

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 leading change by guiding their teams through the change process and ensuring successful integration into the organization. Some recommended actions include:



Align with leaders on changes

- Discuss new rules & processes
- Understand how changes affect the team



Share team's role in AH

- Help team see the big picture
- Explain how they fit into the organization



Listen & address team concerns

- Pay attention to worries & questions
- Talk openly about fears & confusion

KEY DATES



June 18

Finance Team Service Delivery Model Overview

June 19

UKG Scheduling Plus Training

June 24

HR Team Service Delivery Model Overview

June 25

People Manager Workshop

July 1

Officially AdventHealth

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



<http://www.adventhealth.com/transitions/bond-clinic>

For training questions, email Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

All Team Member Training

Training has launched for all team members. These training courses will ensure team members are ready to clock in and out on July 1. Please ensure all team members complete these two courses no later than **Monday, June 30**.

- **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.

Upcoming UKG Trainings for Managers

UKG will replace the current system for scheduling, timekeeping, and more. Two types of training will be offered, and you will receive an invitation to the training you need for your role.

- **June 19**: UKG **Plus** Scheduling
- **After July 1**: UKG **Basic** Scheduling

Training is:

- Virtual Instructor-Led Training (VILT)
- Specific to department managers
- Followed with a scheduling lab, invitation sent separately

Additional web-based training for all team members will be available via the AdventHealth Learning Network (ALN) on July 1.