

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:



Attend events & meet with local leaders

- Become aware of 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

UKG Scheduling for Schedulers vILT

As part of our scheduling readiness efforts, you will participate in UKG Scheduling for Schedulers virtual instructor-led training (vILT). This course is designed for teams that maintain a regular or recurring schedule with minimal changes.

Training will be held on September 22 at 8:30 a.m. ET for department leaders and their designated timekeepers and schedulers. As a leader for your department, you are expected to attend this session to learn how to create and maintain schedules using UKG. Be on the look out for an email with the calendar invite and class instructions.

If you would like to include additional schedulers from your department in the upcoming training, please email Readiness@adventhealth.com.

KEY DATES



September 22
UKG Scheduling for Schedulers vILT

October 1
Officially AdventHealth

October 8
eProcurement Ordering Supplies & Services vILT

October 10
People Manager Workshop

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



WEBSITE

<https://adventhealth.com/transitions/genescare>

For training questions, email Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

All Team Member Training Launch Next Week

Training for all team members will launch on Monday, September 22. Expect an email notification with links to courses. These training courses are essential for team members to manage their timeclocks and accurate payroll beginning October 1. Please ensure all team members complete the two courses no later than Tuesday, September 30.

Requester Identification for Ordering Goods and Services

Identification of requesters for each department is complete. Requesters will create requisitions to order supplies and services for your department (Non-Acute). **Remind your requesters** of their role and their responsibility to participate in the iSynergy eProcurement Ordering Supplies & Services (Non-Acute) virtual instructor-led training course on October 8 at 1 p.m. ET.

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