

Mission Possible: SNF Department Head Briefing



Session Title: Meaningful Meetings

Presentation Date: 09/26/2023

Presented By:

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Course Description:

This 12-month webinar series runs January-December 2023 and focuses on skill building for serving effectively as Long-Term Care Department Heads with an emphasis on effective leadership, operations and systems in the LTC setting. Guidance will include strategies for avoiding common deficiencies, performance improvement and QA activities, team building, productive meetings, and customer service. This session will discuss specifics for efficient and productive team meetings that will maximize effective communication while promoting team morale and collaboration.

Projected Learning Outcomes/Course Objectives: At the conclusion of each session, the learner will:

1. Identify the types of team meetings that will promote successful communication
2. Implement an effective team meeting schedule/process
3. Describe the techniques and tools that maximize effective meeting communication and collaboration.

Course Content

10 minutes	Types of team meetings
10 minutes	Effective meeting schedules/processes
15 minutes	Common meeting pitfalls and how to avoid them
20 minutes	Techniques and tools that maximize effective meeting communication and collaboration
5 minutes	Closing Comments/Q&A

Target Audience: Department Heads, Administrative/Supervisory Staff

Instructional Level: Intermediate

Contact Hours: 1.0