

CapstoneEDU Leadership Bundle Courses OVERVIEW

Objective

In an effort to continue to support each partner organization in building/strengthening internal expertise in leadership tactics, the following 9 leadership courses from the recommended leadership bundle are offered in CapstoneEDU.

1. Improving Communication
2. Elevating Gratefulness
3. Strengthening Relationships (aka Rounding)
4. Effective Hiring & Onboarding
5. Setting & Achieving Goals
6. Giving & Receiving Feedback
7. Promoting Wellbeing
8. Leading Change
9. Achieving Standards

Enrollees

CapstoneEDU courses are available to all leaders in partner organizations for use as desired by the organization/leader(s) for the primary purpose of training internal peer champions; however, courses are available to all leaders for the purposes of leadership orientation and/or ongoing leadership development as encouraged by the Steering Team.

On-Demand/Self-Pacing

Courses are designed in a way that they can be "self-paced." Our recommended pacing to complete the course is listed below; yet the course completion timeline can be adjusted to be accomplished at a quicker or slower pace by the learner.

Course Access

All leaders in each partner organization, via their Initiative Champion, have an access link and access code to register for and participate in CapstoneEDU courses. After the partnership has concluded, access to CapstoneEDU for existing registered learners remains intact.

COURSE	DESCRIPTION	TIMEFRAME
<p>Improving Communication</p>	<p>This course is designed to walk you through the steps toward the creation of a systematic process for communications that are more transparent, impactful, and timely. After assessing your current communication efforts, you'll define the scope of your new or revised communication plan, and then build the plan one element at a time. When employees know where to get information, they can be a more active, versus passive, receiver of information. When leaders consistently follow a well-devised communication plan, trusting relationships can flourish.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 8.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 10 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 2.5-3.0 Hours Level 2 - 1.5-2.0 Hours Level 3 - 1.5-2.0 Hours Level 4 - 2.5-3.0 Hour</p>
<p>Elevating Gratefulness</p>	<p>This CapstoneEDU learning module This course is designed to assist you in the mastery of gratefulness by strengthening habits of recognizing, celebrating, and appreciating.</p> <p>Gratefulness is an important aspect of a positive workplace culture in which people and results can flourish. The major content is focused on tactics for recognizing gratefulness opportunities and acting on them.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 6.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 8 hours over 6 weeks; ; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 1.5-2.0 Hours Level 2 - 1.5-2.0 Hours Level 3 - 1.5-3.0 Hours Level 4 - 0.5-1.0 Hour</p>

COURSE	DESCRIPTION	TIMEFRAME
<p>Strengthening Relationships</p>	<p>Through this course, Work Relationships that Work, you will create the habit of purposeful and systematic rounding to build and strengthen relationships with your key stakeholders and engage them to contribute to the key strategies that will move your team or organization forward to peak results.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 9.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 12 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 1.5-2.0 Hours Level 2 - 2.0-2.5 Hours Level 3 - 2.5-5.0 Hours Level 4 - 0.5-1.0 Hour Level 5 - 1.5-3.0 Hours Level 6 - 1.0-2.0 Hours</p>
<p>Effective Hiring & Onboarding</p>	<p>This course is designed to inspire and equip you with selection and onboarding practices that provide rock-solid first impressions to your new employees while laying down roots that will increase the chances that your newly selected employees will blossom into excellent members of your team.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 6.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 8 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 2.5-3.0 Hours Level 2 - 1.5-3.0 Hours Level 3 - 1.5-3.0 Hours Level 4 - 0.5-1.0 Hour</p>

COURSE	DESCRIPTION	TIMEFRAME
<p>Setting & Achieving Goals</p>	<p>Aligning organizational, departmental, team, and individual goals with key strategic priorities - and engaging employees and leaders in setting and achieving goals - can be the powerful engine a healthcare organization needs for improving every aspect of the organization – finance, growth, quality/safety, patient satisfaction, and employee engagement.</p> <p>Most organizations have a defined strategic planning cycle and a budget cycle but miss out on the benefits of creating alignment and ownership for achieving strategies via the incorporation of a goal cycle.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 6.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>This course is designed in a way that it can be "self-paced." Our recommended pacing is to complete the course 8-9 weeks (approx. 1 level every 2 weeks); yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 1.5-2.0 Hours</p> <p>Level 2 - 1.5-2.0 Hours</p> <p>Level 3 - 2.0-3.25 Hours</p> <p>Level 4 - 1.0-1.25 Hours</p> <p>Level 5 - 0.25-0.5 Hours</p>

