



## **Nurse Leaders and Aspiring Nurse Leaders Workshop for Sharpening Your Finance Expertise and Communication Techniques in Today's Healthcare Landscape**

Oct. 29, 2015

<b>Registration:</b>	8 a.m.	<b>Location:</b>	NJHA Conference and Event Center
<b>Program:</b>	8:30 a.m. – 3:30 p.m.		760 Alexander Road, Princeton, NJ
<b>Seminar:</b>	EDU 1548	<b>Fee:</b>	<b>ONE NJ Member:</b> \$95/person <b>Non-Member:</b> \$120/person

### **OVERVIEW:**

Nurses become leaders through a variety of routes, many of which do not include formal education in finance and communication skills. To produce positive results, nurse leaders need effective strategies to manage departmental operations and inspire staff. This workshop will offer evidence-based and results-oriented strategies to sharpen your finance expertise and communication skills. This program is a compilation of practical financial tools for industry newcomers or seasoned professionals in formalized managerial roles. The workshop will cover leadership skills, including effective communication techniques that are useful for all nurse professionals.

### **OBJECTIVES:**

1. Identifies the importance of financial management for transformational leaders
2. Describes variance analysis methods and variance control measures for managers and front line nursing leaders to manage staffing resources
3. Calculates FTEs and staff positions for a sample nursing unit budget
4. Identifies the varying leadership styles commonly used in healthcare
5. Reviews the critical analytical and emotional skills necessary to effectively lead others
6. Optimizes leadership performance through body language awareness.

### **TARGET AUDIENCE:**

Nurse managers, assistant nurse managers, staff nurses, chief nursing officers, vice presidents of patient care, assistant vice presidents of nursing, nursing home administrators, assisted living administrators, administrative directors, directors of nursing, university deans, post-acute nurse leaders, and new ONENJ mentors and mentees.

## **CONTINUING EDUCATION CREDITS:**

HRET-NJHA is an approved provider of continuing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Provider Number P131-1/15-18.

This activity provides **5.5** contact hours.

There are no conflicts of interest, sponsorship, or financial/commercial support being supplied for this activity. Accredited status does not imply endorsement by the provider or American Nurses Credentialing Center's Commission on Accreditation of any commercial products displayed in conjunction with an activity.

Disclosure information: Full disclosure will be provided at the educational activity.

This continuing education program is sponsored/conducted by the Health Research and Educational Trust and is in compliance with N.J.A.C. 8:34-7.3 to provide licensed nursing home administrator (LNHA) and certified assisted living administrator (CALA) education credits accepted by the Nursing Home Administrators Licensing Board. This education activity may only be used for continuing education credit and not to meet academic college credits.

This education activity has been approved for **4.75** LNHA/CALA credits.

# **Nurse Leaders and Aspiring Nurse Leaders Workshop for Sharpening Your Finance Expertise and Communication Techniques in Today's Healthcare Landscape**

Oct. 29, 2015

## **AGENDA**

- 8:30 a.m.     **Welcome and Overview**  
*Patricia Steingall, MS, RN, NE-BC*  
Chief Nursing Officer  
Vice President, Patient Care Services  
*Hunterdon Medical Center*  
President, *ONE NJ*
- 8:45 a.m.     **Financial Management for Nurse Managers and Executives**  
*(Lecture)*
- Judith T. Caruso, DNP, MBA, RN, NEA-BC, FACHE*  
President  
*Caruso Consulting*
- 10:15 a.m.    *Break*
- 10:30 a.m.    **Financial Management for Nurse Managers and Executives**  
*(Workshop)*
- 12 noon       *Networking Luncheon*
- 1 p.m.        **Leading Smarter, Not Working Harder:  
More than Just Words of Wisdom** *(Lecture)*
- Cheri Clancy, MSN, MS, RN, NE-BC*  
Assistant Vice President of Patient Experience  
*Kennedy Health System*
- 2 p.m.        *Break*
- 2:15 p.m.     **Leading Smarter, Not Working Harder:  
More than Just Words of Wisdom** *(Workshop)*
- 3:15 p.m.     **Final Comments and Evaluations**
- 3:30 p.m.     *Adjournment*

# Registration Guidelines for 2015

## PAYING BY CREDIT CARD

**Guarantee** your seat now by paying for your registration online with a credit card.  
**It's secure and easy.**

Click on the following link:

<http://hret-registration.njha.com>

**Note:** For security purposes, please **DO NOT** mail credit card information with your security code to the P.O. Box. Save time and register online through our secure Web site.

