

# Learn, Grow, Lead

[COVENANTHEALTH.COM/LLD](https://COVENANTHEALTH.COM/LLD)

Course Catalog Q4, 2024



# New Leader Development

Our New Leader Development program is a required group of courses that teaches skills needed to become an effective and well-rounded leader and provides a toolbox of essential resources. Great leaders motivate, inspire and help develop those who report to them, while also making sure that the goals of the team align with the larger goals of the organization. Whether you have recently been promoted, or have been newly hired into a leadership position, you will be asked to participate in this program. We're here to support you!

**New Leaders: Please register for the below classes in CovLearn at your earliest convenience by searching for the titles of each listing.**

The program includes the following classes:

- New Leader Development Day 1
- Behavioral Interviewing and iCims Introduction
- Crucial Conversations
- Employment Law
- Finance for New Leaders
- New Leader Compensation Training
- Performance Management
- Understanding Your PDP Results



## New Leader Development Day 1

**November 7**  
**8:30am – 4:30pm**  
**Town Hall**

If you, or a team member are in a new team/shift lead, supervisor, manager, director, or VP role, please make plans to attend one of the following dates this year by searching for “New Leader” in CovLearn.

[Click here to register!](#)



## ADA/ADAAA Training for Leaders

**December 17**

**8:30am – 10:30am**

**LLD – Covey Classroom**

This training program provides leaders with a deeper understanding of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA), emphasizing the critical role leaders play in ensuring compliance and fostering an inclusive workplace environment. Participants will explore the legal framework of ADA/ADAAA, learn to identify reasonable accommodations, and understand the importance of proactive communication and support for employees with disabilities.

[Click here to register!](#)



## Advanced Excel

**8:30am – 12:30pm**

**LLD – Gates Classroom**

10/16

11/13

12/11

Elevate your Excel skills to the next level with this course, focusing on data management and advanced visualization and reporting techniques in Excel. Participants will learn to perform tasks such as conditional formatting, data validation, Power Query, advanced functions, pivot tables, and pivot charts.

[Click here to register!](#)



## Body Language

**8:30am – 11:30am**

10/31	LLD – Aristotle
11/27	LLD – Thomas

This course is based on the twenty-plus years of research and experience of former FBI agent and non-verbal communications expert, Joe Navarro. The student will learn how to identify and analyze the involuntary signals sent by the limbic brain through non-verbal communications.

[Click here to register!](#)



## Compensation Refresher

**3:00pm – 4:00pm**  
**Microsoft Teams**

10/17

12/12

This session will outline the role that leaders hold in maintaining Covenant Health's compensation programs. Topics include Covenant's Compensation philosophy, pay equity, market studies, job evaluations, pay and budget implications, and other topics related to compensation.

Note: This session is intended for experienced managers and above in the Covenant Health system.

[Click here to register!](#)



## CovLearn Admin Training

**October 30, 2024**

**8:00am – 12:00pm**

**LLD – Gates Classroom**

Navigating CovLearn as an administrator can be overwhelming. This class will equip new administrators with the knowledge and skills to complete specific tasks within CovLearn with accuracy and success. Some of these specific tasks include assigning classes, running reports, managing students, and creating assignments.

**Pre-Requisite: You must be a current CovLearn administrator.**

[Click here to register!](#)



A photograph of two women in an office setting. The woman on the right is wearing a dark blue polka-dot shirt and is gesturing with her hand while speaking to the woman on the left, whose back is partially to the camera.

## Crucial Conversations



**2 – Day Course**

This 2-day course teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of the organization. This is a class that will benefit all your relationships – even outside the workplace.

**Building C : Town Hall**

**8:30am – 3:30pm**

10/2 [Click to register: Day 1 of 2](#)

11/14 [Click to register: Day 1 of 2](#)

10/9 [Click to register: Day 2 of 2](#)

11/21 [Click to register: Day 2 of 2](#)



**5 – Day Course**

## Crucial Conversations®

This course teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of the organization. This is a class that will benefit all your relationships – even outside the workplace.

