



Home Care Association of New Jersey Presents

APPRECIATIVE LEADERSHIP SERIES: The Leader as Coach

***A Series of 90 minute webinars
on Positive Principles on Transforming Your Workplace***

Jo Manion, RN,

PhD is a nationally recognized speaker, an award-winning author, and a senior management consultant who offers an impressive breadth of experience combined with practical and creative approaches to organizational and professional issues. Her focus is on creating positive and healthy work environments with high level employee engagement. Her extensive experience in health care and business results in a practical and down-to-earth approach to the many challenges we face today.

BONUS FEATURE

All sessions are recorded and made available to paid registrants for a limited time following the initial broadcast.

This Webinar series is for established and aspiring leaders. The sessions weave together the key elements of what today's leaders need to know as we move into this new decade. Application activities and exercises will be included.

PART TWO: The Leader as Coach: Positive Principles for Transforming Your Workplace

SO YOU WANNA BE A COACH?

Tuesday, May 1, 2012 11:00am-12:30pm EST

This session outlines a process for coaching that is highly interactive and non-linear in nature. Practical principles and tips are shared and an assessment process is included. This is a useful session for anyone involved in coaching others for higher performance.

CREATING EFFECTIVE REWARDS & RECOGNITIONS

Tuesday, June 5, 2012 11:00am-12:30pm EST

Too many reward and recognition efforts are limited to the "toy & trinkets" approach. This session provides a sound grounding in the principles of intrinsic motivation and ways to create meaningful and lasting results from your efforts.

BUILDING ACCOUNTABILITY INTO THE WORK CULTURE

Tuesday, July 10, 2012 11:00am-12:30pm EST

The first step to creating an accountable healthcare organization is to create a culture of accountability within the work place. Four steps for achieving high levels of employee accountability are explored and self-assessment questions offered. Specific leadership strategies for addressing victim thinking and lack of accountability are included.

MANAGING PERFORMANCE

Tuesday, August 7, 2012 11:00am-12:30pm EST

Most leaders find managing their low or inadequate performers to be one of the most difficult aspects of their job. Basic principles are reviewed here along with practical tips to help the leader face this difficult challenge. Special difficult situations will be addressed, such as bullying behavior and personality disorders. A technique for delivering difficult feedback to others is included.



Appreciative Leadership Series

A Series of 90 Minute Webinarss on
Positive Principles on Transforming Your Workplace

Enjoy the convenience and cost-effectiveness of a telephone workshop. There is **no travel time** involved and **no limit to the number of attendees from your agency location** who may participate **at your site through one phone line**. All you need to participate is a speaker telephone and a room large enough for your staff. You will also be able to participate in a Q&A portion for all live sessions. **ONE REGISTRATION FORM PER DIAL-IN LINE IS REQUIRED**

Each 90 minute webinar will take place from 11:00 a.m. to 12:30 p.m EST. Due to the expense of using the teleconference hook-up, registrations may not be shared between agencies or office locations – the agency’s registration covers access to only one phone line into the teleconference. The handout and dial-in information will be emailed to you prior to the teleconference to the email address you provide below.

Cancellation Policy: Fees will be refunded only if written cancellation is received by Home Care Association of NJ two weeks prior to the teleconference. **There will be no refunds after the dial-in number is sent to your agency.** Refund requests should be emailed to donna@homecarenj.org. In the event of a written cancellation, Home Care Association of NJ will retain \$30 of the initial fee for administrative overhead. **Registrations must be received in writing and will not be accepted without payment. Please print this page, complete the form and send with payment to: Home Care Association of NJ or fax to (732) 877-1101.**

Registration:

<i>Appreciative Leadership Series- PART TWO</i>		
	MEMBER	NONMEMBER
So You Wanna Be A Coach?- <i>May. 1, 2012</i>	\$ 159	\$ 299
Creating Effective Rewards and Recognitions- <i>June 5, 2012</i>	\$ 159	\$ 299
Building Accountability Into the Workplace- <i>July 10, 2012</i>	\$ 159	\$ 299
Managing Performance- <i>August 7, 2012</i>	\$ 159	\$ 299

Agency Name: _____
 Agency Address: _____
 Contact Name: (Please add credentials) _____
 E-mail Address (please print): _____
 Alternative Email: _____ Phone: _____

Payment Information:

Total Amount \$ _____

Check # _____ (payable to Home Care Association of NJ)
 Visa MasterCard American Express
 Credit Card Number: _____ Exp. Date: _____ CVV# _____
 Name (as it appears on card): _____
 Address (of cardholder): _____
 Signature (required): _____

Fax completed registrations to (732) 877-1101 or mail with payment to: 485D Route 1 South, Suite 210, Iselin, NJ 08830. Questions? Contact Karen Noll at karen@homecarenj.org