



**COLORADO CENTER**  
*for Nursing Excellence*

# Leadership Excellence for Academic Development

## June 19, 2017

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<b>Title</b>	<b>Presenter</b>	<b>Objectives</b>	<b>Page</b>
<b>Introduction</b>	Karren Kowalski and Susan Moyer	<ol style="list-style-type: none"><li>1. Identify participants' specific learning objectives.</li><li>2. Establish workshop agreements</li></ol>	Section1
<b>Self-Regard</b>	Ingrid Johnson	<ol style="list-style-type: none"><li>1. Explore how self-regard influences relationships, performance, and self-care.</li><li>2. Describe 3 ways to enhance your own self-regard.</li></ol>	1
<b>Emotional Intelligence</b>	Ingrid Johnson	<ol style="list-style-type: none"><li>1. Define and discuss emotional intelligence as it relates to transformational leadership, performance, and healthy relationships.</li><li>2. Identify new ways to enhance emotional intelligence.</li></ol>	11
<b>DiSC</b>	Karren Kowalski	<ol style="list-style-type: none"><li>1. Identify personal work style profile.</li><li>2. Interpret how these characteristics manifest themselves in the workplace and how to build on each team member's strengths.</li></ol>	25
<b>Role Expectations</b>	Linda Stroup	<ol style="list-style-type: none"><li>1. Describe the internal responsibilities of an academic leader in nursing education.</li><li>2. Describe the external responsibilities of an academic leader in nursing education.</li><li>3. Discuss the essential roles and expectations of an academic leader in nursing education.</li></ol>	27
<b>Boundaries</b>	Deb Center	<ol style="list-style-type: none"><li>1. Clarify healthy and unhealthy boundaries as they relate to leadership and team-building.</li><li>2. Write and practice a new script for creating and maintaining healthy boundaries.</li></ol>	31
<b>Vulnerability</b>	Deb Center	<ol style="list-style-type: none"><li>1. The learner will identify 3 strategies for growing vulnerability</li><li>2. The learner will define vulnerability within relationships</li></ol>	41

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<b>Reflections, Thoughts and Homework</b>	Susan Moyer	1. Reflect and share thoughts about the previous day's work.	N/A
<b>Civility</b>	Deb Center	1. Define and explore the impact of horizontal violence, incivility, and bullying in the workplace. 2. Identify the role of the leader/coach in reducing incivility. 3. Apply principles of emotional intelligence to creating a culture of civility. 4. Discuss the benefits of implementing agreements between team members.	43
<b>Communication and Conflict Resolution</b>	Ingrid Johnson and Susan Moyer	1. Identify participant self-awareness of communication style under stress. 2. Practice steps to turn a difficult conversation into action with desired results.	51
<b>Human Resources</b>	Laurel Ditson	1. Participants will understand and articulate their role and responsibilities in managing people. 2. Participants will learn key tips in interviewing and assessing talent and practice them. 3. Participants will understand and demonstrate options to consider when performance or behaviors are below expectations.	79
<b>Influencing/ Negotiation</b>	Karren Kowalski	1. Explore the principles and processes of interest-based negotiation, discuss some psychological principles that apply to negotiation, and consider how six principles of persuasion apply to the negotiations that Deans and Directors are likely to engage in.	89
<b>Capstone Closing/ Reflections</b>	Susan Moyer	1. Explain Capstone, and reflect on last two days 2. Close and prepare to reconvene	Sec. 3

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<b>Welcome Back!</b>	Karren Kowalski	1. Reflect and share thoughts about previous work.	1
<b>Time Management &amp; Delegating</b>	Amanda Quintana	1. You will understand how to better manage your time by: <ul style="list-style-type: none"><li>• Identifying common constraints on the ability to manage time effectively</li><li>• Knowing yourself</li><li>• Time management matrix</li><li>• Planning</li><li>• Delegating</li><li>• Controlling distractions</li><li>• Taking care of yourself</li></ul>	3
<b>Designing Effective Meetings</b>	Karren Kowalski	1. Identify the essential roles of optimally functioning meetings. 2. Strategize new ways of conducting meetings for effectiveness and efficiency.	17
<b>Capstone Review</b>	Susan Moyer	1. Participants present their capstone to projects to the group	27
<b>Budget</b>	Eva Tapia	1. Explain the basic rationale behind budgeting for Higher Education. Look at Revenue Forecasting and a detailed look at expense categories.	29
<b>Funding Sources: Alumni, Grants, Community</b>	Lola Fehr	1. Identify three benefits a school can offer it's alumni members. 2. Develop fund-raising strategies for a variety of needs and sources.	31
<b>Succession Planning</b>	Deb Center	1. Identify strategies for succession planning	35



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<b>Reflections, Thoughts and Homework</b>	Susan Moyer	1. Reflect and share thoughts about the previous day's work.	N/A
<b>Applications of Complex Systems Theory</b>	Cindy Oster	1. Examine the increasingly complex administrative processes in today's healthcare environment, the use of predictive analytics and how to incorporate concepts into nursing curriculum.	45
<b>Resiliency: Self &amp; Faculty &amp; Student Care</b>	Deb Center	1. Explore the impact of fatigue within the academic setting. 2. Examine how to identify fatigue of staff, students and leaders. 3. Review the resiliency assessment for self and team.	65
<b>Introduction to Coaching</b>	Deb Center	1. Examine the increasingly complex administrative processes in today's healthcare environment, the use of predictive analytics and how to incorporate concepts into nursing curriculum Introduce coaching as a leadership skill that supports change transformation and retention. List three characteristics that make coaching unique. Experience how the use of "coaching in the moment" structured questions can elicit powerful outcomes in a short period of time.	73
<b>Leading the Profession</b>	Karren Kowalski	1. Share current issues - related to nursing and inspire to get involved with IOM, APN Issues, member of professional organization, publications, Return to school for advanced degrees - etc. -- help establish priority for return to school 1) Examine elements of active participants as citizens of the nursing profession. 2) Identify two personal actions to enhance participation within profession.	83
<b>Reflections and Pinning</b>	Karren Kowalski	1. Connect the concepts covered in all four sessions to the role of Dean or Director. 2. Clarify next steps for personal accountability.	N/A