

A photograph of four healthcare professionals (three men and one woman) in a meeting. They are all looking towards the left side of the frame. The man on the far left is wearing a white lab coat. The man next to him is wearing blue scrubs and has a stethoscope around his neck. The woman next to him is also wearing blue scrubs and has a stethoscope around her neck. The woman on the far right is wearing blue scrubs and has a stethoscope around her neck. They are all smiling and appear to be engaged in a discussion. A dark blue semi-transparent banner is overlaid on the bottom half of the image, containing the text '2024 Learning & Development Catalog'.

2024

Learning & Development
Catalog



**Organizational
Development**



Organizational Development

OUR MISSION

Empower our associates to succeed and contribute to Erlanger's mission.

OUR VISION

Ensure our associates have the knowledge, skills, and abilities to thrive, innovate, and lead.

OUR LEARNING & DEVELOPMENT CONSULTANTS

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TRAINING REQUEST FORM

<https://tinyurl.com/ODTRF>

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The only thing worse than training your employees and having them leave is not training them and having them stay.

Henry Ford

How to Sign Up for Training

Open Enrollment

Whether you are signing up for a leadership course or a workforce development seminar, you can sign up in your **Erlanger Online Learning (EOL)** portal.

- Select **Find Learning > Browse Content** from top menu
- **Search** using keywords
- Select the course and press **Go to course**.
- Select 1) **Enroll me > 2) Go to event > 3) Sign-up**



Interventions

For tailored coaching and team development, please request using:

**Learning & Development
Training Request Form**
<https://tinyurl.com/ODTRF>



ORGANIZATIONAL DEVELOPMENT NEW ASSOCIATE ORIENTATION

New Associate Orientation (NAO) provides new associates with an introduction to Erlanger - our mission, vision, values, and history. The program outlines expectations and identifies resources available to assist new associates in their onboarding. Contact **develop@erlanger.org** for more info or access Organizational Development's SharePoint Site here:

<http://ehsintranet/Campuses/Baroness/HR/OD/SitePages/NewAssociateOrientation.aspx>

2024 Schedule

NAO commences each Monday at 9am with a Zoom Kickoff, excluding holidays (delayed to a Tuesday start) or during the weeks of Independence Day and Christmas (canceled).

Jan 2 (Tues); 8; 15; 22; 29	Feb 5; 12; 19; 26	Mar 4; 11; 18; 25
Apr 1; 8; 15; 22; 29	May 6; 13; 20; 28 (Tues)	Jun 3; 10; 17; 24
Jul 8; 15; 22; 29	Aug 5; 12; 19; 26	Sep 3 (Tues); 9; 16; 23; 30
Oct 7; 14; 21; 28	Nov 4; 11; 18; 25	Dec 2; 9; 16; 30

NAO is completed online and remotely. Computers are available at the HR Building Mon - Fri, 8am - 4pm for those without resources to complete remotely. *In-person* **Nursing Services Orientation (NSO)** and *in-person* **eChart/Epic Training** are arranged directly with new hires. An in-person **Executive Welcome** occurs the last Thursday of each month.

Team Development & Interventions

Learning & Development will partner and consult with you to assess your needs, provide critical insight, and design an intervention that will achieve your goals.



Enhance Your Culture

We offer a variety of tailored workshops designed to improve team connection, communication, and trust. Whether a Lunch & Learn or a day-long retreat, we can partner with you to provide the development your team needs to succeed. Fill out a *Learning & Development Training Request Form* to get started:

<https://tinyurl.com/ODTRE>

Some popular interventions include...

- General Team Building Activities
- DiSC Fundamentals/Workplace
- DiSC Management
- DiSC Agile EQ
- DiSC Productive Conflict
- The Five Behaviors [of a Team]
- CliftonStrengths
- Creating Team Norms
- Mission, Vision, Values, & Goals
- Team Accountability
- Building Resilience
- Professionalism in the Workplace

And more!

Authorized Partner
EVERYTHING DiSC
A Wiley Brand

Authorized Partner
The Five Behaviors
A Wiley Brand

CliftonStrengths®



Coaching is unlocking people's potential to maximize their own performance.

