

## Leadership Development Workshop Series 2016-17 Registration Form

Name:	Phone:
Email:	Division:
Position:	Worksite/Unit:

Check (✓) **all sessions** that you wish to register your participation on the same form.

Pay particular attention to the date/location and select those most suitable to you.

Due to room capacity and demand, you will be notified whether you are registered. Registration is on a first come, first served basis.

✓	Session	Date/Time	Location
	<b>What Health PEI Leaders Need to Know when Beginning a Team or Project Work Plan</b>	January 25, 2017 9 am – 12 noon	M2/M3 – 16 Garfield Street, Charlottetown
	<b>What Health PEI Leaders Need to Know when Beginning a Team or Project Work Plan</b>	January 27, 2017 9:00 am – 12 noon	St. Lawrence Room, PCH, Summerside
	<b>Leads 101 – Using the LEADS Framework as a Toolkit to strengthen your leadership</b>	February 22, 2017 9 am – 12 noon	M2/M3 – 16 Garfield Street, Charlottetown
	<b>Leads 101 – Using the LEADS Framework as a Toolkit to strengthen your leadership</b>	February 24, 2016 9 am – 12 noon	St. Lawrence Room, PCH, Summerside
	<b>Is it safe to speak up about safety? It's all in the culture.</b>	March 6, 2017 9 am – 12 noon	M2/M3 – 16 Garfield Street, Charlottetown
	<b>Is it safe to speak up about safety? It's all in the culture.</b>	March 9, 2017 1:00 pm – 4:00 pm	St. Lawrence Room, PCH, Summerside
	<b>Public and Patient Engagement: Practical Tips and Tools</b>	March 14, 2017 9 am – 12 noon	St. Lawrence Room, PCH, Summerside
	<b>PeopleSoft for Managers</b>	March 15, 2017 9 am – 12 noon	Northumberland Room, PCH, Summerside
	<b>Performance Development: Tools for managers in preparing for and executing employee appraisals</b>	April 4, 2017 9 am – 12 noon	St. Lawrence Room, PCH, Summerside
	<b>Performance Development: Tools for managers in preparing for and executing employee appraisals</b>	April 6, 2017 1:00 pm – 4:00 pm	Room A&B, QEH, Charlottetown
	<b>Library Service Resources and Tools: How to Find the Information You Need</b>	April 26, 2017 9 am – 12 noon	Training Rooms A&B, 5 <sup>th</sup> floor Sullivan Bldg, Charlottetown
	<b>Library Service Resources and Tools: How to Find the Information You Need</b>	April 28, 2017 9 am – 12 noon	Northumberland Room, PCH, Summerside
	<b>Ethics: Learning how to make a tough decision</b>	May 9, 2017 9 am – 12 noon	St. Lawrence Room, PCH, Summerside
	<b>Ethics: Learning how to make a tough decision</b>	May 11, 2017 9 am – 12 noon	Room A&B, QEH, Charlottetown
	<b>Quality Improvement – Manager Essential Skills</b>	May 23, 2017 1:00 pm – 4:00 pm	St. Lawrence Room, PCH, Summerside
	<b>Quality Improvement – Manager Essential Skills</b>	May 26, 2017 1:00 pm – 4:00 pm	Room A&B, QEH, Charlottetown
	<b>Effective Communication: The Role Leaders Play</b>	June 12, 2017 9 am – 12 noon	Sage Room, Burns Avenue Charlottetown
	<b>Effective Communication: The Role Leaders Play</b>	June 15, 2017 1:00 pm – 4:00 pm	St. Lawrence Room, PCH, Summerside

Further details on these programs are available at [www.healthpei.ca/src/workshops](http://www.healthpei.ca/src/workshops).

**Approval from supervisor is required**

Date:	Supervisor's Signature
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An appointment will be sent to confirm your registration as well as a reminder prior to the workshop date. Please scan and email/fax completed registration form to Health PEI Leadership Workshop Series ([healthpeiworkshops@ihis.org](mailto:healthpeiworkshops@ihis.org)) or 368-4969 (fax). Any questions, please contact Health PEI Leadership Workshop Series.