



**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](http://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

October 23<sup>rd</sup>, 2018

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

Hennepin County Medical Center—  
Room O9.115

### 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 - 11:00 a.m.	Team Building	Darlene Schwan
11:00 - 12:00 p.m.	Understanding Roles	Paula Newinski
12:00 - 12:45 p.m.	<i>LUNCH</i>	
12:45 - 2:30 p.m.	Communication	Debra Brisch-Cramer
2:30 - 2:45 p.m.	<i>BREAK</i>	
2:45 - 4:00 p.m.	Getting the Work Done	Agnes Kastenzholz-Lehn

### Continuing Education Credit

For attending this class, you are eligible to receive:	7.00 contact hours  <b>Criteria for successful completion:</b> All participants must attend the program and complete an online evaluation form to receive contact hours. Note that you must attend the ENTIRE activity to receive contact hours.  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.
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**Please Read!**

- Check the attached map for directions to the class and assistance with parking.
- Certificates of attendance will be emailed to class participants once the online evaluation is completed.
- 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](http://www.tchpeducation.com).

## **Finding HCMC Orange Building, Room 09.115 A & B**

**Corner of South 8<sup>th</sup> Street and Chicago Ave., Minneapolis, MN 55404 (Orange Building)  
Corner of South 9<sup>th</sup> Street and Chicago Ave. for Parking—can enter ramp from 8<sup>th</sup> or 9<sup>th</sup>**

### **Finding the classroom from Outside the Building:**

Enter the main entrance of HCMC Blue building from South 8<sup>th</sup> 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. \*Take a left at the first hallway intersection and continue straight ahead until you see a blue line on the floor. Turn left and follow the blue line until it nearly ends. Turn right and continue past Room OL200 to the OL elevators (2 sets of elevators that face each other). Take the OL elevators to 9<sup>th</sup> floor. When you exit the elevators turn down the short hallway by the drinking fountain. The room is about 20 steps from the elevator and there is a phone on the wall outside the room.

### **Finding the classroom from the Hospital Parking 2 Ramp:**

Take the ramp elevators to the lower level. Follow the signs to the hospital. Follow the hallway past the stairway and vending machines. Follow directions above from \*.

## **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 9<sup>th</sup> street. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevator to the lower level and follow the instructions above.\*

***From the Northwest:*** Take I-94 east to exit 230 (4<sup>th</sup> Street). Follow 4<sup>th</sup> Street through downtown to Chicago Avenue and turn right onto Chicago Avenue. Follow Chicago to 9<sup>th</sup> Street and turn left. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevators to the lower level and follow the instructions above.\*

***From the East:*** Take I-94 W to exit 234B (7<sup>th</sup> Street). Follow 7<sup>th</sup> Street and turn left on Chicago Avenue. Follow Chicago to 9<sup>th</sup> Street and turn left. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevators to the lower level and follow the instructions on the previous page.\*

***From the South:*** All downtown exits are closed from northbound 35W. Consult [www.mndot.gov/35w94](http://www.mndot.gov/35w94) for information about closures and alternate routes. Park in the Hospital Parking 2 Ramp; entrances off of 8<sup>th</sup> or 9<sup>th</sup> Street. Take the ramp elevators to the lower level and follow the directions on the previous page.\*

***From the West:*** 394 East to Exit 9B (6<sup>th</sup> Street). Follow 6<sup>th</sup> Street to the HCMC Parking ramp (just past Portland Ave. on the right side).

**Public transportation** is another options for getting downtown. For bus schedules and information, go to [www.metrotransit.org](http://www.metrotransit.org). **Light Rail Transit to HCMC:** HCMC is located at the corner of Park Ave. and 6th Street, conveniently located just 1-1/2 blocks south of the Downtown East/Metrodome station of the Light Rail Transit line. Light Rail information is available at [www.metrotransit.org/rail/index.asp](http://www.metrotransit.org/rail/index.asp).

