

2017-2018 Program Dates & Locations

Clinical Staffing and Scheduling Certification© (CSSC™) - 4-day program
Cost: \$1,395.00 (*)

2017

<u>Date</u>	<u>Location</u>
02-07 to 02-10, 2017	Bloomington, MN
07-18 to 07-21, 2017	Bloomington, MN
10-17 to 10-20, 2017	Bloomington, MN

2018

<u>Date</u>	<u>Location</u>
02-06 to 02-09, 2018	Bloomington, MN
06-19 to 06-22, 2018	Bloomington, MN
10-02 to 10-05, 2018	Bloomington, MN

Clinical Resource Leader Certification© (CRLC™) - 4-day program
Cost: \$1,395.00 (*)

2017

<u>Date</u>	<u>Location</u>
04-18 to 04-21, 2017	Bloomington, MN
08-08 to 08-11, 2017	Bloomington, MN
11-07 to 11-10, 2017	Bloomington, MN

2018

<u>Date</u>	<u>Location</u>
04-10 to 04-13, 2018	Bloomington, MN
08-07 to 08-10, 2018	Bloomington, MN
11-06 to 11-09, 2018	Bloomington, MN

Scheduling, Staffing and Financial Management for the Clinical Unit Leader©

This is a multi-day program of theory and application workshops that is only offered at a client location. Call for pricing and more information.

REGISTRATION INFORMATION

Name: _____

Title: _____

Department: _____

Institution: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

Program: _____

For more information and hotel recommendations or to pay by phone, call 866-404-7544 (toll free) or register and pay on-line at www.LMInstitute.com.

If you would like to mail your payment, Make checks payable (in US dollars only) to:
Labor Management Institute

**Please check our website to verify class availability.*

LMI Reserves the right to transfer all registrations to another date if the minimum class size of eight- (8) attendees is unmet 6-weeks prior to the course program date. Registrations may be transferred to another person at your organization. Upon request vendors or consulting companies may request onsite programs for their staff. All registrants MUST be working within a Healthcare System at the time of the class. Cancellations prior to 6-weeks of the program date will be assessed a \$250.00 cancellation fee. Cancellations within 1 to 5 weeks of the program date are non-refundable.

(*)Lunches & program materials included.
Transportation, lodging, all other expenses are additional.

Certification Programs and Seminars for Staffing, Scheduling, Financial Management and Resource Management



Labor Management Institute

“Enhancing Balance Between the Workforce & Workplace”

2017-2018 Calendar of Program Dates

Bloomington, Minnesota

Provided by
Labor Management Institute
5001 American Boulevard
Suite 805
Bloomington, MN 55437

Toll Free: 866-404-7544 or
Direct: 952-746-7610
Fax: 952-746-7611

www.LMInstitute.com

Scheduling, Staffing and Financial Management for the Clinical Unit Leader Seminar©

This is a 1-day or 2-day program that is only offered at a client location. Call for pricing and more information.

This is a 1-day or 2-day evidenced based seminar is designed for unit managers, service-line directors and executives. The 1-day seminar will provide theory. The 2-day program will provide 1-day of theory and 1-day of application.

This program concentrates on the topics of financial management, evidence based scheduling and staffing, and a workforce management. Upon successful completion continuing education contact hours (CEU's) will be granted for registered nurses through the CA Board of Registered Nursing. The 1-day seminar provides 7 CEU's. The 2-day seminar provides 14 CEU's. **Curriculum Modules include:**

Financial Systems: Budget Overview, Definitions/Formulas	Fair Labor Standards & Overtime Management
Principles & Best Practices for Budgeting, Scheduling, Staffing,	Daily Staffing & Defining Unit & Resource Office Goals for Replacement
Schedule Audit, Problem Solving/ Conflict Resolution, Constructing Schedules,	Deficit Demand & Supplemental Response
Managing Employee Requests	RN, LPN, NA Ratios
Key Performance Indicators & Management Reporting	Managing Workload Units of Service & ADT

CSSC™ Participants Quotes:

*Many take away tools that empower leaders (CA)
Makes budgets & staffing plans easy to understand & achievable (SC)
Gave me the skills to work with Finance on unit budgets and operational decision making. (NY)*

CRLC™ Participants Quotes:

Program made me a much better mentor to our managers on staffing issues. I wish I had taken this course at the start of my career. The CRLC™ covered every topic on staffing imaginable, from how to calculate a FTE, how to right size your float pool, how to develop and monitor your staffing budgets as well as effective scheduling, labor law, trends in staffing, and much more. The mix of didactic and skills lab was just right and an excellent way to learn and do as you go. We have now established comprehensive staffing plans and a float pool resulting in improved labor productivity and have almost eliminated our agency use, a nice return on investment. (CNO from GA)

Clinical Staffing and Scheduling Certification Program© (CSSC™)

This 4-day evidence based program is designed for schedulers, staffers, coordinators or managers of the resource center, directors of nursing administration, nurse executives, financial or decision support analysts. It concentrates on the essential skills necessary to supervise and evaluate scheduling and staffing across multiple units. Participants completing this program will receive a Clinical Staffer and Scheduler Certificate, 24.5 continuing education contact hours for RNs through the CA Board of Registered Nursing. **Curriculum Modules include:**

Financial Systems:	Daily Staffing
Budget Overview, Definitions and Formulas	Deficit Demand & Supplemental Response
Position Control and Turnover Measurement	Creating a Resource Unit Staff Deployment
FLSA & Overtime Management,	Line & Staff Functions/ Job Descriptions
Best Practices: Workforce Planning, Budgeting, Overtime Management, and Position Control	Principles, Methodology & Best Practices for Scheduling and Staffing,
Scheduling:	Management & Variance Reporting
Education, Meeting & Orientation Mgmt.	10 Most Important Numbers in Variance Reports
Scheduling & Staffing Systems Model	Time/Attendance, Payroll and Scheduling/Staffing
Principles of Scheduling/ Scheduling Methodology	Automation Technology
Measuring Schedule Quality, Conflict Resolution	Benchmarking & Effective Dashboards
Managing Employee Requests	Best Practices for Management Reporting



Clinical Resource Leader Certification Program© (CRLC™)

This 4-day evidence based program is designed for staffing coordinators or managers of the resource center, directors of nursing administration, financial analysts or decision support personnel. It concentrates on leadership and strategic staffing, scheduling and labor management principles to improve workforce performance and enhance the workplace environment. Participants completing this program will receive a Clinical Resource Leader Certificate, 24.5 continuing education contact hours for RNs through the CA Board of Registered Nursing. **Curriculum Modules include:**

Resource Leadership Role: Competencies & Skills- Managing Self, Peers and Staff.	
Leadership Theory, Line/Staff Role, Communications	
Nursing Care Delivery Models, Resource Allocation, Guiding Principles	
Trends Related to Nursing Manpower Availability, Deployment & Retention	
Nurse Manager Span of Control	
Nursing & Patient Care Services Leadership and Operations.	
Financial Accountability; Estimating Deficit Demands & Replacement	
Position Control, Overtime & Cost/Patient Day Performance Management	
Formulas for Opening/ Closing /Resizing Units	
National Benchmarking and RN-Patient Ratios	
Resource Center for Today & Tomorrow	Measurements to Drive Operational Excellence
Setting Up a Resource Center	IT, Automation & Getting What You Need
Measuring Schedule Quality, Conflict Resolution	Best Practices for Management Reporting
Staffing Contracts & Vendor Management	Benchmarking, Effective Report Cards
Labor Relations Issues/ Contract Negotiations	Knowledge Application Case Studies.