## PAYING BY CHECK

Reference the seminar number in the memo on the face of the check. Your registration will not be confirmed until your payment is received by HRET. A copy of the registration form must accompany the check to allocate the payment properly.

**FAX:** 609-275-4271

**Make check payable to:** ONE NJ

**Mail to:** P.O. Box 6066 – Belmar, NJ 08099

**Payments by mail must be postmarked no later than Friday, Oct. 16, 2015**

## GENERAL INFORMATION

- **Please fax your registration prior to mailing with payment.**
- After Oct. 16, check payments **must** be presented at registration the day of the program. HRET/NJHA staff reserve the right to refuse entrance if payment is not received in full at the time of registration.
- **Onsite registration:** NJHA will do its best to accommodate walk-ins, but cannot guarantee seating. Please call 609-275-4180 the day preceding a conference to inquire about availability. If NJHA can accommodate you, payment in full is due at the registration table via check or credit card. No exceptions.
- Program inquiries should be directed to Susan Cholewka at [scholewka@njha.com](mailto:scholewka@njha.com)
- Registration and payment inquiries should be directed to 609-275-4180 or [HRETEducation@njha.com](mailto:HRETEducation@njha.com)
- For directions visit NJHA at: <http://www.njha.com/directions.aspx>. Ample parking is available behind the conference center building.
- If you have a disability and require special accommodation, please call 609-275-4180.

## CANCELLATION POLICY

- Cancellations received by Oct. 26 will receive a refund minus a \$30 administrative fee.
- No refunds will be issued after the deadline or for no-shows.
- Registrants unable to attend may send an alternate. Alternate attendee information should be sent at least 48 in advance of program by email to [HRETEducation@njha.com](mailto:HRETEducation@njha.com)

*Nurse Leaders and Aspiring Nurse Leaders Workshop for  
Sharpening Your Finance Expertise and Communication Techniques*

<b>Date:</b>	Oct. 29, 2015
<b>Registration Start:</b>	8 a.m.
<b>Program Start:</b>	8:30 a.m.
<b>Location:</b>	New Jersey Hospital Association 760 Alexander Road, Princeton, NJ 08543
<b>Fee:</b>	<input type="checkbox"/> ONENJ Member: \$95/person <input type="checkbox"/> Non-member: \$120/person
<b>Seminar:</b>	EDU 1548

## REGISTRATION

(Please type directly into form and print. Copy form for additional registrants.)

**Note:** Your registration will not be complete until payment has been received.  
Payment must be postmarked no later than Oct. 16, 2015

### Credit Card Registration

To register by credit card, please click on the following link:

<http://hret-registration.njha.com>

<b>Registrant Name:</b>	<b>Additional Registrant:</b>
Job Title:	Job Title:
Degrees/Credentials (RN, BSN, MSN, etc.):	Degrees/Credentials (RN, BSN, MSN, etc.):
Email:	Email:
Phone number:	Phone number:
<b>Organization:</b>	<b>Additional Registrant:</b>
Organization Address:	Job Title:
City, State, Zip:	Degrees/Credentials (RN, BSN, MSN, etc.):
<b>Registration Contact:</b>	Email:
Contact email:	Phone number:
<b>Payment Information:</b> <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	<b>Additional Registrant:</b>
Check / Credit Card No.:	Job Title:
Expiration Date:                      Security Code:	Degrees/Credentials (RN, BSN, MSN, etc.):
Name on credit card:	Email:
Billing Address: <i>(street, city, state, zip)</i>	Phone number: