



You must print out your own course materials! None will be available at the class. Click on the link below to access:

www.tchpeducation.com/coursebooks/coursebooks_main.htm

If the link does not work, copy and paste the link (web page address) into your internet browser. Available 1 week prior to class.

Building Leadership Skills

November 1st, 2017

7:30 a.m. - 4:00 p.m.

Hennepin County Medical Center—
Room BL-320

Description/Learning Outcomes

Welcome to being a leader! Your organization needs strong leadership skills to accomplish the important work that they do. The term “leader” can inspire both pride and fear in many. Being a leader entails responsibility and the reward that comes with helping to make things better. The learning outcome is for the learner to self-report an improved ability to:

- Identify what it means to be a leader,
- Demonstrate the traits and skills that define a good leader,
- Use strategies that build a strong team, and
- Manage common problems that occur.

This class also includes an opportunity to partner with your manager or supervisor to practice your leadership skills by working on a project or area that you have identified.

Target Audience

This class is designed for nurses who are ready to become formal and informal leaders in their work setting; although others are welcome to attend. Managers who attend this program will be given an overview of how to use this class to promote leadership development in their employees, as well as an opportunity to see the content of the class.

Schedule

7:30 - 7:45 a.m.	<i>Registration</i>	
7:45 - 9:30 a.m.	What Makes a Good Leader?	Darlene Schwan
9:30 - 9:45 a.m.	<i>BREAK</i>	
9:45 - 11:30 a.m.	Communication	Debra Brisch-Cramer
11:30 - 12:15 p.m.	<i>LUNCH</i>	
12:15 - 1:15 p.m.	Understanding Roles	Paula Newinski
1:15 - 1:30 p.m.	<i>BREAK</i>	
1:30 - 2:45 p.m.	Team Building	Darlene Schwan
2:45 - 4:00 p.m.	Getting the Work Done	Agnes Kastenzholz-Lehn

Continuing Education Credit

<p>For attending this class, you are eligible to receive:</p>	<p>8.4* or 7.00** contact hours (see below).</p> <p>Criteria for successful completion: All participants must attend the program and complete verification and evaluation forms to receive contact hours. If you are an ANCC certified nurse, you must attend the ENTIRE activity to receive contact hours and complete the application process with TCHP.</p> <p>The Twin Cities Health Professionals Education Consortium is an approved provider of continuing nursing education by the Wisconsin Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.</p>
<p>*Denotes contact hours used for renewing licensure with the MN Board of Nursing or other Board that uses a 50 min/contact hour formula. These contact hours will be issued unless you request contact hours that comply with the ANCC formula.</p> <p>**Denotes contact hours used for renewing Nursing Certification with ANCC or other organization that uses the formula of 60 min/contact hour. You must request these contact hours on the verification form if you need them.</p>	

Please Read!

- Check the attached map for directions to the class and assistance with parking.
- Certificates of attendance will be distributed at the end of the day.
- You should dress in layers to accommodate fluctuations in room temperature.
- Food, beverages, and parking costs are your responsibility.
- If you are unable to attend after registering, please notify the Education Department at your hospital or TCHP at 612-873-2225.
- In the case of bad weather, call the TCHP office at 612-873-2225 and check the answering message to see if a class has been cancelled. If a class has been cancelled, the message will be posted by 5:30 a.m. on the day of the program.
- More complete class information is available on the TCHP website at www.tchpeducation.com.

Finding HCMC Blue Building Lower Level Conference Room (BL.320)

900 South 8th Street, Minneapolis, MN 55404 (Blue Building)

Corner of South 9th Street and Chicago Ave. for Parking—can enter ramp from 8th or 9th

Finding the classroom from Outside the Building:

Enter the main entrance of HCMC "B" (Blue) building from South 8th Street (directly across the street from the Parkside Professional Building). Once inside the door, take a right and head towards the information desk. Turn left and go past the gift shop and coffee stand to the open stairway on your right. Take the stairs to the lower level. Turn to your right at the bottom of the stairs; go past the vending machines until you see a blue and white sign for the classroom (classroom is on your left).

***Finding the classroom from the Allied Ramp:**

Take the ramp elevators to the lower level. Follow the signs to the hospital. Follow the hallway past the stairway and vending machines. You will see a blue sign for the classroom ahead of you (classroom is on your left).

