LEARNING NETWORK

Learning Opportunities
May 2018 to July 2018
### Continuous Process Improvement - May 1 - 9:00am - 4:00pm - Conference Room 1210 - Belfer Building

This is an interactive program designed to review process improvement methodologies and provides hands-on experience using a variety of lean six sigma tools. Upon completion of this program attendees are prepared to jump into a continuous improvement project. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register](#).

### Learning to Lead: Foundational Concepts - May 2 - 9:00am- 4:00-pm - Conference Room 1210 - Belfer Building

Interactive and fast paced, participants learn and practice new skills through role plays and group discussions. This program focuses on core leadership skills such as communication, influence, coaching, team building and conflict management. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register](#).

### Time & Attendance Standards - May 9 - 2:00pm - 3:00pm - Conference Room 1210 - Belfer Building

This workshop provides an overview of the new time and attendance standards in relation to Einstein’s disciplinary process. Participants will have an opportunity to practice using hypothetical examples, receive guidelines for recordkeeping; and, reporting capabilities in Kronos. **Audience:** Open to managers and faculty members with administrative responsibilities that manage union employees. [Click here to register](#).

### Safe Zone: Level II - May 14 - 10:00am - 12:00pm - Forchheimer Building - Education Center - Room 1A and 1B

The Level II training will focus on in-depth discussion of transgender identities and experiences of LGBTQ+ in healthcare. **Prerequisite:** Participants that have attended a Level I program. **Audience:** Open to all members of the Einstein community. [Click here to register](#).

### Labor Relations for Managers & Supervisors - May 15 - 10:00am - 11:30am - Conference Room 1210 - Belfer Building

Obtain the tools to tackle challenges and build knowledge to oversee contract regulations with conviction. Topics to be discussed include: understanding key labor/employee relations principle; working knowledge of policies and key collective bargaining agreement provisions; and understanding the progressive discipline process and union rights. **Audience:** Open to managers and faculty members with administrative responsibilities that manage union employees. [Click here to register](#).

### Managing Conflict at Work - May 15 - 9:00am - 5:00pm - Moses Campus

Workplace conflict is nearly impossible to avoid. From small disagreements to verbal battles, conflict is a source of stress and can easily overshadow all other productive aspects of the workplace. Using the conflict tools provided, participants learn the true mechanics of conflict resolution and apply these tools to real-life situations. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register](#).

### ePRO Workshop - May 16 - 1:00pm - 3:00pm – Location To Be Announced

This session will provide an overview of how to effectively use the system to purchase the items that your department needs and process reimbursements. At the end of the course, participants will be able to use the system information provided to complete tasks associated with purchasing goods and services with minimum direction. **Audience:** Open to all members of the Einstein community. [Click here to register](#).

### Performance Management 24/7 - May 25- 9:00am - 5:00pm- Moses Campus

This course focuses on best practices related to setting clear performance expectations, monitoring performance, providing real-time constructive feedback, and accountability for the completion of tasks & their behavior. A significant portion of the class is dedicated to the writing and effective delivery of the associate performance appraisal. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register](#).
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Delegating with Purpose - June 1 - 9:00am - 12:30pm - Conference Room 1210 - Belfer Building

Delegating with purpose ensures that everyone on the team is doing work that contributes to results and develops new skills and expertise. During the program: leaders define aspects of delegating they are uncomfortable with, identify the tasks they need to delegate, assess capabilities and plan the delegation discussion. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register]

**Title IX: Non-Discrimination and Anti-Harassment Training** - Location to Be Announced

- June 6 – 10:00am – 11:00am
- June 12 – 2:00pm – 3:00pm
- June 8 – 11:00am – 12:00pm
- June 14 – 1:00pm – 2:00pm

This is required training for all faculty, department heads, administrators and managers. This course focuses on recognizing & preventing harassment, discrimination and retaliation in the workplace, in accordance with requirements under the law and Einstein policies. **Audience:** Faculty, department heads, administrators and managers. [Click here to register]

**Labor Relations for Managers & Supervisors** - June 12 - 2:00pm - 3:30pm - Conference Room 1210 - Belfer Building

Obtain the tools to tackle challenges and build knowledge to oversee contract regulations with conviction. Topics to be discussed include: understanding key labor/employee relations principle; working knowledge of policies and key collective bargaining agreement provisions; understanding the progressive discipline process and union rights. **Audience:** Open to managers and faculty members with administrative responsibilities that manage union employees. [Click here to register]

**Six-Sigma - White Belt Certification Class** - June 14 - 8:30am - 4:30pm – Location To Be Announced NEW PROGRAM!

The White Belt workshop, facilitated by Global 6Sigma USA, is geared toward providing fundamental comprehension of the Lean Six Sigma (also known as LSS) outline involving process improvement, variability, process performance, and the specific roles that different team members play. **Audience:** Open to managers and faculty members with administrative responsibilities that manage union employees. [Click here to register]

**Your Leadership Journey** - June 14 - 1:00pm - 5:00pm - Belfer Building - Conference Room 1210

Making the transition from individual contributor to leader is both exciting and challenging. Unfortunately, we often promote individuals based on their hard work, and they struggle because being a leader is a career change, not just a slight shift in the work they do. This course introduces three leadership differentiators that are most important to building a positive reputation as well as contributing to Einstein’s mission, vision and values. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register]

**ePRO Workshop** - June 20 - 1:00pm - 3:00pm - Location to Be Announced

This session will provide an overview of how to effectively use the system to purchase the items that your department needs and process reimbursements. At the end of the course, participants will be able to use the system information provided to complete tasks associated with purchasing goods and services with minimum direction. **Audience:** Open to all members of the Einstein community. [Click here to register]

**Coaching for Peak Performance** - June 27 - 9:00am - 1:00pm - Moses Campus

Whether leaders are guiding people toward success in new or challenging situations or helping people improve or enhance their work performance, their ability to coach and provide feedback makes the difference. This course helps leaders have more effective and efficient interactions by helping learners understand the importance of coaching techniques and how to effectively handle both proactive and reactive coaching discussions. **Audience:** Open to principal investigators, administrators, department heads and faculty & administrative responsibilities. [Click here to register]
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Making High Quality Decisions – July 10 – 9:00am – 1:00pm – Moses Campus
Sound decision-making demands more than just coming up with or picking the best alternative or option. Participants will develop the skills and confidence to generate options and compare them to important decision criteria, and to select the best course of action. Utilizing this process will also help individuals avoid the pitfalls that often undermine high-quality decision making. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register]

Coaching for High Performance - July 11 - 9:00am - 1:00pm - Moses Campus
Coaching at the mid-level is significantly different from coaching at lower organizational levels, as leaders are now expected to continue to lead across generations while also leading people from different functions and increasing productivity across the board. Leaders need to develop multidirectional coaching skills and learn the proactive inquiry method for more effective interactions with their teams. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register]

Building and Sustaining Trust - July 17 - 1:00pm - 4:30pm - Tarrytown
Trust is directly linked to employee engagement, retention, productivity and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. **Audience:** Open to principal investigators, administrators, department heads and faculty and administrative responsibilities. [Click here to register]