Course Catalog

Q1, 2025

Scan the QR code or enter the link

below for more information:

covenanthealth.com/lld

Covenant HEALTH®
Learning & Leadership Development

Q1, 2025

Course Catalog

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 Training
- Crucial Conversations
- Employment Law
- Finance for New Leaders
- New Leader Compensation Training
- Performance Management
- Understanding Your PDP Results
- Process Improvement
- Clinical & Operational Excellence

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ADA/ADAAA Training for Leaders

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.

REGISTER

March 6

10:00am – 12:00pm

Microsoft Teams

Advanced Excel

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.

REGISTER

1/22, 2/5, 2/19, 3/5, 4/2

8:00am – 12:00pm

LLD - Gates Classroom

Body Language

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.

REGISTER

January 30
LLD – Thomas Classroom

March 25
LLD - Einstein Classroom

8:30am – 11:30am

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Change Management

Change is inevitable. Whether you're faced with a planned project roll-out, seeking to improve performance, reduce costs or address key issues they usually require change. And these changes may affect processes, job roles, organizational structures, and types and uses of technology. All team members will ultimately need to change in pursuit of operational excellence.

REGISTER >

📅 **February 25**

⏰ 8:30am – 12:30pm

📍 Building C
Town Hall

Clinical & Operational Excellence

During this course, our Clinical and Operational Excellence team members will discuss important aspects of quality and patient safety at a high level. Leaders will learn what quality measures are regularly reviewed and how they are publicly reported.

REGISTER >

📅 **March 5**

⏰ 3:00pm – 4:00pm

🖥 Microsoft Teams

CovLearn Admin Training

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.

REGISTER >

📅 **February 6**

⏰ 8:00am – 12:00pm

🖥 Microsoft Teams

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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.

DAY - 1 ❯   **DAY - 2** ❯

Day-1 = March 25

Day-2 = April 1

8:30am – 3:30pm

Building C – Town Hall

Crucial Conversations (5-Day Course)

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.

DAY - 1 ❯   **DAY - 2** ❯   **DAY - 3** ❯   **DAY - 4** ❯   **DAY - 5** ❯

Select each day to register!

2/10 – 2/14

2:00pm – 4:30pm

Microsoft Teams

Employee Engagement and Motivation

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.

REGISTER ❯

March 11

8:30am – 12:00pm

LLD – Einstein Classroom

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Learning & Leadership Development

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Employment Law

Review various non-discriminatory employment laws & regulations, gain basic knowledge in order to avoid possible areas of concern, learn about the manager's role in the accommodation process and maintaining a respectful workplace.

REGISTER >

January 14

8:30am-12:00pm

Microsoft Teams

Excel Basics

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.

REGISTER >

1/20, 2/3, 2/17, 3/3, 3/31

8:30am – 12:30pm

LLD - Gates Classroom

Finance for New Leaders

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

Sign-up for this class to make it an all-day event:
New Leader Compensation Training

REGISTER >

January 30

1:00pm – 4:00pm

Building C Town Hall

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FMLA (Family and Medical Leave Act)

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.

REGISTER ❯

📅 **March 25**

⏰ 2:00pm – 4:00pm

🖥 Microsoft Teams

iCIMS Training

This course is designed to teach hiring managers how to successfully utilize and navigate applicant tracking system, ICIMS, throughout the recruitment and hiring process. Class participants will understand the function and purpose of ICIMS, its proper use, and best practices.

REGISTER ❯

📅 **March 14**

⏰ 1:00pm – 3:00pm

🖥 Microsoft Teams

Interviewing and iCIMS Training

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.

REGISTER ❯

📅 **February 25**

⏰ 12:30pm – 4:00pm

🖥 Microsoft Teams

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Kronos Timekeeping Class

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

REGISTER ›

1/9, 2/13, 3/13

8:30am – 12:00pm

Microsoft Teams

Leading Without a Title

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.

REGISTER ›

March 4

8:30am – 11:30am

LLD - Einstein Classroom

Microsoft Lunch & Learn

On January 16, we'll explore Microsoft ToDo and Planner, focusing on task management apps to enhance productivity. February 26 will be dedicated to Microsoft Forms, where you'll learn to create surveys, quizzes, and polls, and analyze the collected data for valuable insights. On March 26, we'll delve into some of the new functions and features of Excel in Microsoft 365.

* Please note that registration is allotted to one lunch and learn session at a time, but you will be able to attend all sessions as there will be no maximum cap on the class size.

REGISTER ›

1/16, 2/26, 3/26

12:00pm – 1:00pm

Microsoft Teams

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Microsoft Teams (In-Person)

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.

REGISTER ❯

📅 **1/8, 2/13, 2/18, 3/13, 3/27**

⏰ 8:00am – 11:00am

📍 LLD - Gates Classroom

Microsoft Teams (Virtual)

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.

REGISTER ❯

📅 **1/14, 2/11, 2/25, 3/11, 3/25**

⏰ 1:00pm – 3:00pm

🖥 Microsoft Teams

New Leader Compensation Training

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.

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

REGISTER ❯

📅 **January 30**

⏰ 9:00am – 12:00pm

📍 Building C Town Hall

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New Leader Development Day 1

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.

REGISTER >

February 20

8:30am – 4:30pm

Building C
Town Hall

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.

CONTACT US >

TBD

8:00am – 4:00pm

TBD

Performance Evaluation Refresher

Refresher on how to create and administer performance evaluations for the 2025 cycle.

REGISTER >

TBD

2:00pm – 4:30pm

Microsoft Teams

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Performance Management

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.

REGISTER >

January 28

12:00pm – 4:00pm

Microsoft Teams

Process Improvement

This course is designed to provide tools and methodologies to drive effective process improvement within a variety of settings.

REGISTER >

March 27

8:30am – 10:30am

Building C
Town Hall

Professionalism in the Workplace

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.

REGISTER >

January 29

9:00am – 12:00pm

LLD - Einstein
Classroom

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Resolve to Solve

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 >

TBD

8:30am – 2:00pm

TBD

SupportLinc Webinar for Leaders

Join this one-hour webinar to learn about Covenant Health's employee assistance program, SupportLinc. SupportLinc is a free resource for all Covenant Health employees that provides guidance, support, and tools to help navigate everyday issues. SupportLinc also has a savings center that provides discounts on a wide variety of wellness products and services. At the conclusion, leaders should be able to understand all resources SupportLinc has to offer and be able to share this information to team members.

REGISTER >

January 17

12:00pm – 1:00pm

Microsoft Teams

Understanding Your PDP Results

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.

REGISTER >

February 27

8:30am – 12:00pm

LLD - Thomas Classroom

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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.

CONTACT US >

TBD

8:00am – 4:00pm

TBD

Scan the QR code or enter the link below for more information:

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