Driving Directions to HCMC:

From the Northeast:

Take 35W south to Exit 17C (Washington Avenue). Turn right onto Washington. Follow Washington Avenue to Chicago Avenue and turn left. Take a left onto 9th street. Turn left again to enter the Allied Ramp. Take the ramp elevator to the lower level and follow the instructions above.*

From the Northwest: Take I-94 east to exit 230 (4th Street). Follow 4th Street through downtown to Chicago Avenue and turn right onto Chicago Avenue. Follow Chicago to 9th Street and turn left. Turn left again to enter the Allied Ramp. Take the ramp elevators to the lower level and follow the instructions above.*

From the East: Take I-94 W to exit 234B (5th Street). Follow 5th Street around the Dome; turn left on Chicago Avenue. Follow Chicago to 9th Street and turn left. Turn left again to enter the Allied Ramp. Take the ramp elevators to the lower level and follow the instructions on the previous page.*

From the South: Take 35W North to exit 16A (downtown exit). Take 5th Avenue exit; follow 5th Avenue to 8th Street and turn right. Turn right on Chicago Avenue and in one block, turn left on 9th Street. Take a left to enter the Allied Ramp. Take the ramp elevators to the lower level and follow the instructions on the previous page.*

From the West: Take 394 east to exit 9B (6th Street). Follow 6th Street to Chicago Avenue; turn right onto Chicago. Take Chicago Avenue to 9th Street and turn left. Turn left again to enter the Allied Ramp. Take the ramp elevators to the lower level and follow the directions on the previous page.*

Public transportation is another option for getting downtown. For bus schedules and information, go to www.metrotransit.org. **Light Rail Transit to HCMC:** Exit at the US Bank Stadium Station. Walk south west down Kirby Pucket Place until it becomes Chicago Ave. Turn left on 8th St. and enter Blue Building on you Left. See Lower Level Map attached for location of BL.320.

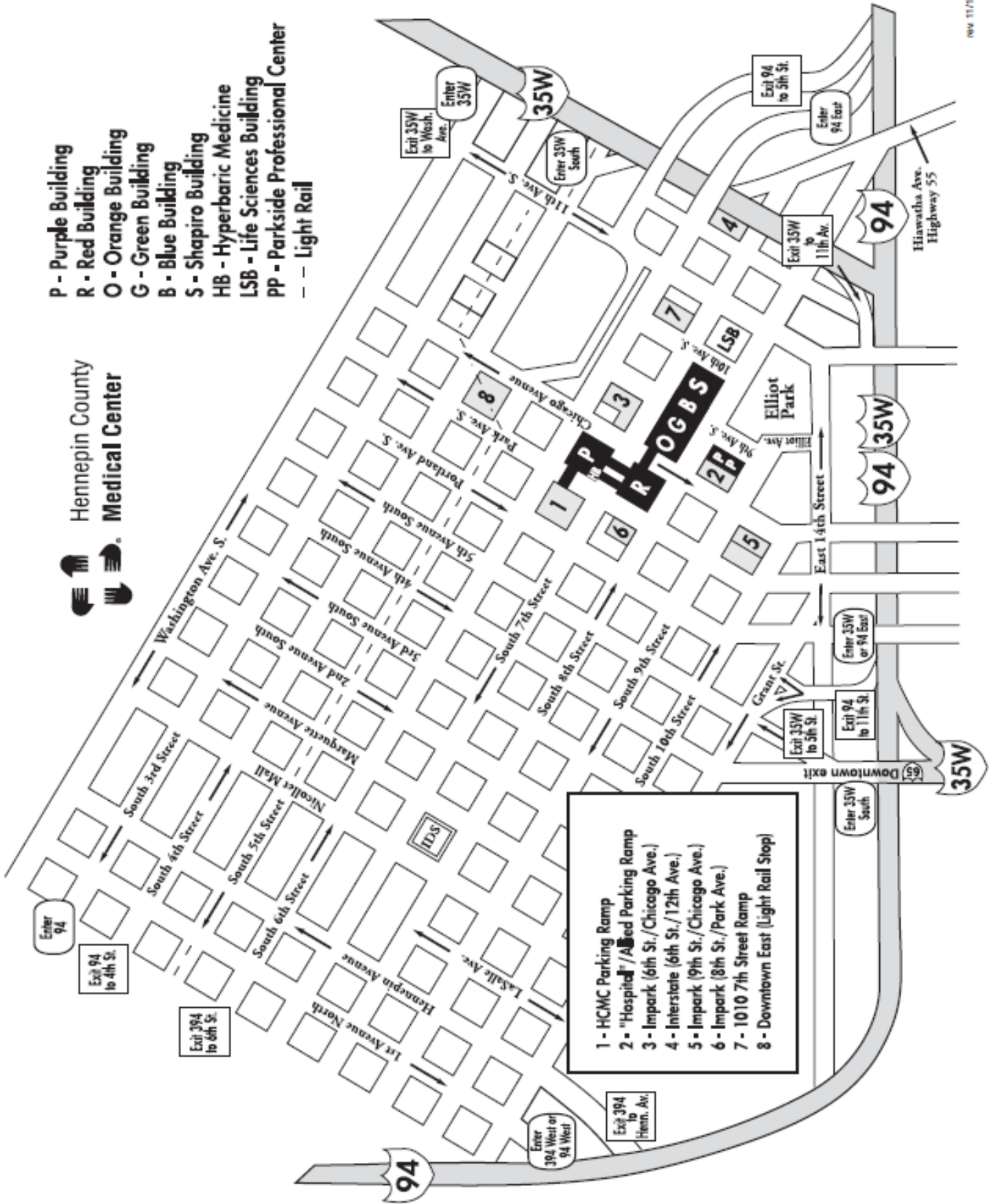
Parking:

