Leader Learning Map

Manager

Complete within first two months

- **New Leader Immersion ***
  Three day retreat designed to immerse you into the culture of leadership at Novant Health.

- **PeoplewoHRks Live - z2503**
  Overview of HR functions and resources needed to partner quickly with you HR team and the live class gives you a more in-depth look.

- **Leader Technology Immersion – CEL0005**
  The Leader Technology Immersion Program is a compendium of the technology tools available to you for communication and team management.

Complete within first six months

- **Sexual Harassment - z3840**
  Policies ensuring compliance to support a positive, legal and productive workplace free from sexual harassment and discrimination.

- **Diversity for Leaders - Leading - z1017**
  Two day course to equip leaders to lead diverse and inclusive teams.

- **First Do No Harm - z0775**
  Analyze serious safety events, minimize errors and learn strategies that will move our team members toward a culture where patient safety is at the core of our business.

- **Workplace Violence - 1480**
  Practical information to help identify, prevent and reduce the possibility of violent situations in the workplace

Ongoing development

- **Leader Academy ***
  Multi-facetted program for high-potential team members in preparation for future senior leadership roles.

- **Leader Retreats**
  Announced gatherings of all Novant Health Leadership for collaboration and dissemination of information regarding upcoming initiatives and organizational health.

- **LEAP ***
  Leader Engagement Advancement Program is a year-long program sponsored by Organizational Resiliency.

- **LIFT ***
  Leveraging **I**nternal **F**emale **T**alent: A year-long commitment that includes four group learning sessions and individual monthly coaching for high-potential women to broaden their understanding of the Novant Health Leadership competencies in preparation for great opportunities to use those skills in the future.

Optional learning **

- **Leader Launch - z1304**
  Focus on I-Connect navigation to access resources needed for a successful launch into leadership.

- **Coaching for Success: I-GROW - z5010**
  Develop a caching mindset and the skills needed to increase team member accountability and performance.

- **Coaching for Success: I-Perform - VID008**
  How to give feedback for performance improvement.

- **Communicating for Leadership Success - z0510**
  Learn the strong interpersonal skills needed to get things done by mobilizing and engaging others.

- **Building & Sustaining Trust - z0513**
  Explore the crucial link between trust and business success.

- **Behavioral Interviewing - z1718**
  Demonstration of ways to conduct a successful interview to make good hiring decisions.

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*Invitation Only   ** Suggested for this leader level*

Leader Learning Map

Business Systems

Complete within first two months

- **API Scheduling - z2100**
  Required if API system is used to schedule staff or to run staffing reports. **z2089 and z2094** recommended prior to attendance.

- **API Time & Attendance - z2082, z2083, z2088, z2095 & z3651**
  Required for timekeeper role.*
  Required for time approver role.**

- **Talent+: Hiring Manager Guide to Talent Assessments - CET0002**
  To find and retain the best candidates, use the Talent+ assessment in addition to other materials to probe candidates around the identified personality themes.

- **Ariba Requisitioning – z3407**
  Understand how to enter requisitions for supplies and services that are needed for the ongoing operations. Learn how to obtain Purchase Order numbers and process receipts to confirm delivery. Resources also available on I-Connect. Search "Ariba".

- **Ariba Approvals – z2309****
  For managers and above whose team members submit orders in Ariba. Learn how to approve or deny orders submitted.

- **Concur – Concur Quick Start Guide**
  Electronic expense report management system that eliminates the need to manage paper receipts and provides more visibility into travel and reimbursement requests.

- **DocuSign – CET0018, z5036 & z5037**
  Automated process for voucher approval. Learn how to submit documents for others to review and sign.

- **e-RL Training – z2853 and z2854**
  Required for leaders that investigate and report patient and visitor incidents. Learn how to document, create and edit reports of incidents in our electronic entry system.

- **iCIMS Hiring Manager Education – z3805**
  Overview of the applicant tracking system for hiring new team members

*Supervisors   ** Manager and above*

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