



Kansas Hospital Association
215 S.E. 8th Ave.
Topeka, KS 66603-3906
(785) 233-7436

**Registration
Deadline: May 25
Register Now - Space is Limited!**

KHA LEADERSHIP INSTITUTE

2018

Six-Course Program

June 21-22, 2018
Hotel at Old Town
Wichita

July 26-27, 2018
Hotel at Old Town
Wichita

September 5-7, 2018
Sheraton, Overland Park

Presented by:



Developing Tomorrow's Leaders

Program Information

Overview and Purpose The Kansas Hospital Association is committed to strengthening and promoting the leadership capacity of hospital employees in Kansas. The KHA Leadership Institute has been established to help hospitals develop internal leaders by providing professional development opportunities that accentuate the personal skills and abilities needed to facilitate positive change and innovation in Kansas hospitals.

Who Should Attend This program is designed to provide mid-management employees (department heads, assistant department heads, nurse leaders, etc.) with leadership training. In addition to enrolling current managers, participation in the program will help “groom” employees who may be eventually moving into middle-management positions.

Structure This program is structured to provide participants with six training courses in sets of two-day increments. Courses will take place in June, July and September. The last two courses include participation in the KHA Annual Convention and Trade Show and will conclude with a graduation ceremony. In addition, conference calls, webinars and online learning will be used between courses to provide additional training.

Participation will be limited to 30 students. This will allow for networking and small group interaction. Enrollment will be taken on a first-come, first-served basis. **Initially, one student per hospital will be admitted.** If space allows, additional students from the same hospital will be admitted.

Daily Course Agenda

8:00 a.m.	Registration and Continental Breakfast
8:30 a.m.	Course Instruction
10:15 a.m.	Break
10:30 a.m.	Course Instruction
Noon	Lunch
1:00 p.m.	Course Instruction
2:30 p.m.	Break
2:45 p.m.	Course Instruction
4:00 p.m.	Adjourn

Dates and Locations *(Participants must attend all sessions to graduate.)*

Conference Call	June 5	10:00 to 11:00 am
Courses One and Two	June 21-22	Hotel at Old Town, 830 E. First, Wichita
Webinar	July 20	10:00 a.m. to Noon
Courses Three and Four	July 26-27	Hotel at Old Town, 830 E. First, Wichita
Webinar	August 16	Noon to 2:00 p.m.
Courses Five and Six	September 5-7	Sheraton, Overland Park

Course One - Building the Foundation

- differences between leadership and management
- organizational climate
- commitment to your organization
- values and mission

Instructor: John Belt, Ph.D. - emeritus professor, Wichita State University/consultant, coach and trainer

Course Two - Communicating Strategically

- communication barriers
- how to listen and question
- challenges to communication (change, fear, gender, age, etc.)
- understanding your communication style
- identifying others' communication styles
- communicating organizational ethics

Instructors: Bernie Hayen - finance director, City of Manhattan/professor, Kansas State University
Jennifer Findley - vice president of education and special projects, Kansas Hospital Association

Course Three - Growing an Effective Team

- differences between teams and workgroups
- characteristics of an effective team
- options for handling change
- team communication and meetings
- creating and maintaining a positive team environment
- barriers to effective team work
- trust and its value to the team

Instructors: Karen Hill, president, Training Professionals, Inc.

Course Four - Resolving Conflict - "Getting to Yes"

- conflict resolution
- assertiveness skills
- decreasing conflict
- using conflict effectively
- healthy approaches to dealing with conflict

Instructor: Toni Boyles - CEO, A Place in Time

Courses Five and Six - Leading into the Future

- complimentary registration for the KHA Convention and Trade Show (same date and location)
- networking opportunities with convention participants (CEOs, trustees and executive staff)
- hot topics in health care
- special session for KHA Leadership Institute only
- graduation

Instructors: See KHA Website for more details -
<http://kha-net.org/EducationConventionTS/Convention/>

KHA Leadership Institute 2018

Hotel Accommodations A block of hotel rooms has been reserved for each course at a special group rate (listed below). After the cut-off date, reservations will be taken on a space available basis at the regular rate. Please ask for the Kansas Hospital Association room block to receive the special rate.

Courses	Location	Group Rate	Cut-Off Date	Reservations Number
One and Two	Hotel at Old Town	\$131 plus tax	June 1	(316) 267-4800
Three and Four	Hotel at Old Town	\$131 plus tax	July 6	(316) 267-4800
Five and Six	See KHA Website - http://www.kha-net.org/EducationConventionTS/Convention/			

Attire

Students are encouraged to dress in casual attire for courses one through four. Business attire is suggested for courses five and six. Temperatures in meeting rooms are somewhat difficult to control; therefore, we recommend you dress in layers to allow for these variances.

Social Opportunities Students will have the opportunity to participate in informal social gatherings the first evening of each set of courses. Input will be gathered from students, and details will be announced prior to each set of courses.

Graduation Upon completion of all six courses, students will participate in a graduation ceremony in conjunction with the KHA Annual Convention and Trade Show on Sept. 5-7, 2018. Students are encouraged to invite their hospital CEO and other special guests. Additional information will be provided to students prior to graduation.