There are various options for parking around HCMC, but we suggest you park in the Hospital/Allied Ramp. Directions and maps guide you to and from this ramp. Meters are available around the hospital and vary in price. Check www.mplsarking.com for rates.

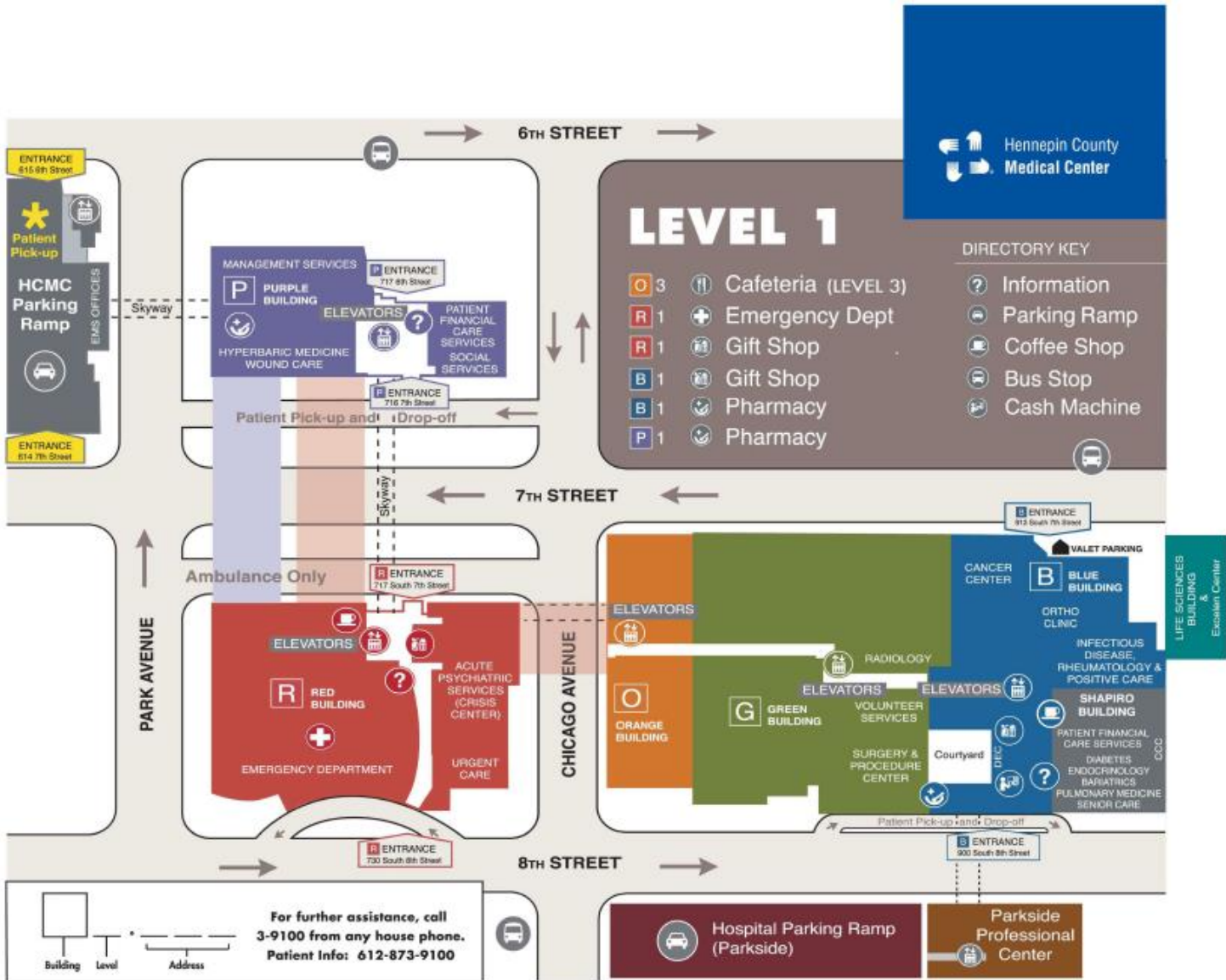
Parking rates are subject to change without notice. The program coordinator will have a limited number of discount coupons for the Hospital/Allied Ramp available for \$7.00. You must pay with cash or check in the exact amount for the discount coupon—change is not available.