COACHING for » GROWTH

AN ORGANIZATIONAL DEVELOPMENT PROGRAM

We can all improve our capacity to lead. Coaching provides insights into self-awareness, leveraging your strengths, overcoming obstacles, and becoming more productive as a leader. Using the **GROW** model and select leadership evaluative tools, our coaches provide intentional *three* or *six-month* terms to help you get to the next level. To start, fill out a *Learning & Development Training Request Form* here: <https://tinyurl.com/ODTRF>.



From emerging leaders to senior leaders, we offer tailored strategies to drive tangible performance results. Questions? Contact Leadership Development Institute.



**LEADERSHIP
DEVELOPMENT
INSTITUTE**

LDI is a biannual *Leadership Forum* retreat designed to refine our senior leaders' leadership acumen.



- LDI 10 | Friday, April 26, 2024, 8:30am - 3:30pm
 - Cascaded Learning May 21, 1-3pm or May 23, 9-11am
- LDI 11 | Friday, October 25, 2024, 8:30am - 3:30pm
 - Cascaded Learning Nov 19, 1-3pm or Nov 22, 9-11am
- LDI 1 - 9 | Recap EOLs assigned to new leaders

Note: Leadership Forum and guests are sent Outlook Meeting Requests. Your acceptance/attendance will be used to retroactively mark your registration.



**EMERGING
LEADERSHIP
INSTITUTE**

ELI* is a biannual 6-month program for high potential associates looking to grow their leadership potential.



• January - June 2024 Cohort

- Jan 9, 12:30 - 4:30pm | Understanding Personalities
- Feb 13, 12:30 - 4:30pm | Leadership Character/Leading Self
- Mar 12, 12:30 - 4:30pm | Leadership Skills/Leading Others
- Apr 9, 12:30 - 4:30pm | Quality Improvement/Group Project Intro
- May 14, 12:30 - 4:30pm | EQ & Conflict Resolution
- Jun 25, 8:00 - 10:30pm | Fireside Chat with Chief/Graduation

• July - December 2024 Cohort

- Jul 9, 12:30 - 4:30pm | Understanding Personalities
- Aug 13, 12:30 - 4:30pm | Leadership Character/Leading Self
- Sep 10, 12:30 - 4:30pm | Leadership Skills/Leading Others
- Oct 8, 12:30 - 4:30pm | Quality Improvement/Group Project Intro
- Nov 12, 12:30 - 4:30pm | EQ & Conflict Resolution
- Dec 17, 8:00 - 10:30pm | Fireside Chat with Chief/Graduation

*Application Required for ELI Participation From Applicant AND Supervisor

ERLANGER INSTITUTE FOR LEADERSHIP

...colored experiences that align with culture and people
...its. Use corresponding QR Code to sign-up!
...ershipDev@erlang.org.



OPERATIONAL LEADERSHIP INSTITUTE

OLI consists of monthly leadership workshops open to all leaders based on an annual needs assessment.



- **Strategic Orientation**
 - Thurs, Jan 11, 9 - 11am
 - Thurs, Jan 25, 1 - 3pm
 - Thurs, Dec 12, 9 - 11am
- **HR Management**
 - Thurs, Feb 8, 9 - 11am
 - Thurs, Feb 22, 1 - 3pm
 - Thurs, Aug 8, 9 - 11am
 - Thurs, Aug 22, 1 - 3pm
- **Financial Skills**
 - *Strata Budgeting Prep*
 - Weekdays, Mar 18 - Apr 5
 - 9 - 11am or 2 - 4pm
 - *Finance 101*
 - Thurs, Sep 12, 9 - 11am
 - Thurs, Sep 26, 1 - 3pm
- **IT Management**
 - Thurs, Apr 11, 9 - 11am
 - Thurs, Apr 25, 1 - 3pm
 - Thurs, Oct 10, 9 - 11am
 - Thurs, Oct 24, 1 - 3pm
- **Wellbeing**
 - Thurs, May 9, 9 - 11am
 - Thurs, May 23, 1 - 3pm
 - Thurs, Nov 14, 9 - 11am
- **Talent Development**
 - Thurs, Jun 13, 9 - 11am
 - Thurs, Jun 27, 1 - 3pm
 - Thurs, Jul 11, 9 - 11am
 - Thurs, Jul 25, 1 - 3pm
- **LinkedIn Learning (LiL)****
 - Online Via EOL Assignments