### **Parking:**

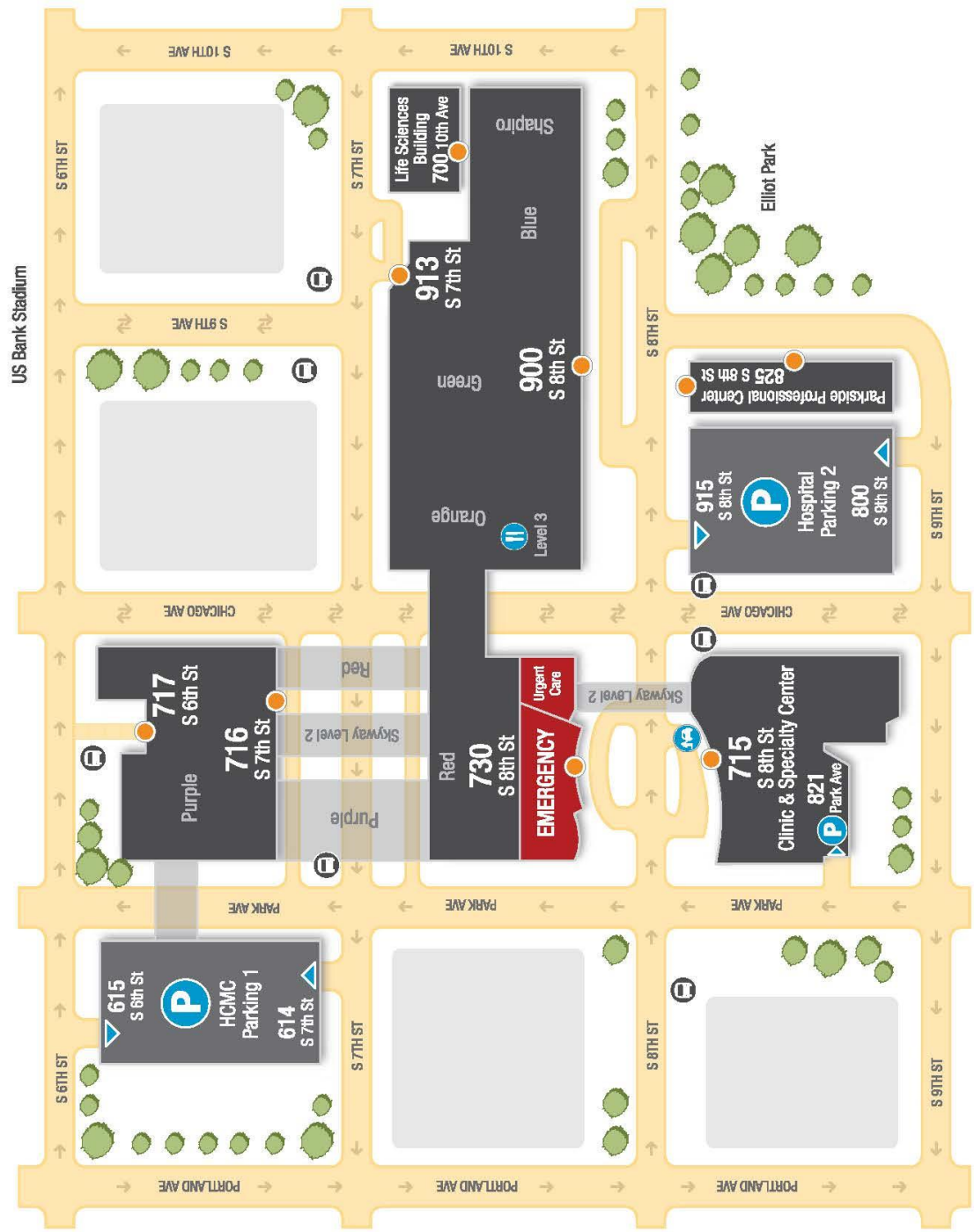
There are various options for parking around HCMC, but we suggest you park in the Hospital Parking 2 Ramp (see HCMC Campus Map). Directions and maps guide you to and from this ramp. Meters are available around the hospital and vary in price. Check [www.mplsarking.com](http://www.mplsarking.com) for rates.

***Parking rates are subject to change without notice. The program coordinator will have a limited number of discount coupons for the Hospital Parking 2 Ramp available for \$7.00. You must pay with cash or check in the exact amount for the discount coupon—change is not available.***



# HennepinHealthcare

## HCMC CAMPUS



### LEGEND



Entrance



Parking Entrance



Visitor Parking



Valet Parking

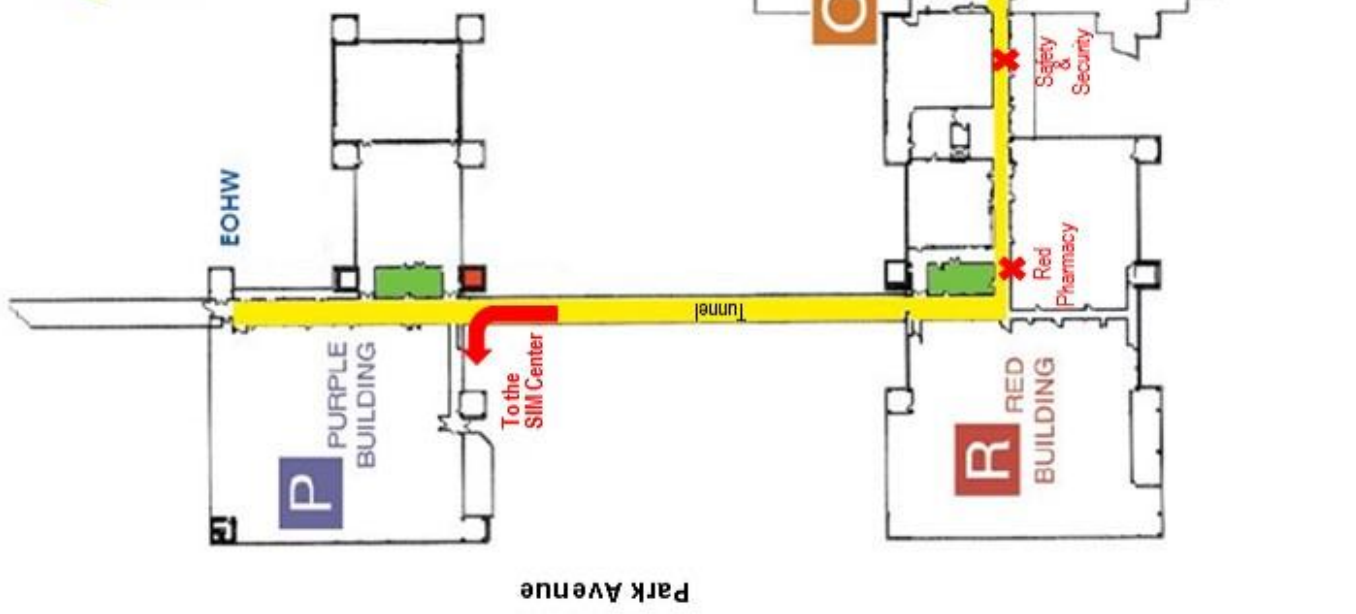


Cafeteria



Metro Transit

LOWER LEVEL



Take the Orange elevators to 9th floor for classes in O9.115

Take Hospital 2 Ramp elevators in the Parkside Bldg. to Lower Level and follow tunnel to get to the Blue building.

S. 8th Street

Park Avenue