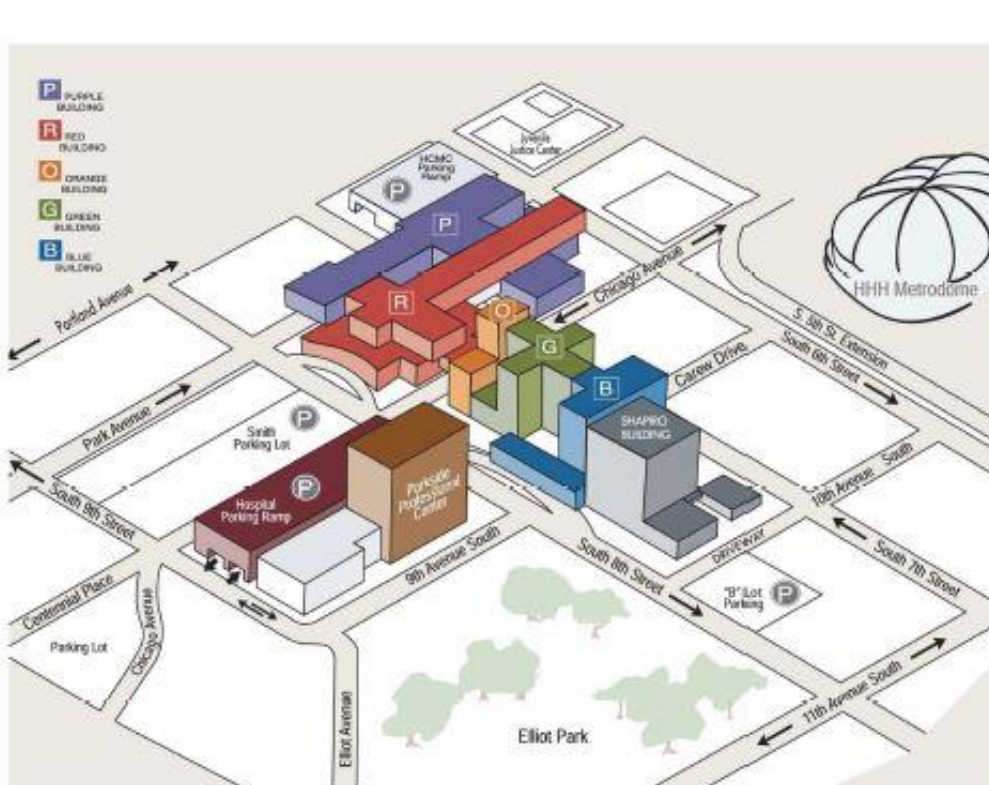
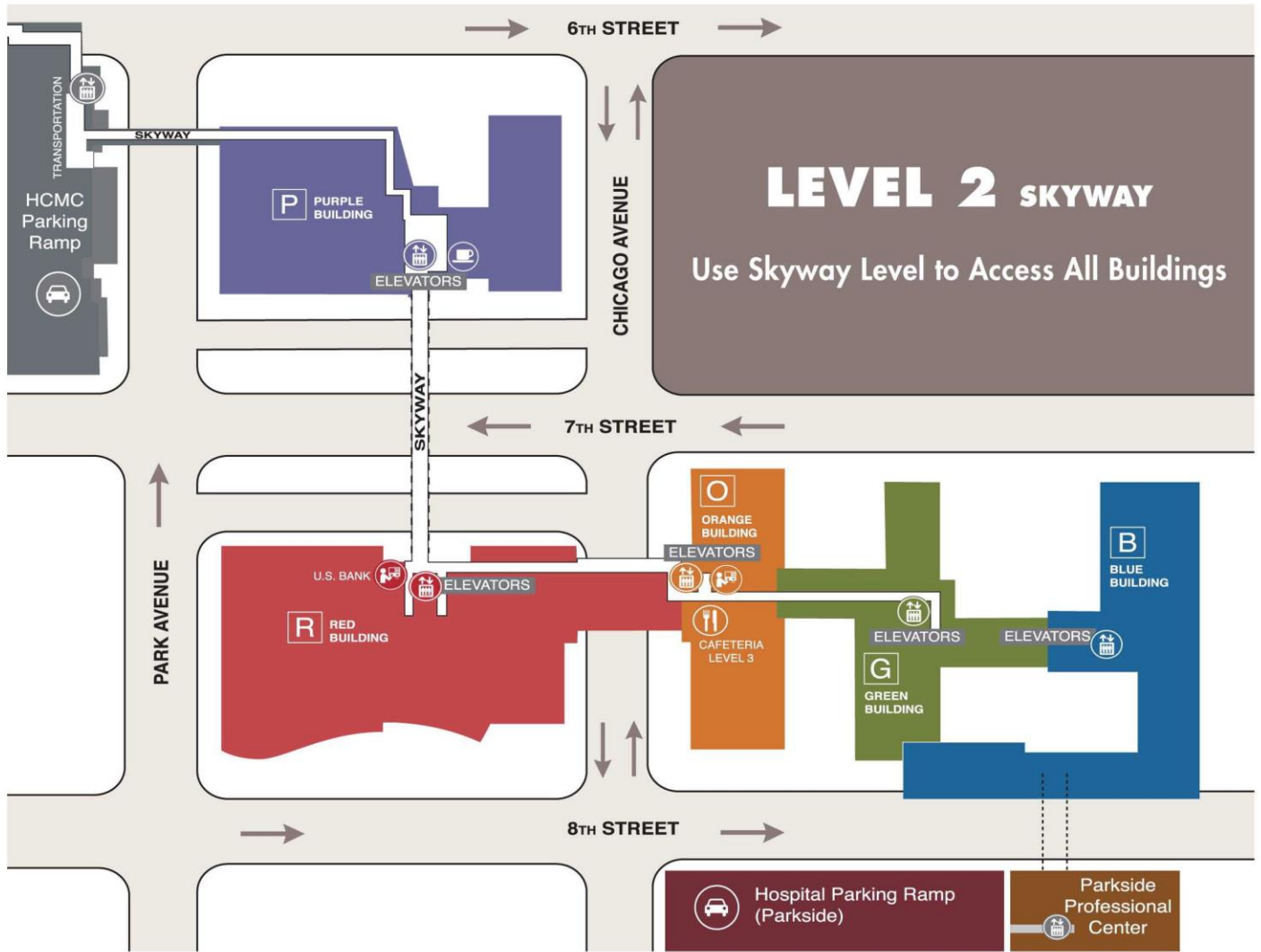
- P - Purple Building
- R - Red Building
- O - Orange Building
- G - Green Building
- B - Blue Building
- S - Shapiro Building
- HB - Hyperbaric Medicine
- LSB - Life Sciences Building
- PP - Parkside Professional Center
- Light Rail