Site Specific OLIs with custom content/times will be held at:

- *East* | Feb 29
- *Bledsoe* | Aug 29
- *EWCH* | May 30
- *North* | Oct 31



NEW LEADERSHIP INSTITUTE

NLI is a quarterly new leader orientation to help new leaders assimilate quickly into Erlanger processes.



- Winter | Pt 1 Thurs, Feb 8, 1 - 4pm & Pt 2 Fri, Feb 9, 9am - 12pm
- Spring | Pt 1 Thurs, May 9, 1 - 4pm & Pt 2 Fri, May 10, 9am - 12pm
- Summer | Pt 1 Thurs, Aug 8, 1 - 4pm & Pt 2 Fri, Aug 9, 9am - 12pm
- Fall | Pt 1 Thurs, Nov 14, 1 - 4pm & Pt 2 Fri, Nov 15, 9am - 12pm

**Learn More About LiL On Page 9

LinkedIn Learning (LiL)

LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos.



Just-In-Time Learning

Erlanger is proud to provide this resource to management for just-in-time learning. Learn in-demand skills with 20,000+ online courses taught by real-world professionals. Popular courses include *Goal Setting*, *Excel Essentials*, *Interpersonal Communication*, and *Cultivating a Growth Mindset*. Use either your desktop/laptop or your smartphone for unlimited access anytime.

How To Get Your LiL License

- To qualify, you must be a manager, director, or executive
- Email LeadershipDev@erlanger.org to request a license
- Activate your license and access via your personal LinkedIn account
- Start learning on your computer or smartphone!

LinkedIn Learning



Tell me and I forget, teach me and I may remember,
involve me and I learn.

Benj. Franklin

CLINICAL DEVELOPMENT DAYS

In partnership with *Clinical Education*, we are excited to introduce Clinical Development Days. Contact develop@erlanger.org for info.

CSL Development Days

Q1 Integrity

- Feb 1, 9 - 11am
- Feb 15, 1 - 3pm

Q2 Accountability

- May 2, 9 - 11am
- May 16, 1 - 3pm

Q3 Communication

- Aug 1, 9 - 11am
- Aug 15, 1 - 3pm

Q4 Stewardship

- Nov 7, 9 - 11am
- Nov 21, 1 - 3pm

Nurse Residents Development Days

Nurse Resident Development Days are apart of *Professional Development* curricula in May and September, focusing on team building, communication, and leadership.

PCT Development Days

PCT Development Days are apart of *PCT Skills Day* in the Simulation Lab, every other Monday, starting April 1, 2024, focusing on communication.

Nurse Preceptor Development Days

Nurse Preceptor Development Days are apart of *Preceptor Workshops* each month, focusing on communication and feedback.



Workforce Development provides training and resources for their continued growth. Use contact information for questions? Contact d



HR SUPPORT TRACK

- **Conflict Resolution**
 - Thurs, Jan 4, 1 - 3pm
 - Thurs, Jan 18, 9 - 11am
 - Fri, Jul 5, 1 - 3pm
 - Thurs, Jul 18, 9 - 11am
- **Understanding Your Benefits**
 - Thurs, Jun 6, 1 - 3pm
 - Thurs, Jun 20, 9 - 11am
 - Thurs, Dec 5, 9 - 11am
 - Thurs, Dec 19, 1 - 3pm



PROFESSIONAL DEVELOPMENT TRACK

- **Career Pathing**
 - Thurs, Feb 1, 1 - 3pm
 - Thurs, Feb 15, 9 - 11am
 - Thurs, Aug 1, 1 - 3pm
 - Thurs, Aug 15, 9 - 11am
- **Know Your Strengths***
 - Thurs, Apr 4, 1 - 3pm
 - Thurs, Apr 18, 9 - 11am
 - Thurs, Oct 3, 1 - 3pm
 - Thurs, Oct 17, 9 - 11am

*Featuring CliftonStrengths Assessment; 16 Participant Limit Per Class

ERLANGER INSTITUTE FOR WORKFORCE DEVELOPMENT

ing webinars available to all associates
corresponding QR Code to sign-up!
develop@erlanger.org.