### Microsoft Teams Sessions 2pm – 4:30pm

12/2	<a href="#">Part 1</a>
12/3	<a href="#">Part 2</a>
12/4	<a href="#">Part 3</a>
12/5	<a href="#">Part 4</a>
12/6	<a href="#">Part 5</a>

**Click each Part to register!**



## Dealing with Difficult People - Workshop

**December 18, 2024**

**8:30am – 12:30pm**

**LLD – Covey Classroom**

In this workshop we will practice dealing with difficult people using our knowledge from Crucial Conversations and PDP. Come prepared to share and practice in a small group setting.

To enroll in the class, you must have already attended Crucial Conversations and Understanding Your PDP.

[Click here to register!](#)



## Emotional Intelligence **Microsoft Teams Sessions 9am-11am**

Emotional Intelligence is the #1 predictor of success, both personally and professionally. We'll look at 4 skills, and 15 components of EI. Examine past behaviors, assess current situations, and discuss how to strengthen EI.

### Dates:

12/9

12/10

12/11

12/12

### Topic:

Part 1 – The 4 Skills of Emotional Intelligence

Part 2 - Self Regard, Emotional Self-Awareness, Assertiveness, Independence, & Self-Actualization

Part 3 - Empathy, Social Responsibility, Interpersonal Relationships, Stress Tolerance, Impulse Control

Part 4 - Reality Testing, Flexibility, Problem Solving, Optimism, Happiness

### Link:

[Click Here](#)

[Click Here](#)

[Click Here](#)

[Click Here](#)



## Employee Engagement and Motivation

**December 10, 2024**

**8:30am – 12:00pm**

**LLD – Aristotle Classroom**

In this class, you will learn the difference between intrinsic and extrinsic motivation and specific tips on how to lead your team to engage. Throughout the class, you will take multiple surveys that will help determine if you are providing your team with a framework that fosters employee engagement.

[Click here to register!](#)



## Employment Law

**October 3, 2024**  
**1:00pm – 4:00pm**  
**Microsoft Teams**

Review various non-discriminatory laws & regulations, gain basic knowledge in order to avoid possible areas of concern, learn about the manager's role in investigations & documentation.

[Click here to register!](#)



## Excel Basics

8:30am – 12:30pm

LLD – Gates Classroom

10/14

11/11

12/9

In this comprehensive course, participants will delve into the foundational aspects of Excel. From understanding the user interface to data entry, employing basic formulas, and more, learners will gain proficiency in handling Excel spreadsheets with confidence.

[Click here to register!](#)



Sign-up for this class to make it an all-day event:

- New Leader Compensation Training

## Finance for New Leaders

November 19, 2024

1:00pm – 4:00pm

Town Hall

The course will discuss financial items related to new leaders such as reimbursement to hospitals with a primary focus on Medicare reimbursement.

[Click here to register!](#)





## FMLA (Family and Medical Leave Act)

**November 14, 2024**  
**2:00pm – 4:00pm**  
**Microsoft Teams**

This class is designed to provide a comprehensive overview of the Family and Medical Leave Act (FMLA), a critical piece of legislation that impacts both employees and employers. This training will equip you with the knowledge to navigate the complexities of FMLA effectively. Join us to gain a solid foundation in FMLA and ensure you're prepared to handle leave requests with confidence and compliance.

[Click here to register!](#)



## Interviewing and iCIMS Training

**November 1, 2024**  
**12:30pm – 4:00pm**  
**Microsoft Teams**

During this course you will learn best practices for interviewing candidates including learning how to formulate behavioral questions for common jobs in your areas and practicing interview skills. Leaders will also learn what their responsibility is in Covenant Health's applicant tracking system, iCims, and tips for navigating the system.

[Click here to register!](#)



## Kronos Timekeeping Class

**8:30am – 12:30pm**  
**Microsoft Teams**

- |       |       |       |
|-------|-------|-------|
| 10/10 | 11/14 | 12/12 |
|-------|-------|-------|

Mandatory class for anyone who obtains Timekeeper and Manager level access.