 Hennepin County
Medical Center



- 1 - HCMC Parking Ramp
- 2 - "Hospital" / Ailed Parking Ramp
- 3 - Impark (6th St./Chicago Ave.)
- 4 - Interstate (6th St./12th Ave.)
- 5 - Impark (9th St./Chicago Ave.)
- 6 - Impark (8th St./Park Ave.)
- 7 - 1010 7th Street Ramp
- 8 - Downtown East (Light Rail Stop)





R1.035

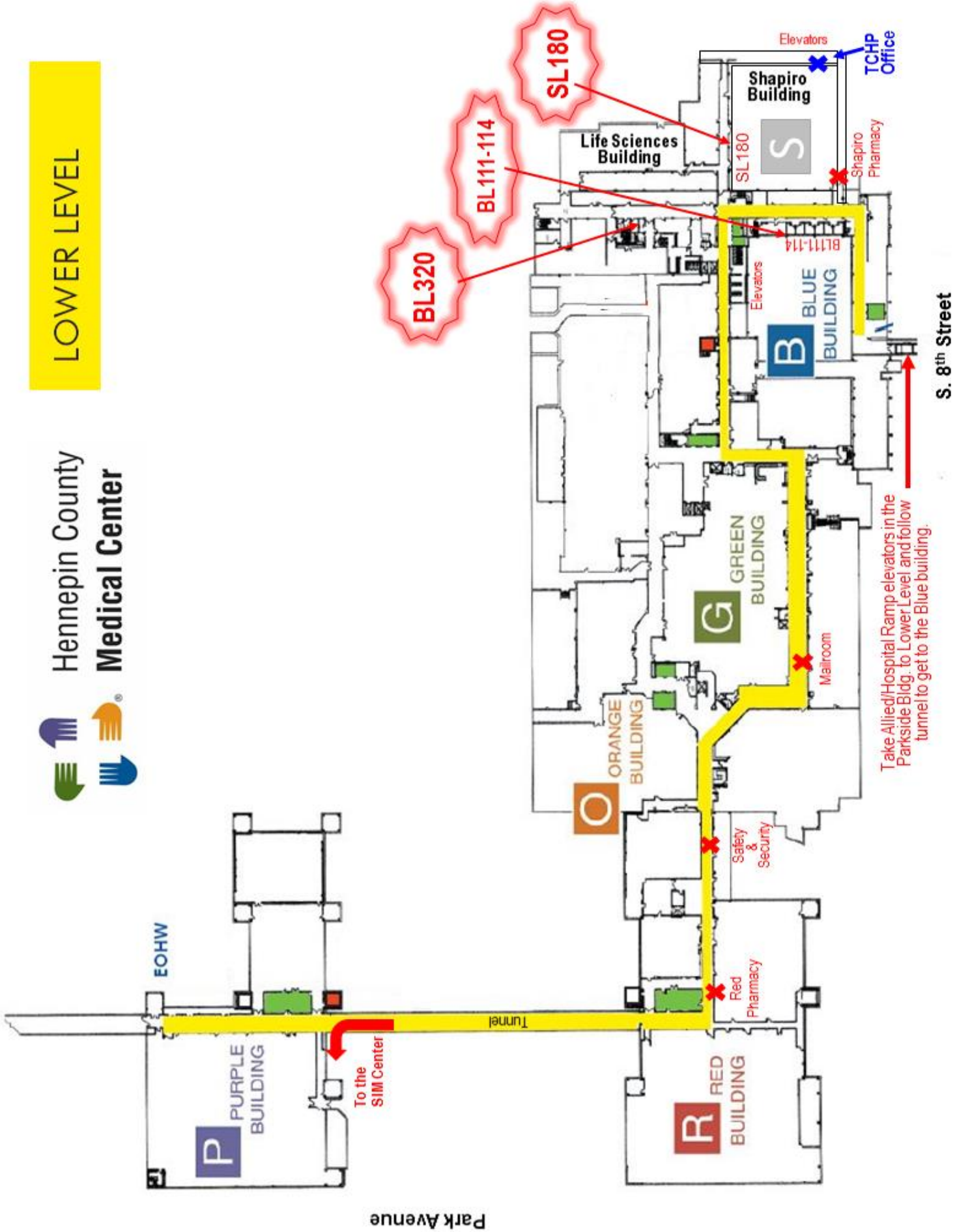
1. Building Color
2. Level Number
3. Room Number

- Purple Entrance - 717 S. 6th St.
- Purple Entrance - 716 S. 7th St.
- Red Entrance - 730 S. 8th St.
- Blue Entrance - 900 S. 8th St.

Hennepin County
Medical Center

(612) 873-3000

LOWER LEVEL



Take Allied/Hospital Ramp elevators in the Parkside Bldg. to Lower Level and follow tunnel to get to the Blue building.