NURSE LEADERSHIP TRAINING

May 23-25, 2017

NHCA Office, Vetter Family Learning Center
1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512-9332
Phone 402-435-3551
NURSE LEADERSHIP TRAINING

OBJECTIVES
At the completion of the Nurse Leadership Training, participants will be able to:
1. Identify the impact of group process on group success and productivity.
2. Identify roles of a nurse/manager in nursing facilities.
3. Discuss situational leadership and its four components: directing, coaching, supporting and delegating.
4. Understand the effects of co-dependency in the work environment.
5. Identify the components of problem solving and implement the process when appropriate.
6. Conduct and participate in an effective meeting.
7. Utilize effective communication techniques in management and the leadership process.

AUDIENCE
This training is appropriate for charge nurses – RNs and LPNs in nursing facilities.

PROGRAM SCHEDULE
MAY 23
8:30 a.m. – Registration
9:00 a.m. - 4:15 p.m.
• Role and Responsibilities
• Communication
• Group Process

MAY 24
8:30 a.m. - 4:00 p.m.
• Leadership vs. Management
• Staff Development
• Problem Solving

MAY 25
8:00 a.m. to 2:45 p.m.
• Self Development
• Working with the Administrator

FACULTY
Cheryl Boldt, RN, LNHA
Consultant, Maun-Lemke, Omaha, Nebraska
Cheryl Boldt has been a nursing assistant, charge nurse, director of nursing, and a licensed nursing home administrator. For the past 13 years, she has been a professional consultant and national speaker.

CONTINUING EDUCATION CREDIT
This training meets the requirements for 18 hours of continuing education for license renewal of nurses as established by the Licensure Unit, Health Licensure and Investigation Section, Division of Public Health, Nebraska Department of Health and Human Services.

Participants must attend all days and must stay in the education program the entire time to receive full credit.
Nurses: Please bring your nursing license number with you to the training.

This continuing nursing education activity was approved by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Please provide your feedback on the program by completing the evaluation. A link to the online evaluation will be emailed to registrants. For those who would rather complete a hard copy of the evaluation, paper evaluation forms will be available at the training site.

COLLEGE CREDIT
Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 1.8 hours of college credit upon successful completion of 18 hours of classroom instruction. See the Nebraska Health Care Learning Center Catalog (Date published: May 2016) for credit requirements. To view and/or print this catalog, go to nehca.org.

Casual Dress for All Days!
Please bring a sweater or jacket to ensure your comfort in the classroom.

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The Nebraska Health Care Learning Center (NHCLC) – A Division of the Nebraska Health Care Association
REFUND POLICIES

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a $150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a $150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

Day 1 – 50% refund of tuition and fees over $150
Day 2 – 25% refund of tuition and fees over $150
Day 3 – no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

SUBSTITUTIONS

Substitutions are accepted until the event begins. Substitutions are not possible once the event has started.

ABSENTEE/MAKE-UP POLICY

In order to receive credit, participants must attend all three days of the training. If a day is missed, it must be made up by attending that day the next time the training is offered. It is the responsibility of the participant to make registration arrangements for make-up days. There will be a $45 charge for each make-up day.

RECORDING AND CELL PHONES

Material presented at this training is the property of the speakers or Nebraska Health Care Association. Therefore, recording of the sessions is not allowed. Cell phones should be turned off during education sessions.

HOTEL ROOM BLOCK

For the May 23-25, 2017, training, a block of sleeping rooms is available for the nights of May 22, 23, and 24 at the hotels listed below. Ask for the Nebraska Health Care Association group rate!

- RESIDENCE INN • Phone 402-423-1555
  5865 Boboli Lane, Lincoln, Nebraska 68516
  Rate: $94 per night • Release Date: May 8, 2017
- HAMPTON INN • Phone 402-420-7800
  5922 Vandervoort Drive, Lincoln, Nebraska 68516
  Rate: $91 per night • Release Date: May 8, 2017
- HOLIDAY INN SOUTHWEST • Phone 402-421-1893
  2500 Tamarin Ridge Road, Lincoln, Nebraska 68512
  Rate: $84.99 per night • Release Date: May 8, 2017

To secure accommodations of your choice, please make reservations as soon as possible.

