



The New Nurse Manager Basics Workshop – Virtual Agenda

Congratulations on starting your journey to Nurse Manager! Now what? You need to build your leadership and business skills so you can be successful in your new role. This interactive workshop provides you with the essential information to build a game plan for your transition to Nurse Manager. Participants will enhance their understanding of management, communications, and business knowledge needed to run a unit effectively.

Continuing Nurse Education contact hours earned are applicable towards your Nurse Executive certification.

Day 1 Session

Stepping into the Leadership Role (60 minutes)

- The Contemporary Manager Role and Responsibilities
- Managing Yourself
- Building Trust - How to be an Authentic Leader
- Adopting a Coaching Mindset in Your Leadership Role

Break

Communication and Collaboration in Leadership Roles (110 minutes)

- Mastering Good Communication
- Bridging the Communication Chasm Across Generations
- Giving Constructive Feedback
- Navigating Conflict
- Breakout Room Scenario/Debrief

End of Day1

Day 2 Session

Managing Staff Performance (90 minutes)

- Coaching Staff to a Higher Level of Performance
- Managing Resistance to Change
- Promoting Staff Engagement
- Avoiding Team Dysfunction/Incivility
- Promoting Staff Resilience
- Breakout Room Scenario/Debrief

Break

Resource Management (75 minutes)

- Healthcare Reimbursement
- Budget Basics
- Nurse Staffing in a Time of Shortage

Next Steps (15 minutes)

- Promote your Ongoing Development
- Course Evaluation