



Charge Nurse Boot Camp

Course Description

This course is geared toward new charge nurses or charge nurses who would like to kick their skills up a notch. Most charge nurses are promoted because of their clinical skills but are lacking in the other basic skills they need to lead in today's shifting healthcare environment. This course will cover basics, such as communication, conflict management, budgeting, relevant laws and other important concepts of leadership.

Program Learning Outcomes

This program prepares the learner to:

- Gain an increase in knowledge and confidence at an 80% rate to be more effective in the role as a nurse leader.

Agenda

Sign-in begins at 7:30 am. Each day includes a one-hour lunch (on your own), as well as a morning and afternoon break of 15 minutes each. The order of lectures presented and break times may vary according to speaker preference.

Day 1, 8:00 am to 4:30 pm

- 0800 **Welcome and Introduction**
- 0815 **10 Key Skills for Novice Nurse Leaders**
Capacity to Learn and Use Knowledge | Adaptability to Change | Communication | Conflict Resolution | Delegation | Coaching/Precepting/Mentoring | Decision Making and Problem Solving | Prioritization and Time Management | Resilience | Self-Renewal
- 0830 **Reflection and Discussion**
- 0845 **Leadership Styles and Theories of Leadership**
Situational | Transformational | Servant
- 0930 **Emotional Intelligence**
Intrapersonal Domain | Interpersonal Domain | Why it Matters
- 1000 **Break**
- 1015 **Adaptability to Change**
Key Drivers | Models | Barriers
- 1115 **Communication**
7 C's | Barriers | Active Listening Skills
- 1200 **Lunch**
- 1300 **Generational Diversity**
Workforce Today | Advantages to Multigenerational Workforce | How Do We Work Together?
- 1345 **Conflict and Resolution**
Triggers | Management Styles | Fitting Strategy to Situation
- 1430 **Break**
- 1445 **Teamwork**
High-Performance Teams | When to Use Team | Success | Failure

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- 1530 **Workplace Bullying/Lateral Violence**
Incivility | Bullying | Mobbing | Violence | Impact | Creating a Culture of Respect
- 1600 **Discussion**
Handling Workplace Change | Recent Conflicts | Growing Successful Teams | Open Discussion
- 1630 **Adjourn**

Agenda

Day 2, 8:00 am to 4:30 pm

- 0800 **Welcome, Reflections on Day 1**
- 0815 **Patient Experience**
- 0900 **Delegation**
Span of Control | Authority vs. Responsibility | Five Rights of Delegation | Barriers to Effective Delegation
- 0930 **Break**
- 0945 **Prioritization and Time Management**
Basics | Eisenhower Matrix | Time Wasters | Tips for Organization
- 1045 **Coaching, Mentoring and Precepting**
Novice to Expert Continuum | Adult Learning Principles | Critical Thinking
- 1130 **Lunch**
- 1230 **Advancing Your Career**
Envisioning Your Future | 5 P's of Career Progression | Networking
- 1330 **Coping with Stress and Burnout**
Causes | Consequences | Compassion Fatigue | Burnout | Discussion
- 1430 **Break**
- 1445 **Discussion**
What Skills Are You Taking Back to Work?
- 1500 **Self-Renewal**
Resilience | Self-Care | Meditation and Mindfulness
- 1600 **Discussion**
- 1615 **Questions**
- 1630 **Adjourn**

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- 1445 **Discussion**
Skills to Take Back to Work

- 1500 **Self-Renewal**
Why Do We Need It? | Letting Go | Meditation and Mindfulness | Reflection | Affirmations | Surrounding Yourself with Positives

- 1600 **Questions, Wrap-Up and Evaluation**

- 1630 **Adjourn**

Accreditation

RN/LPN/LVN/Other: 14 Contact Hours

MED-ED, Inc is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

MED-ED, Inc. is an approved provider by the following State Boards of Nursing: **Florida**/FBN 50-1286, **Iowa**/296, **California** #CEP10453.

If your profession is not listed, we suggest contacting your board to determine your continuing education requirements and ask about reciprocal approval. Many boards will approve this seminar based on the accreditation of the boards listed here.

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