**TUITION AND FEES**

for the Three-Day Nurse Leadership Training Program

- **Members* – Three-Day Training (per person):**
  - Tuition .................................................. $99.00
  - Fees .................................................... $76.00
  - **Total Member Tuition/Fees on/before May 8** ........... $175
  - **Total Member Tuition/Fees after May 8** ................ $200
  - **Make-up Day, Member (cost per day)** ............... $45

- **Non-Members – Three-Day Training (per person):**
  - Tuition .................................................. $99.00
  - Fees .................................................... $251.00
  - **Total Non-Member Tuition/Fees on/before May 8** ....... $350
  - **Total Non-Member Tuition/Fees after May 8** .......... $375
  - **Make-up Day, Non-Member (cost per day)** .......... $45

*Member rates apply to NNFA, NALA, LPNAN, and NHPCA members.

⇒ Payment must be included with registration.
⇒ The tuition and fees payment includes lunch, breaks and handouts for all days.
⇒ Rates apply whether or not the participant elects college credit.
⇒ Refer to the Absentee/Make-up Policy.

If a registrant has a disability that warrants special requirements, attach a written description of the needs.

Please note any dietary restrictions or requests.

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Register online at nehca.org. Payment for tuition and fees must be included with enrollment.

To enroll by mail: Complete this enrollment form, include payment (use any of the payment methods listed below), and mail to Nebraska Health Care Learning Center, 1200 Libra Dr Ste 100, Lincoln NE 68512-9332. Make a copy of this form for your records.

To enroll by fax: You must pay by credit card in order to enroll by fax. Complete this enrollment form, check “Credit Card” as payment method, complete credit card information, and fax the completed form to 402-475-6289. A student’s Social Security number is required as a condition of enrollment. A student’s Social Security number constitutes an “educational record” under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

PLEASE PRINT

Social Security Number __________________________________________________________
Student Name (Last) ___________________________________ (First) ________________ (MI) ___________________
Home Address
City __________________ State _______________ Zip __________
County _______________ Phone (Day) ______________________ (Evening) __________
Email ________________________________________________________________

Birth Date ______ / ______ / _______ Gender: ☐ M ☐ F
Race (used for statistical purposes only): ☐ Asian/Pacific Island ☐ Black/African American ☐ Hispanic/Latino
☐ Native American ☐ White/Non-Hispanic ☐ Other

Veteran Status or Dependant Using Military Benefits: ☐ Yes ☐ No
Resident Status: ☐ Resident of Nebraska ☐ Non-resident of Nebraska

Course Number: NL052317 Course Title: Nurse Leadership Training
Credit: 3.0 Quarter Credits Tuition and Fees on/before May 8:
☐ Member – $175 ☐ Non-Member – $350
☐ Make-Up Day(s) – $45/Day – Circle Day(s): 1 2 3
Tuition and Fees after May 8:
☐ Member – $200 ☐ Non-Member – $375

If paying “Member” tuition and fees through a facility membership, provide facility name and city:
Facility Name ____________________________________________________________
City ________________________________________________

Check One Box (For Credit or Not For Credit):
☐ For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)
☐ Not For Credit

Payment must be included.
NHCLC is unable to bill.

Billing Information: ☐ Check ☐ Cash ☐ Credit Card ☐ Money Order
If payment is by credit card, complete the credit card information in this box: ↓

Cardholder’s Name (PRINT) ____________________________________________
Credit Card # _______________________________________________________
Expiration Date ___________________________ CVC # __________
Cardholder’s Billing Address, City, State, Zip _____________________________

Cardholder’s Email ____________________________________________________
Signature _____________________________________________________________
Your signature on the line above will authorize this transaction. ↑

Submission of this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NNFA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of the Nebraska Health Care Learning Center, 1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512, phone 402-435-3551, fax 402-475-6289, or email nhclc@nehca.org.

Signature ___________________________ Date ____________________

Cardholder’s Name (PRINT) ____________________________________________
Credit Card # _______________________________________________________
Expiration Date ___________________________ CVC # __________
Cardholder’s Billing Address, City, State, Zip _____________________________

Cardholder’s Email ____________________________________________________
Signature _____________________________________________________________
Your signature on the line above will authorize this transaction. ↑