Special Services KHA wishes to ensure that no individual with a disability is excluded or denied services due to the absence of auxiliary aids or services. If you need any of the aides or services identified in the Americans with Disabilities Act, please contact Jared Martin at (785) 233-7436 or jmartin@kha-net.org.

Sponsors The Kansas Hospital Association would like to thank the sponsors listed below for helping underwrite this program, which allowed us to reduce the registration fee for participants.



Continuing Education

Continuing Nursing Education The Kansas Hospital Association is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. Provider No. LT 0031-0116.

The sessions scheduled for June 21 and 22 are approved for 14.0 contact hours applicable for RN and LPN relicensure. Certificates will be awarded at the conclusion of the sessions.

The sessions scheduled for July 26 and 27 are approved for 14.0 contact hours applicable for RN and LPN relicensure. Certificates will be awarded at the conclusion of the sessions.

The sessions held in conjunction with the KHA Annual Convention and Trade Show scheduled for Sept. 5-7 are approved for 2.0 contact hours applicable for RN and LPN relicensure. Application for these credits will be made onsite during the convention.

Learning Objectives At the conclusion of this program, students should be able to:

- Define the function of management;
- Describe the importance of leadership;
- Design a personal definition of leadership;
- Discuss the differences between management and leadership;
- Explain the purpose of a vision statement;
- Describe how to write an effective goal;
- Review the role that values play in an organization;
- Discuss four techniques for developing a positive climate that brings out the best in people;
- Discuss national survey results on what is important to employees;
- Define communication;
- Describe keys to effective listening;
- Discuss barriers to effective listening;
- Explain two methods of communication;
- Explain how knowing your personality strengths can help you communicate better with others;
- Contrast deontological and teleological ethical systems;
- List five steps that will help you build an ethical, team-driven organization;
- Discuss the differences between being reactive and proactive in conflictual situations;
- Discuss the role that trust plays in relationships;
- List three things you can do to “deposit” in someone’s emotional bank account;
- Explain how paradigms impact your experiences;
- List three conflict resolution styles;
- Describe your conflict resolution style;
- Discuss how your personality can unintentionally create conflict;
- Describe strategies for decreasing conflict;
- List three characteristics of an effective team;
- Share two actions you will take to improve collaborating with others;
- Define the trust equation;
- List five behaviors that build trust;
- Describe three things that hurt trust;
- Discuss how to lead through resistance to change;
- Describe what a 10-minute meeting looks like; and
- Relate three habits that prevent you from being a change manager.

REGISTRATION

KHA LEADERSHIP INSTITUTE 2018

Registration The registration fee for this institute is \$990. This fee includes continental breakfast, lunch, refreshments and program materials.

Registration Deadline Registration for this program closes at 5 p.m. on May 25, 2018. Registration will be limited to 30 students. Enrollment will be taken on a first-come, first-served basis. **Initially, one student per hospital will be admitted.** If space allows, additional students from the same hospital will be admitted. All registrations must have nomination approval from their hospital CEO and be accompanied by payment and a completed nomination questionnaire.

Refund Policy (This policy applies to all cancellations received by mail, telephone, email or fax.)
A full refund will be given for cancellations received by KHA prior to May 25. Registrations may be transferred to another individual; however, no refund will be given for cancellations received after May 25.

Photo Requested A color photo of each student is requested for use at the graduation ceremony. Photos can be emailed to Jared Martin at jmartin@kha-net.org.

Three Easy Ways to Register (Please pay faxed registrations with a credit card.)

- Fax** – (785) 233-6955. (Credit card information is required.)
- Email** - jmartin@kha-net.org
- Mail** – Kansas Hospital Association, 215 SE 8th Ave., Topeka, Kansas 66603-3906.

Nurses: List your name and license number exactly as they appear on your nursing license.

Last Name: _____ First Name: _____

Title: _____

Organization: _____

Organization Address: _____ City, State, Zip: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Nursing Continuing Education Information (Certificates cannot be issued without this information.)

Nursing License Number: _____

Nomination
Approval: _____
(Must have initials of CEO)

Please check method of payment (\$990):

- Check Enclosed. (Make check payable to KHA.)
- Visa MasterCard American Express

Credit Card Acct. #: _____

Expiration Date: _____ Security Code: _____

Cardholder's Signature: _____ Print Name: _____

NOMINATION QUESTIONNAIRE

KHA LEADERSHIP INSTITUTE 2018

This nomination questionnaire must be completed and submitted with the registration form and payment.

Name: _____ Organization: _____

The following questions should be answered by the nominated student.

1. How long have you been in your current position? _____

2. How long have you worked in health care? _____

3. Are you currently in a management position? _____

4. How many years have you been a manager? _____

5. How many people do you supervise? _____

6. What are the three biggest challenges you face as a manager?

7. What do you hope to learn by participating in the KHA Leadership Institute? *(approx. 50 words)*

8. Do you enjoy your current job? Why or why not? *(approx. 50 words)*

The following questions should be answered by the CEO/administrator nominating the student.

1. Will you allow the individual you are nominating to attend all six sessions of this program?

Yes No *(please circle one)*

2. Briefly explain why you are nominating this individual to the KHA Leadership Institute. *(approx. 50 words)*
