

AONE-Certified Nurse Manager and Leader Certification Exam Review Course Agenda

Day One Agenda:

- 07:30-08:00 AM Registration/Coffee
- 08:00 - 08:05 AM Introduction and Course Overview
- 08:05-09:35 AM ***Financial Management Part I:*** (Medicaid, Medicare, Challenges to Financial Management, State Legislation, Federal Legislation, Development Methodologies)
- 09:35-09:45 AM Break
- 09:45-11:15 AM
Financial Management Part II: (Reports Formats and Budgeting—includes creating a budget, monitoring and analyzing a budget)
- 11:15-12:15PM Lunch
- 12:15-13:45 PM ***Financial Management Part III:*** (Budget Variance Reporting, expense Forecasting and Financial Information Interpretation)
- 13:45 - 14:00 PM Break
- 14:00-15:30 PM ***Financial Management Part IV:*** (Capital Budgets, Justification and Cost-Benefit Analysis, Ongoing Evaluation of Productivity-budget based)
- 15:30-15:45 PM Break
- 15:45-17:15 PM ***Human Resource Management Part I:*** (Staffing Patterns, determining staffing Needs and Recruitment Techniques)

End of Day One Lectures (7.5 CE's)

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Day Two Agenda:

07:30 - 08:00 AM	Registration/Coffee
08:00-09:30 AM	<i>Human Resources Management Part II:</i> (Continuation of Recruitment Techniques, Strategies, Marketing of unit & hospital, and Staff Selection)
09:30 - 09:45 AM	Break
09:45 -11:15 AM	<i>Human Resources Management Part III:</i> (Cont. Staff Interviews and Peer Interviews, Labor Laws, Scope of Practice and Human Resource Laws)
	Lunch Break
11:15-12: 15PM	<i>Human Resources Management Part IV:</i> (Development of Role definition, implementing changes in roles, orientation process, program development & evaluation)
12:15-13:45 PM	Break
13:45-14:00 PM	<i>Human Resources Management Part V:</i> (Performance Management, Staff evaluations, Goal-setting, Performance Development, Correction & Termination; Staff Development & Needs Assessment.)
14:00-15:30 PM	Break
15:30-15:45 PM	<i>Human Resources Management Part VI:</i> (Competency Validation, Promotions, Professional Development Plans, Grids & Forms; Staff Retention)
15:45-17:15 PM	
	End of Day Two Lectures (7.5 CE's)

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Day Three Agenda:

07:30 - 08:00 AM	Registration/Coffee
08:00-09:30 AM	<i>Human Resources Management Part VI:</i> (Conflict Management, Crisis Management & Relationship Management)
09:30 - 09:45 AM	Break
09:45 -11:15 AM	<i>Human Resources Management Part VII:</i> (Influencing Others, Professional Role Model, Motivational Theory, Change Agent Role & Professional Association)
11:15-12: 15PM	Lunch Break
12:15-13:45 PM	<i>Human Resources Management Part VIII:</i> (Professional Development, Stress Management, Self-awareness, Leadership Theory to Practice and Evidence Based Practice)
13:45-14:00PM	Break
14:00-15:30 PM	<i>Performance Improvement Part I:</i> (Performance Improvement, CQI, TQM, Key performance indicators, charting techniques, Patient Satisfaction and External Customer Satisfaction)
15:30-15:45 PM	Break
15:45-17:15 PM	<i>Performance Improvement Part II:</i> (Patient Safety, Sentinel Events, Monitoring, Root Cause Analysis, Best Practices, Incident Reports, Medication and Staff Safety)

End of Day Three Lectures (7.5 CE's)

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Day Four Agenda:

07:30 - 08:00 AM	Registration/Coffee
08:00-09:30 AM	<i>Performance Improvement Part III:</i> (Continuation of Patient & Staff Safety, Supporting Research, Implementing Evidence based practice policies and procedures, monitoring & promoting workplace safety requirements and promoting intra/interdepartmental communications.)
09:30 - 09:45 AM	Break
09:45-11:15 AM	<i>Strategic Management & Technology Part I:</i> (Change Agent actions related to technology advances, emerging clinical technologies, implementing, evaluation clinical and information technology)
11:15-12:15 PM	Lunch Break
12:15-13:45 PM	<i>Strategic Management & Technology Part II:</i> (Facilitating Change effectively, assessing readiness for change, involving staff in change, communicating change & evaluating the Process)
13:45-14:00 PM	Break
14:00-15:30 PM	<i>Strategic Management & Technology Part III:</i> (Managing Projects, Contingency Plans, Disaster Planning, Written and Verbal Communication Skills.)
15:30-15:45 PM	Break
15:45-17:15 PM	<i>Strategic Management & Technology Part IV:</i> (Managing Meetings, Negotiating Skills, Strategic Plans, Shared Decision Making, Vision, Shared Governance, Informatics and influencing practice through participation in organizations.)

End of Day Four Lectures (7.5 CE's)