[Click here to register!](#)



## Leading Without a Title

**November 20, 2024**

**8:30am – 11:30am**

**LLD – Thomas Classroom**

This course was developed specifically for employees who are not currently in a leadership role at Covenant. It covers the important qualities of a leader, self-analysis, and methods the employee can use to continuously improve their leadership skills.

[Click here to register!](#)



## Making Meetings Matter

October 29, 2024

8:30am – 12:30pm

LLD – Aristotle Classroom

Have you sat through a meeting and left not knowing what to do with what you just learned? If so, this class is for you! This is a half-day interactive class where you will learn and practice techniques for presenting and facilitating.

[Click here to register!](#)



## Microsoft OneNote

December 12, 2024

1:00pm – 4:00pm

LLD – Gates Classroom

Learn some of the best features within the OneNote application and best practices when setting up a OneNote Notebook.

[Click here to register!](#)



## Microsoft Teams

### In-Person

LLD-Gates 8:30am - 10:30am

10/1

10/29

11/14

12/12

### Virtual

1:00pm - 3:00pm

10/10

11/21

12/17

This training session is designed to help employees effectively use Microsoft Teams for collaboration and communication within the organization. Participants will learn how to navigate the Teams interface, manage teams and channels, and utilize key features to enhance productivity.

[Click here to register!](#)



Sign-up for this class to make it an all-day event:

- Finance for New Leaders

## New Leader Compensation Training

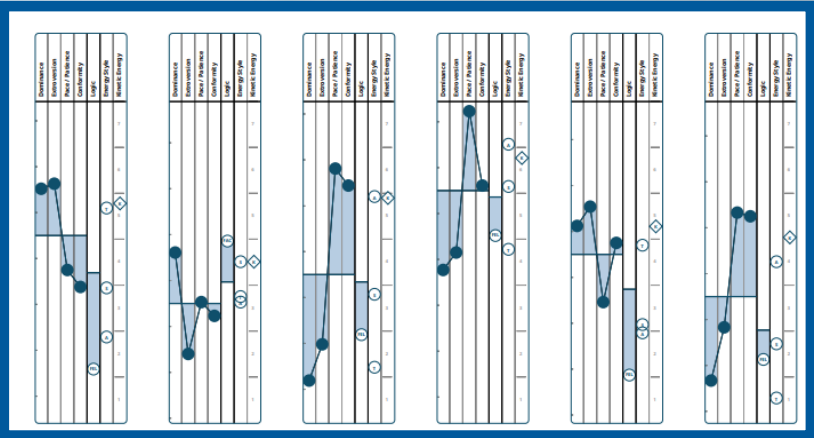
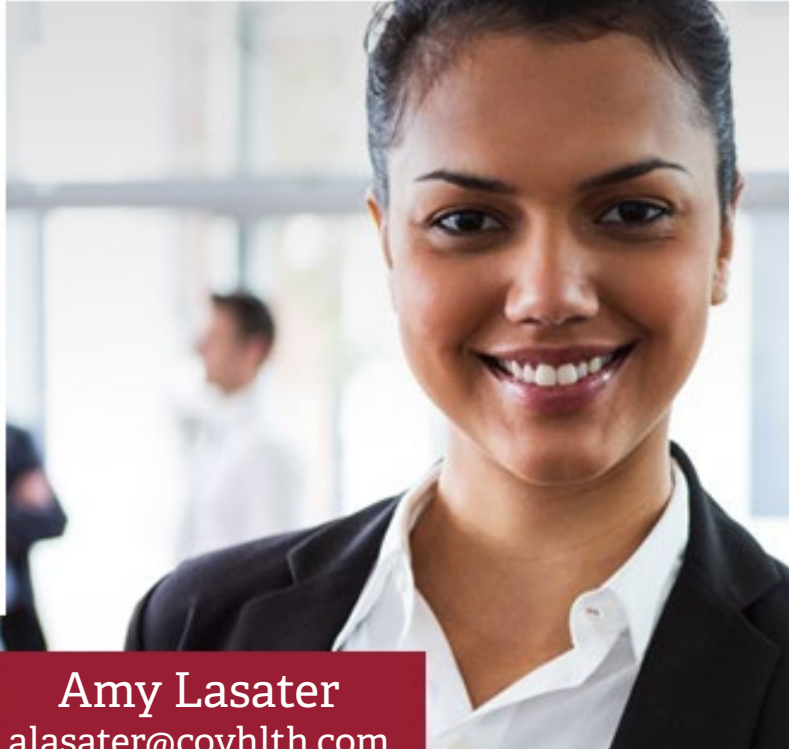
November 19, 2024  
9:00am – 12:00pm  
Town Hall