COURSE	DESCRIPTION	TIMEFRAME
<p>Giving & Receiving Feedback</p>	<p>Could you imagine the coach of a championship team not providing feedback to the players? You would likely agree that frequent high-quality feedback is required for individuals and teams to reach peak performance.</p> <p>Feedback is truly just a conversation, or a series of conversations. Even though leaders have a lifetime of experience in conversing, it is with regular frequency that leaders reach out to us for advice on what to say to their employees.</p>	<p>On-Demand/Self-Pacing</p> <p>This course is designed in a way that it can be "self-paced." Our recommended pacing is to complete the course over 3 months; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 – 1.5-2.5 Hours Level 2 – 1.0-2.0 Hours Level 3 – 3.5-5.0 Hours Level 4 – 3.5-6.0 Hours Level 5 – 2.5-4.5 Hours Level 6 – 2.5-5.5 Hours Level 7 – 1.0-2.0 Hours Level 8 – 0.5-1.0 Hours Level 9 – 0.5 Hours Level 10 – 0.5 Hours</p>

COURSE	DESCRIPTION	TIMEFRAME
Promoting Wellbeing	<p>This CapstoneEDU learning module is designed to support you in your efforts to elevate your personal resilience and to lead efforts that positively impact the resilience of others - in your department(s) and/or entire organization.</p> <p>Levels 2-3 will guide you through the development of a personal resiliency plan.</p> <p>Level 4 will focus on department/team resiliency efforts.</p> <p>Level 5 will focus on organization-side resiliency efforts.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing; Provider #16063. Approved for 5.5 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 6 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 4 Missions - 1.25 to 2.25 Hours</p> <p>Level 2 - 6 Missions - 1.0 to 1.25 Hours</p> <p>Level 3 - 6 Missions - 1.0 to 1.25 Hours</p> <p>Level 4 - 6 Missions - 1.0 Hour</p> <p>Level 5 - 6 Missions - 1.0 Hour</p> <p>Level 6 - 4 Missions - 0.25-0.5 Hour</p>

COURSE	DESCRIPTION	TIMEFRAME
Leading Change	<p>This CapstoneEDU learning module is designed to assist you to elevate your ability to lead and participate in change/improvement efforts. In particular, helping you to identify and overcome (or maybe even proactively prevent) seven common "change challenges."</p> <p>To create positive change in your leadership requires motivation. This first mission will provide an opportunity for you to consider your motivation for elevating your leadership in this specific way.</p> <p>Investing in strengthening your leadership requires a commitment of time, energy, and focus. Right from the start, map out your personal plan for the time needed to be successful in this course.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 8.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 8 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>The estimated time commitments are as follows:</p> <p>Level 1 - 2.5-3.0 Hours</p> <p>Level 2 - 1.5-2.0 Hours</p> <p>Level 3 - 1.5-2.0 Hours</p> <p>Level 4 - 2.5-3.0 Hour</p>

COURSE	DESCRIPTION	TIMEFRAME
Achieving Standards	<p>This course is designed to assist organizations in the process of setting high standards for behavior and performance - and then bringing and keeping these standards alive to achieve continually improving behavior and results in the organization.</p> <p>NOTE: Course is approved by the California Board of Registered Nursing: Provider #16063. Approved for 7.0 Contact Hours.</p>	<p>On-Demand/Self-Pacing</p> <p>The hours to complete the learning and the related activities are estimated at 7 hours over 6 weeks; yet can be adjusted to be completed at a quicker or slower pace by the learner.</p> <p>Level 1 - 1.0-1.5 Hours</p> <p>Level 2 - 1.5-2.0 Hours</p> <p>Level 3 - 3.0-4.0 Hours</p> <p>Level 4 - 0.5 Hour</p>