-12 H31B	<ul style="list-style-type: none"> ▪ What's Your Color? Understanding Yourself and Others 	3 hours	Rachelle Lehner
	<ul style="list-style-type: none"> ▪ NetLearning Manager's Overview – Using Manager's Interface, Setting up Curriculum, etc. 	1 hour	Robin Schildknecht
Tuesday November 28 8-12 CTW 127	<ul style="list-style-type: none"> ▪ Using Training as Performance Improvement/ Accountability Tool 	1 hour	Rachelle Lehner
	<ul style="list-style-type: none"> ▪ Customer Service Mini-Modules – Training for You Staff Meetings 	2 hours	Rachelle Lehner
	<ul style="list-style-type: none"> ▪ Rewards and Recognition 	1 hour	Earl Begley
Friday Dec 1 8-10 H31B	Follow up on Monday and Tuesday sessions	1 ½ hours (Quality)	Joe Conigliaro, Audrey Yates, and Louise White
		½ hour (Training Follow Up)	Rachelle Lehner and Robin Schildknecht
Week 7		Managing for a Culture of Safety	
Monday December 4 8-12 H31B	<ul style="list-style-type: none"> ▪ Leading for Safe Environment 	3 hours	Sharon Berry
	<ul style="list-style-type: none"> ▪ <i>Free Time or Topic To Be Determined by Participants</i> 	1 hour	
Tuesday December 5 8-12 H31B	<ul style="list-style-type: none"> ▪ Corporate Compliance – Your Role as a Leader 	1 hour	John Steiner
	<ul style="list-style-type: none"> ▪ Infection Control – Expectations of Leaders 	1 hour	Cibina Harris
	<ul style="list-style-type: none"> ▪ <i>Free Time or Topic To Be Determined by Participants</i> 	2 hours	
Friday December 8 8-10 Location TBA	Follow up on Monday and Tuesday sessions	2 hours	Rachelle and Presenters