During this course you will learn about compensation items such as Covenant Health's compensation philosophy, how to make recruitment offers, information on merit process, and how to evaluate internal equity.

Please note the title of this class has changed from "Compensation Introduction."

[Click here to register!](#)





**Amy Lasater**  
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**Contact**

**PDP Team Session**



Take your PDP to the next level from self-awareness/management to social awareness/management. By including all your team members, you'll learn more about one another's strengths, stressors, back-up styles, and most importantly how to best communicate with one another.



## Peer Today, Leader Tomorrow

October 16, 2024

8:30am – 12:30pm

LLD – Covey Classroom

This course intends to guide students through the process of transition from team member to the leader of the team. The content covers loss of friendships, discipline, policy enforcement, and avoiding the appearance of favoritism.

This course is recommended for any newly hired/promoted Supervisor or team leader.

[Click here to register!](#)



## Performance Management

**October 22, 2024**  
**12:00pm – 4:00pm**  
**Microsoft Teams**

This Performance Management course covers Covenant Health's corrective action process, performance evaluation process, keys to documentation, and other HR policies related to managing employee's performance effectively.

[Click here to register!](#)



## Professionalism in the Workplace

9:00am – 12:00pm

10/22

LLD – Thomas

11/13

LLD – Aristotle

This course highlights how Covenant's Standards and Behaviors can be applied to our unique roles and responsibilities on a daily basis. Topics covered include mutual respect, effective communication, managing conflict, email etiquette, successful business meetings, personal brand, and customer service.

[Click here to register!](#)



## Resolve to Solve

**Contact LLD for availability**  
**8:30am – 2:00pm**

This engaging workshop brings LLD to your facility for an ideation/problem-solving event with your team. While identifying and tackling your biggest barriers for 2024, you will learn ideation and problem-solving techniques that you can utilize over and over again.

[Contact us to schedule!](#)



## Time Management Basics

December 3, 2024

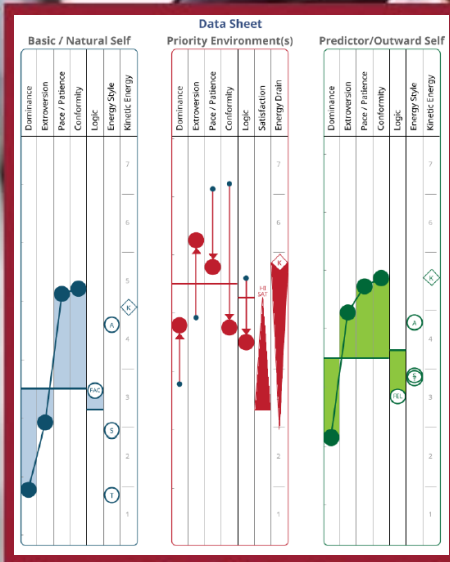
8:30am – 12:30pm

Town Hall

This course is a basic overview of time management. You'll learn to develop a clear sense of purpose, structure priorities, leverage practical strategies, tools, and techniques to save time.

[Click here to register!](#)

Professional DynaMetric Program (PDP) is a behavioral assessment that measures the dynamics of an individual by focusing on four cornerstones of behavior. Ultimately these behavioral styles culminate to form our personality. The assessment identifies motivators and shows how environmental factors affect stress, energy and satisfaction levels. An emphasis is placed on how you accomplish tasks, communicate, your leadership style, motivators, de-motivators, mental energy level, and behavioral satisfaction.



