

KHA LEADERSHIP INSTITUTE 2025

**Registration Deadline: May 23
Register Now - Space is Limited!**

SIX-COURSE PROGRAM

June 26-27, 2025

Homewood Suites by Hilton Salina Downtown
Salina

July 31 - Aug. 1, 2025

Homewood Suites by Hilton Salina Downtown
Salina

Sept. 3-5, 2025

Hyatt Regency Wichita
Wichita



**Kansas Hospital
ASSOCIATION**

PROGRAM INFORMATION

Overview and Purpose

The Kansas Hospital Association is committed to strengthening and promoting the leadership capacity of hospital employees in Kansas. The KHA Leadership Institute has been established to help hospitals develop internal leaders by providing professional development opportunities that accentuate the personal skills and abilities needed to facilitate positive change and innovation in Kansas hospitals.

Who Should Attend

This program is designed to provide hospital employees (department heads, assistant department heads, nurse leaders, etc.) with leadership training. In addition to enrolling current managers, participation in the program will help prepare employees who may eventually be moving into management or leadership positions.

Structure

This program is structured to provide participants with six training courses. Courses will take place in June, August and September. The last two courses include participation in the KHA Annual Convention and Trade Show and will conclude with a graduation ceremony. In addition, conference calls and webinars will be used between courses to provide additional training.

Participation will be limited to 30 students. This will allow for networking and small group interaction. Enrollment will be taken on a first-come, first-served basis. **Initially, one student per hospital will be admitted.** If space allows, additional students from the same hospital will be admitted.

In-Person Daily Course Agenda

8:00 a.m.	Registration and Continental Breakfast
8:30 a.m.	Course Instruction
10:15 a.m.	Break
10:30 a.m.	Course Instruction
Noon	Lunch
1:00 p.m.	Course Instruction
2:30 p.m.	Break
2:45 p.m.	Course Instruction
4:00 p.m.	Adjourn

Dates and Locations (Participants must attend all sessions to graduate.)		
Kick-Off Call	June 4	10:00 a.m. - 11:00 a.m.
Courses One and Two	June 26-27	Homewood Suites by Hilton Salina Downtown, 115 E Mulberry St., Salina
Webinar	July 8	10:00 a.m. - Noon
Courses Three and Four	July 31 - Aug. 1	Homewood Suites by Hilton Salina Downtown, 115 E Mulberry St., Salina
Webinar	Aug. 19	1:00 p.m. - 3:00 p.m.
Courses Five and Six	Sept. 3-5	Hyatt Regency Wichita, Wichita

COURSE DESCRIPTIONS

Course One - Building the Foundation

- differences between leadership and management
- organizational climate
- commitment to your organization
- values and mission

Instructor: Michael Flores, CPA, CGMA, AGH Faculty Fellow, Wichita State University/
consultant, coach and trainer

Course Two - Communicating Strategically

- how to listen and question
- challenges to communication (change, fear, gender, age, etc.)
- understanding your communication style
- identifying others' communication styles
- replenishment strategies
- advocating for change

Instructors: Jennifer Findley - vice president of education and special projects,
Kansas Hospital Association

Tara Mays - vice president state legislative relations, Kansas Hospital Association

Course Three - Growing an Effective Team

- characteristics of an effective team
- team communication and meetings
- creating and maintaining a positive team environment
- barriers to effective team work
- trust and its value to the team

Instructors: Trey Burton, O'Shea Strengths Coaching

Toni Boyles - CEO, A Place in Time

Course Four - Resolving Conflict - "Getting to Yes"

- conflict resolution
- assertiveness skills
- decreasing conflict
- using conflict effectively
- healthy approaches to dealing with conflict

Instructors: Trey Burton, O'Shea Strengths Coaching

Toni Boyles - CEO, A Place in Time

Courses Five and Six - Leading into the Future

- complimentary registration for the KHA Annual Convention and Trade Show (same date and location)
- networking opportunities with convention attendees (CEOs and executive staff)
- hot topics in health care
- special session for KHA Leadership Institute only
- graduation

Instructors: to be announced

Sponsors

The Kansas Hospital Association thanks the sponsors listed below for helping underwrite this program, which allowed a reduced registration fee for participants.



LEADERSHIP INSTITUTE

Hotel Accommodations

A block of hotel rooms has been reserved for each course at a special group rate (listed below). After the cut-off date, reservations will be taken on a space available basis at the regular rate. Please ask for the Kansas Hospital Association room block to receive the special rate. **We expect the hotel to fill quickly. Make your reservations as soon as possible.**

Courses	Location	Group Rate	Cut-Off Date	Reservations Number
One and Two	Homewood Suites	\$149 plus tax	May 26	(785) 515-2600
Three and Four	Homewood Suites	\$149 plus tax	July 1	(785) 515-2600
Five and Six	Hyatt Regency Wichita	\$141	Aug. 4	(316) 293-1234
https://www.hyatt.com/en-US/group-booking/WICRW/G-KH25				

Attire

Students are encouraged to dress in casual attire for courses one through four. Business attire is suggested for courses five and six. Temperatures in meeting rooms are somewhat difficult to control; therefore, we recommend you dress in layers to allow for these variances.

