

IMET 2000 PAL

International Medical Education Trust - Palestine

Nurses as Leaders & Managers: The World of Nursing Leadership & Management

Title	Time
Registration	08:30-09:00
I. Classical Views of Leadership & Management	09:00-09:30
II. Roles & Functions in Planning <ul style="list-style-type: none"> • Strategic & Operational Planning • Planned Change, Time, Budget 	09:30-10:00
III. Roles & Functions in Organizing <ul style="list-style-type: none"> • Organizational structure • Organizational, Political & Personal Power • Organizing Patient Care • Staffing Needs 	10:00-10:45
Coffee Break	10:45-11:00
IV. Roles & Functions in Staffing <ul style="list-style-type: none"> • Employee recruitment, Selection & Placement • Team Building • Staffing Needs & Scheduling Policies 	11:00-11:30
V. Roles & Functions in Directing <ul style="list-style-type: none"> • Creating a motivating Climate • Interpersonal & Group Communication • Delegation • Managing Conflict 	11:30-12:30
VI. Roles & Functions in Controlling <ul style="list-style-type: none"> • Quality Control • Performance Appraisal 	12:30- 1:00
Group Cases & Discussion	13:00-14:00
Lunch and Closing / Evaluation	14:00-15:00

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