## Understanding Your PDP Results



LLD  
Thomas

11/11  
8:30am-12:00pm

LLD  
Aristotle

12/3  
8:30am-12:00pm

[Click here to register!](#)



Kelly Floyd  
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Amy Lasater  
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**Contact**

**360**feedback

Leaders that request to participate in the program will be evaluated through a multi-rater feedback process. This process provides leaders, peers, internal customers, and direct reports the opportunity to give input about a leader's performance.



# Course Catalog Q4, 2024 (printable)

Course Title	Date	Time	Location
ADA/ADAAA Training for Leaders	12/17	8:30am - 10:30am	LLD – Covey
Advanced Excel	10/16, 11/13, 12/11	8:30am - 12:30pm	LLD – Gates
Body Language	10/31	8:30am - 11:30am	LLD – Aristotle
	11/27	8:30am - 11:30am	LLD – Thomas
Compensation Refresher	10/17, 12/12	3:00pm - 4:00pm	Microsoft Teams
CovLearn Admin Training	10/30	8:00am - 12:00pm	LLD – Gates
Crucial Conversations (2-day)	10/2 & 10/9	8:30am - 3:30pm	Town Hall
	11/14 & 11/21	8:30am - 3:30pm	Town Hall
Crucial Conversations (5-day)	12/2 – 12/6	2:00pm - 4:30pm	Microsoft Teams
Dealing with Difficult People - Workshop	12/18	8:30am - 12:30pm	LLD – Covey
Emotional Intelligence (4-day)	12/9 – 12/12	9:00am - 11:00am	Microsoft Teams
Employee Engagement and Motivation	12/10	8:30am - 12:00pm	LLD – Aristotle
Employment Law	10/3	1:00pm - 4:00pm	Microsoft Teams
Excel Basics	10/14, 11/11, 12/9	8:30am - 12:30pm	LLD – Gates
Finance for New Leaders	11/19	1:00pm - 4:00pm	Town Hall
FMLA	11/14	2:00pm - 4:00pm	Microsoft Teams
Interviewing and iCims Training	11/1	12:30pm - 4:00pm	Microsoft Teams
Kronos Timekeeping Class	10/10, 11/14, 12/12	8:30am - 12:30pm	Microsoft Teams
Leading Without a Title	11/20	8:30am - 11:30am	LLD – Thomas
Making Meetings Matter	10/29	8:30am - 12:30pm	LLD – Aristotle

# Course Catalog Q4, 2024 (printable)

Course Title	Date	Time	Location
Microsoft OneNote	12/12	1:00pm - 4:00pm	LLD – Gates
Microsoft Teams (In-person)	10/1, 10/29, 11/14, 12/12	8:30am - 10:30am	LLD – Gates
Microsoft Teams (Virtual)	10/10, 11/21, 12/17	1:00pm - 3:00pm	Microsoft Teams
New Leader Compensation Training	11/19	9:00am - 12:00pm	Town Hall
New Leader Orientation	11/7	8:30am - 4:30pm	Town Hall
PDP Team Session	Contact <a href="#">Kelly</a> or <a href="#">Amy</a>	8:30am - 4:00pm	
Performance Management	10/22	12:00pm - 4:00pm	Microsoft Teams
Peer Today, Leader Tomorrow	10/16	8:30am - 12:30pm	LLD – Covey
Professionalism in the Workplace	10/22	9:00am - 12:00pm	LLD – Thomas
	11/13	9:00am - 12:00pm	LLD – Aristotle
Resolve to Solve	<a href="#">Contact LLD for availability</a>	8:30am - 2:00pm	
Time Management Basics	12/3	8:30am - 12:30pm	Town Hall
Understanding Your PDP Results	11/11	8:30am - 11:30am	LLD – Thomas
	12/3	8:30am - 11:30am	LLD – Aristotle
360 feedback	Contact <a href="#">Kelly</a> or <a href="#">Amy</a>	8:30am - 4:00pm	