

## LEADERSHIP PROGRAMS

### Coaching Toward High Performance

This two-day workshop provides employees with the knowledge and skills necessary to coach staff toward higher performance. A practical 5-step process for coaching is presented and practiced through work based scenarios.

## SUPERVISORY TRAINING PROGRAMS

### VISN 8 Supervisory Nuts and Bolts

This 14 module supervisory training covers the nuts and bolts of supervision specific to the VHA and VISN 8. Blended learning strategies are employed to achieve learning objectives. The modules are presented throughout the VISN, skill application assignments, and post-module follow-up sessions. For information, contact Susan Donaldson, ext. 4183.

### 7 Habits for Managers

This two-day workshop provides managers with the tools to manage themselves and lead others. The principles will also help to improve communication so that you not only accomplish more, but raise trust and fulfillment in your team.

### Crucial Conversations

This two-day workshop teaches participants how to create conditions where people speak with complete candor (no matter the topic) and with complete respect (no matter the person). Gain skills that enables spirited dialogue and reduces deference and defiance. Learn how to promote the best ideas, save time with fewer meetings, have less disagreement, and build more alignment with better decisions.

### Leadership: Great Leaders, Great Teams, Great Results

This is FranklinCovey's flagship leadership development program. It takes a "mind-set, skill-set, tool-set" approach to developing leaders who can unleash the talent and capability of their teams against the organization's highest priorities.

## PERSONAL DEVELOPMENT

### 7 Habits of Highly Effective People

A one-day course specifically designed for those who want a fast-paced introduction to the timeless principles of effectiveness. Open to anyone interested in learning the basic personal and interpersonal skills from the world-renowned 7 Habits.

### CARE Skills

Connect, Appreciate, Respond, Empower: The overall training goal is to improve the verbal and nonverbal communication of employees who have frequent contact with veterans and their families in order to improve customer satisfaction and positively impact healthcare outcomes.

### Emerging Leaders

Emerging Leaders is a one-day workshop that helps organizations prepare future leaders to take on larger roles and responsibilities through a foundation of practical skills, useful tools, and proven principles. Through the framework of FranklinCovey's 4 Imperatives of Great Leaders, individual contributors and informal leaders will gain a foundation of leadership skills and become better prepared to fill the void created by leaders retiring from the workforce in coming years.

### **FOR MORE INFORMATION OR TO REGISTER FOR CLASSES**

- Open the James A. Haley home page
- Click on 'Education'
- Click on 'Education Office'
- Click on 'Upcoming Programs'

### **FOR LMS INFORMATION AND ASSISTANCE**

Contact your Local LMS Administrator. A listing is available on the Education Office intranet site. How-to guides are also available on the Education Office intranet page.

### **ADDITIONAL RESOURCES**

The Medical & Patients' Libraries have reading materials & audiovisuals available to all employees. Our homepage, has links to VA Learning Management System & web courses that span clinical & non-clinical topics. Educational conferences, workshops, seminars, videoconferences, satellites, & fairs are also offered throughout the year. Look for announcements through VISTA and Microsoft Outlook

# CAREER ENHANCEMENT

## DEVELOP YOUR POTENTIAL!



James A. Haley Veterans' Hospital  
Education Office  
13000 Bruce B. Downs Blvd.  
Tampa, Florida 33612



## WHAT IS CAREER ENHANCEMENT?

**C**areer Enhancement is a goal of our organization. The James A. Haley Veterans' Hospital offers programs to help you achieve personal and professional growth. Financial aid may also be available to employees wanting to further develop their job skills and knowledge. Funds may be limited and programs may stipulate eligibility requirements and/or contractual agreements. Be sure to contact Program Coordinators for complete information.

### **TUITION ASSISTANCE**

#### **Tuition Assistance Program (TAP)**

TAP helps permanent employees in most disciplines develop and maintain skills through funding of eligible continuing education activities. Employees may receive up to \$500 per fiscal year. Eligible training activities are defined as group training, individual continuing education, and academic courses that develop or maintain competence in one's current position. Paperwork and additional information can be obtained through your Service TAP Coordinator. To find out who your Service TAP Coordinator is, contact Nadiya Ali, ext. 6717.

