

This is **Leading The Way**; a weekly discussion guide to inform and prepare leaders and their teams for the transition to AdventHealth. Use this guide as talking points with your team in meetings, huddles, or however you communicate with your team today.

LEADERSHIP CORNER

Leading a Successful Transition

Leaders play a key role in implementing and leading change within an organization. Leaders are responsible for guiding their teams through the change process and ensuring successful integration into the organization. Some recommended actions include:

- **Align with your facility leaders** on expectations and department processes/policies as changes and impacts are identified.
- **Share information with your team** to make sure they understand how they fit into the bigger picture of AdventHealth.
- **Actively listen to your team** and address their concerns and questions. Identify sources of confusion or fear and engage in open dialogue to understand the concerns your team members.

DISCUSSION TOPICS FOR YOUR TEAM

Training Registration Launching Next Week

Training sign ups for upcoming virtual instructor-led training (VILT) and on-site instructor-led training (ILT) courses will be distributed next week. For certain courses, multiple sessions are being offered, and you only need to attend one session. Please sign up for the session that best fits your schedule and encourage team members to do the same.

Note that not all team members will receive invitations for training session occurring February 17-28 as they are based on role. Please make it a priority to **respond to training invitations** and participate in all required training sessions – **remind your team members** to do so as well.

Reminder: All training sign up links are distributed to specific audiences and should not be shared with other team members.

Additional web-based training for all team members will be available soon.

All Team Member Training

Training is currently underway for all team members. These training courses can be used as guides on March 1. Please ensure all team members complete these two courses no later than **Friday, February 28**.

- **UKG Scheduling for Team Members:** learn how to view your schedule, pick up shifts and request time off.
- **UKG Time & Attendance for Team Members:** learn how to use the timeclock, make edits to your timecard and submit your timecard.

KEY DATES



Week of Feb 10
Training Registration
Begins

Week of Feb 17
Training Begins

Feb 18-19
Vendor Benefits Fair

March 1
Officially AdventHealth

**Remember to visit to the
Transitions site often to
see the latest updates on
the upcoming transition
to AdventHealth:**



<https://health.adventhealth.com/transitions/port-charlotte>

For questions, email
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