

Dear Participant,

On behalf of Creative Health Care Management, I would like to welcome you in advance to the Leading an Empowered Organization New Facilitator Practicum. This letter will help you prepare for our days together. Please register online at <https://chcm.com/news-events/>

Hotel Reservations:

Since we will be hosting at our headquarters, your choice for lodging is flexible. The best area is on the 494 between the airport and our office at Crosstown 62 and 494. The office is about 20 minutes from the airport and 15 minutes from the Mall of America. The two hotels closest to our offices are:

Home 2 Suites by Hilton
6030 Clearwater Drive
Minnetonka, MN 55343
952-945-999

Or

Holiday Inn Express & Suites Eden Prairie
10985 Red Circle Drive
Minnetonka, MN 55343

Leading an Empowered Organization New Facilitator Practicum is at:
Creative Health Care Management
6200 Baker Rd. Ste 200
Minneapolis, MN 55346

You will need to make your own transportation arrangements to/from the hotel to Creative Health Care Management. You can use Uber, Lyft or a taxi (starting at 20.00-22.00 one way).

Practicum Times

Date	Time
Day 1 June 18, 2019	8:00 pm - 4:00 pm
Day 2 June 19, 2019	8:00 am - 4:00 pm
Day 3 June 20, 2019	8:00 am - 4:00 pm
Day 4 June 21, 2019	8:00 am - Noon pm

The last day we will end by noon to allow you time to relax or to possibly catch a flight home.

Advance Reading

We recommend that you read 2 books to help prepare yourself as a LEO facilitator.

- *The Anatomy of Peace: Resolving the Heart of Conflict* by Arbinger Institute
This can be ordered on Amazon
- *What You Accept is What You Teach*, by Michael Cohen
This can be ordered online at www.chcm.com

Materials Provided by Creative Health Care Management

- **LEO Facilitator Guide -- You will receive a facilitator guide when you arrive.**
- **Supplemental Guide with exercises**
- **DVD: R + A + A, by Donna Wright**
- **Additional handouts and evaluation**

Dress Code

Please dress comfortably, business casual or casual. Since we want this session to be relaxed, there is no formal dress code for this session. You may want to bring a sweater as the conference room may get chilly.

Preparation

- **Resume** – Some of you have already been in contact with me, but if you haven't, please consider sending me a brief resume *prior to the training session*. These can be e-mailed to pschaid@chcm.com. It's helpful for us to have a description of professional and educational background as well as your experience with group facilitation. Feel free to add information that you think might be helpful. We usually receive resumes of one to two pages.
- **Facilitator Guide** -- You will receive a facilitator guide when you arrive. You may want to bring post-it notes to add comments to this guide.

If you have any questions or need additional information, do not hesitate to call. Or you can reach out to my colleague, Andie Skillings at askillings@chcm.com or 952.252.1140. I am looking forward to working with you.

Respectfully,
Pam Schaid, Consultant
Creative Health Care Management