#### **Employee Incentive Scholarship Program (EISP)**

The purpose of the Employee Incentive Scholarship Program (EISP) is to prepare employees for specific Title 38 and Hybrid Title 38 positions or to enhance their capabilities in their current positions. The VA may award scholarships to employees pursuing degrees or training in health care disciplines based on local facility needs

Applicants must have been continuously employed with the VA for at least 1 year and be enrolled or accepted to an authorized education or training program. Funding is contingent upon availability. A listing of approved disciplines and all application materials are available on the JAHVH website. Additional information may be obtained from the Program Coordinator, Nadiya Ali, ext. 6717.

#### **National Nursing Education Initiative (NNEI)**

The primary intent of the NNEI is to award scholarships for completion of a bachelor or master degree in nursing. Applicants must be full or part-time RN's who have been employed with the VA for at least 1 year and be enrolled or accepted in a NLN or CCNE accredited education program. Applications and additional information may be obtained from the Program Coordinator, Nursing Education, ext. 7671.

#### **VA Nursing Education for Employees Program (VANEEP)**

The VA Nursing Education for Employees Program (VANEEP) is a nursing scholarship program available to all employees who have been employed with VA for at least 1 year. The VANEEP covers the incurred costs of tuition and related education expenses. As a full time student, you will have the opportunity to excel in your studies and at the same time, maintain your salary and benefits as a VA employee. The LPN program is limited to completion within 12 months and the RN program within 24 months. A letter of nursing school acceptance must be submitted with your application for this scholarship program.

 Applicant program eligibility and the application process can be found at:  
<http://vawww.vhaco.va.gov/humanresources/eisp.asp>

Funding for VANEEP is limited and will be distributed based on equity and need. Applications and additional information may be obtained from the Program Coordinator, Nursing Education, ext. 7671.

#### **FEDERAL EMPLOYEE EDUCATION AND ASSISTANCE FUND SCHOLARSHIP**

FEEA is a private, not-for-profit 501(c)(3) tax-exempt corporation which provides educational benefits & emergency assistance. Eligible applicants include current federal employees with at least 3 years of federal service & their dependent family members (children and spouses). FEEA scholarship applications are available from January thru March each year. Awards generally range from \$300 to \$1,500 and are merit based. Applications and additional information are available on their website - [www.feea.org](http://www.feea.org).



## **LEADERSHIP PROGRAMS**

#### **VHA Executive Career Field (ECF) Candidate Development Program**

This program is designed to develop individuals interested in executive management positions (Associate Director, Nurse Executive, Chief of Staff, and VISN/CO officials.) Eligible applicants include: Title 5 GS-13 and 14; GS-15 service chiefs or equivalent positions ; Title 38, Nurse IV and V; and other Title 38 occupations, Senior and Chief grade. Applications require the initial approval of the facility; care line, or CO program director and the secondary approval of the VISN director or chief officer. For more information, contact Dr. Stephanie Hoffman, ext. 6718.

#### **LEADERSHIP VA**

This department-wide program is held annually. The curriculum is a broad orientation where participants learn about administration functions, political issues, & different VA services. It is open to GS-13 to SES-level applicants, including Title 38 equivalents. Participants attend four weeklong programs throughout the country. For information, contact Dr. Stephanie Hoffman, ext. 6718.

#### **COMPETENCY DEVELOPMENT FOR LEADERS IN THE 21<sup>ST</sup> CENTURY (CDL)**

This VISN-wide leadership program is based on the High Performance Development Model (HPDM) and includes 9 module. Topics include personal mastery, interpersonal effectiveness, systems thinking, organizational stewardship, customer service, flexibility/adaptability, and creative thinking. The program accommodates a limited number of employees from each facility. Eligible employees must be employed full-time by the VA for at least one year. It is open to GS-9 and above, including Title 38 equivalents. An announcement is distributed each fall. For information, contact Sebrina Posey, ext. 7419.

#### **STEPPING WITH PRIDE**

Positive Results in Diversity Enhancement, or (PRIDE) was established to identify individuals from diverse backgrounds who display leadership potential and an interest in advancement. Employees up to grade GS-8 (or equivalent) are encouraged to participate in the PRIDE Program. Candidates selected for this program will be provided with a broad spectrum of developmental experiences under the guidance of a mentor. For more information, contact Sebrina Posey, ext. 7419.