



## MANDATORY EDUCATION

TOPIC	COMPLETION DATE
<b>Pre-Boarding</b> <ul style="list-style-type: none"> <li>Insights Discovery Profile ®</li> </ul>	

## CORPORATE TRAINING AND DEVELOPMENT

TOPIC	COMPLETION DATE
<b>On-Boarding</b> <ul style="list-style-type: none"> <li>Orientation (2.0 days)</li> <li>Insights Discovery ® Workshop</li> </ul>	
<b>Leadership Development Series</b> <ul style="list-style-type: none"> <li>Building a Culture of Patient Safety, Teamwork and Quality Improvement</li> <li>Mental Health Works</li> <li>Managing Risk Effectively</li> <li>Clinical and Organizational Ethics</li> <li>Effective Communication</li> <li>Quarterly Forecasting</li> <li>Improving the Patient Experience through Patient and Family Centered Care</li> <li>Change Management</li> <li>Introduction to Policy</li> <li>Using Indicators for Planning in Health</li> <li>Emergency Management</li> <li>RIM Basics 101</li> <li>Putting Privacy into Practice</li> </ul>	

TOPIC	COMPLETION DATE
<b>Human Resources</b> <ul style="list-style-type: none"> <li>Psychological Health and Safety</li> <li>Introduction and Overview of HR processes</li> <li>Promoting a Culture of Safety in the Workplace</li> <li>Respectful workplace</li> </ul>	

TOPIC	COMPLETION DATE
<b>Labor Relations Series</b> <ul style="list-style-type: none"> <li>Conflict management and Resolution</li> <li>Managing Employees Social Media</li> <li>Duty to Accommodate</li> <li>Attendance Management</li> </ul>	

## INDIVIDUAL LEARNING AND DEVELOPMENT (ELECTIVE)

TOPIC	COMPLETION DATE
<b>Public Service Commission</b> <ul style="list-style-type: none"> <li>Career Planning</li> <li>Valuing Diversity in the Workplace</li> <li>Coaching Skills for Performance Management (1)</li> <li>Coaching Skills for Performance Management (2)</li> <li>Productivity and Time Management</li> <li>Conflict Management for Supervisors, Managers and Directors</li> </ul>	
<b>Workers Compensation Board</b> <ul style="list-style-type: none"> <li>Speak up for workplace safety</li> <li>Workplace Inspections</li> <li>Hazard And Risk Assessment</li> <li>Incident Investigation</li> <li>Safety Committee Basics</li> </ul>	
<b>UPEI</b> <ul style="list-style-type: none"> <li>Introduction to Project Management</li> <li>Essentials of Workplace writing</li> <li>Managing Conflict in the Workplace</li> <li>Collaborative Problem Solving</li> </ul>	
<b>Optional Programs/Certificates</b> <ul style="list-style-type: none"> <li>New Managers Series (UPEI)</li> <li>Leaders in Action Pathway (PSC)</li> <li>CHE Designation (CCHL)</li> <li>Incident Command System (100 &amp; 200)</li> </ul>	
<b>Professional Development</b> <ul style="list-style-type: none"> <li>Career Pathing</li> <li>Credential Compliance</li> </ul>	

## PATH TO SUCCESS

TOPIC	COMPLETION DATE
Cohort check point #1	
Cohort check point #2	
Celebration of Success	