WELLNESS TRACK

- **Building Resilience**
 - Thurs, Mar 7, 1 - 3pm
 - Thurs, Mar 21, 9 - 11am
 - Thurs, Sep 5, 1 - 3pm
 - Thurs, Sep 19, 9 - 11am
- **Personal Finance**
 - Thurs, May 2, 1 - 3pm
 - Thurs, May 16, 9 - 11am
 - Thurs, Nov 7, 9 - 11am
 - Thurs, Nov 21, 1 - 3pm



MICROSOFT OFFICE TRACK**

Learn the ins and outs of:

- MS Word
- MS Excel
- MS PowerPoint
- MS Access

**Available anytime, online *free* from *GCF Global* at
<https://edu.gcfcglobal.org/en/topics/office/>

2024 TRAININ

JANUARY

1/2 NAO 9am	1/16 RN-P 8am
1/4 WFD 1pm	1/18 WFD 9am
1/8 NAO 9am	1/22 NAO 9am
1/9 ELI 12:30pm	1/25 OLI 1pm
1/11 OLI 9am	1/29 NAO 9am
1/15 NAO 9am	

FEBRUARY

2/1 CSL 9am	2/13 ELI 12:30pm
2/1 WFD 1pm	2/15 WFD 9am
2/5 NAO 9am	2/15 CSL 1pm
2/8 OLI 9am	2/19 NAO 9am
2/8 RN-P 1pm	2/22 OLI 1pm
2/8 NLI 1pm	2/26 NAO 9am
2/9 NLI 9am	2/29 OLI @East
2/12 NAO 9am	

MARCH

3/4 NAO 9am	3/18 NAO 9am
3/7 WFD 1pm	3/21 WFD 9am
3/11 NAO 9am	3/25 NAO 9am
3/12 ELI 12:30pm	3/26 RN-P 8am
3/18 - 3/29 (M-F) OLI 9am or 2pm	

APRIL

4/1 - 4/5 (M-F) OLI 9am or 2pm	
4/1 NAO 9am	4/15 PCT 1pm
4/1 PCT 1pm	4/18 WFD 9am
4/4 WFD 1pm	4/22 NAO 9am
4/8 NAO 9am	4/24 RN-P 8am
4/9 ELI 12:30pm	4/25 OLI 1pm
4/11 OLI 9am	4/26 LDI 8:30am
4/11 RN-P 1pm	4/29 NAO 9am
4/15 NAO 9am	4/29 PCT 1pm

MAY

5/2 CSL 9am	5/16 WFD 9am
5/2 WFD 1pm	5/16 CSL 1pm
5/6 NAO 9am	5/20 NAO 9am
5/9 OLI 9am	5/21 LDI-C 1pm
5/9 NLI 1pm	3/23 RN-Res 9am
5/10 NLI 9am	5/23 LDI-C 11am
5/13 NAO 9am	5/23 OLI 1pm
5/13 PCT 1pm	5/28 NAO 9am
5/14 ELI 12:30pm	5/28 RN-Res 1pm
5/15 RN-P 8am	5/30 OLI @EWCH

JUNE

6/3 NAO 9am	6/20 WFD 9am
6/6 WFD 1pm	6/24 NAO 9am
6/10 NAO 9am	6/24 PCT 1pm
6/10 PCT 1pm	6/25 ELI 8am
6/13 OLI 9am	6/27 OLI 1pm
6/17 NAO 9am	

G CALENDAR

JULY

7/5 WFD 1pm	7/18 WFD 9am
7/8 NAO 9am	7/22 NAO 9am
7/8 PCT 1pm	7/22 PCT 1pm
7/9 ELI 12:30pm	7/25 OLI 1pm
7/11 OLI 9am	7/29 NAO 9am
7/15 NAO 9am	

AUGUST

8/1 CSL 9am	8/13 ELI 12:30pm
8/1 WFD 1pm	8/15 WFD 9am
8/5 NAO 9am	8/15 CSL 1pm
8/5 PCT 1pm	8/19 NAO 9am
8/8 OLI 9am	8/19 PCT 1pm
8/8 NLI 1pm	8/22 OLI 1pm
8/9 NLI 9am	8/26 NAO 9am
8/12 NAO 9am	8/29 OLI @Bledsoe

SEPTEMBER

9/3 NAO 9am	9/16 PCT 1pm
9/5 WFD 1pm	9/19 WFD 9am
9/9 NAO 9am	9/23 NAO 9am
9/10 ELI 12:30pm	9/26 OLI 1pm
9/12 OLI 9am	9/26 RN-Res 1pm
9/12 RN-Res 9am	9/30 NAO 9am
9/16 NAO 9am	9/30 PCT 1pm

OCTOBER

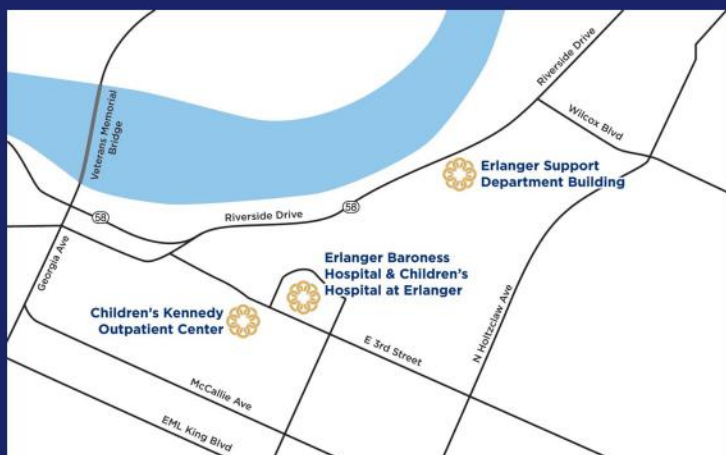
10/3 WFD 1pm	10/21 NAO 9am
10/7 NAO 1pm	10/24 OLI 1pm
10/8 ELI 12:30pm	10/25 LDI 8:30am
10/10 OLI 9am	10/28 NAO 9am
10/14 NAO 9am	10/28 PCT 1pm
10/14 PCT 1PM	10/31 OLI@North
10/17 WFD 9am	

NOVEMBER

11/4 NAO 9am	11/15 NLI 9am
11/7 CSL 9am	11/18 NAO 9am
11/7 WFD 1pm	11/19 LDI-C 1pm
11/11 NAO 9am	11/21 WFD 1pm
11/11 PCT 1pm	11/21 CSL 1pm
11/12 ELI 12:30pm	11/22 LDI-C 9am
11/14 OLI 9am	11/25 NAO 9am
11/14 NLI 1pm	11/25 PCT 1pm

DECEMBER

12/2 NAO 9am	12/16 NAO 9am
12/5 WFD 1pm	12/17 ELI 8am
12/9 NAO 9am	12/19 WFD 1pm
12/9 PCT 1pm	12/23 PCT 1pm
12/12 OLI 9am	12/30 NAO 9am



Organizational Development

*Our goal is to promote a culture of engagement,
learning, and retention at Erlanger!*

Location

Brighthouse | Support Department Building
1516 Riverside Drive | Chattanooga, TN 37406

Our building offers two classrooms
and two computer labs that
can be reserved for all your training needs.

SharePoint Site

<http://ehsintranet/Campuses/Baroness/HR/OD>

General Requests and Room Reservations:
develop@erlanger.org

EOL Help Desk

EOL Chatbot | eolhelp@erlanger.org