Social Opportunities

Students will have the opportunity to participate in informal social gatherings the first evening of each set of courses. Input will be gathered from students, and details will be announced prior to each set of courses.

Graduation

Upon completion of all six courses, students will participate in a graduation ceremony in conjunction with the KHA Annual Convention and Trade Show on Sept. 3-5, 2025. Students are encouraged to invite their hospital CEO and other special guests. Additional information will be provided to students prior to graduation.

Special Services

KHA wishes to ensure that no individual with a disability is excluded or denied services due to the absence of auxiliary aids or services. If you need any of the aids or services identified in the Americans with Disabilities Act, please contact Melissa Willey at (785) 233-7436 or mwilley@kha-net.org.

CONTINUING EDUCATION

Continuing Nursing Education

The Kansas Hospital Association is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. Provider No. LT 0031-0116.

The sessions scheduled for June 26 and 27 are approved for 14.0 contact hours applicable for RN and LPN relicensure. Certificates will be awarded at the conclusion of the sessions.

The sessions scheduled for July 31 and August 1 are approved for 14.0 contact hours applicable for RN and LPN relicensure. Certificates will be awarded at the conclusion of the sessions.



Kansas Leadership Institute Class of 2024.

Learning Objectives At the conclusion of this program, students should be able to:

- Define the function of management;
- Describe the importance of leadership;
- Design a personal definition of leadership;
- Discuss the differences between management and leadership;
- Explain the purpose of a vision statement;
- Describe how to write an effective goal;
- Review the role that values play in an organization;
- Discuss four techniques for developing a positive climate that brings out the best in people;
- Discuss national survey results on what is important to employees;
- Define communication;
- Describe keys to effective listening;
- Discuss barriers to effective listening;
- Explain two methods of communication;
- Explain how knowing your personality strengths can help you communicate better with others;
- Discuss effective strategies to advocate for issues important to you.
- List three strategies for improving employee wellbeing;
- Discuss the differences between being reactive and proactive in conflictual situations;
- Discuss the role that trust plays in relationships;
- List three things you can do to “deposit” in someone’s emotional bank account;
- Explain how paradigms impact your experiences;
- List three conflict resolution styles;
- Describe your conflict resolution style;
- Discuss how your personality can unintentionally create conflict;
- Describe strategies for decreasing conflict;
- List three characteristics of an effective team;
- Share two actions you will take to improve collaborating with others;
- Define the trust equation;
- List five behaviors that build trust;
- Describe three things that hurt trust; and
- Discuss how to lead through resistance to change.





REGISTRATION

KHA LEADERSHIP INSTITUTE 2025

Registration Deadline

Registration for this program closes at 5 p.m. on May 23, 2025. Registration will be limited to 30 students. Enrollment will be taken on a first-come, first-served basis. Initially, one student per hospital will be admitted. If space allows, additional students from the same hospital will be admitted. All registrations must have nomination approval from their hospital CEO and be accompanied by payment and a completed nomination questionnaire.

Refund Policy

(This policy applies to all cancellations received by mail, telephone, email or fax.)

A full refund will be given for cancellations received by 5 p.m. on May 23. Registrations may be transferred to another individual; however, no refund will be given for cancellations received after May 23.

Photo Requested

A color photo of each student is requested for use at the graduation ceremony. Photos can be emailed to Melissa Willey at mwilley@kha-net.org.

Three Easy Ways to Register (Please pay faxed and e-mailed registrations with a credit card.)

- Fax – (785) 233-6955. (Credit card information is required.)
- Email – mwilley@kha-net.org (Credit card information is required.)
- Mail – Kansas Hospital Association, 215 SE 8th Ave., Topeka, Kansas 66603-3906.

Nurses: List your name and license number exactly as they appear on your nursing license.

Last Name: _____ First Name: _____

Title: _____

Organization: _____

Organization's Address: _____ City, State, Zip: _____

Telephone No.: _____ Cell No.: _____

Email Address: _____

Do you have any dietary restrictions? Please explain: _____

Nursing Continuing Education Information (Certificates cannot be issued without this information.)

Nursing License Number: _____

Please check method of payment (\$990):

☐

Check enclosed

☐

Visa

☐

Mastercard

☐

American Express

Nomination

Approval: _____

(Must have initials of CEO)

Credit Card Acct. #: _____

Expiration Date: _____ Security Code: _____

NOMINATION QUESTIONNAIRE

KHA LEADERSHIP INSTITUTE 2025

This nomination questionnaire must be completed and submitted with the registration form and payment.

Name: _____ Organization: _____

The following questions should be answered by the nominated student.

1. How long have you been in your current position? _____

2. How long have you worked in health care? _____

3. Are you currently in a management position? _____

4. How many years have you been a manager? _____

5. How many people do you supervise? _____

6. What are the three biggest challenges you face as a manager?

7. What do you hope to learn by participating in the KHA Leadership Institute? *(approx. 50 words)*

8. Do you enjoy your current job? Why or why not? *(approx. 50 words)*

The following questions should be answered by the CEO/administrator nominating the student.

1. Will you allow the individual you are nominating to attend all five sessions of this program?

Yes No *(please check one)*

2. Briefly explain why you are nominating this individual to the KHA Leadership Institute. *(approx. 50 words)*
