**Program Dates:** September 24-27, 2019

Dear Attendees of the *Re-Igniting the Spirit of Caring* New Facilitator Practicum,

You have experienced the *Re-Igniting the Spirit of Caring* (RSC) program first-hand as a participant and have been recognized as having the skills needed to facilitate this process for others. You are joining a special and growing number of people trained as RSC facilitators who are spreading the magic of this experience across the country. It is our pleasure to welcome you and confirm your registration for the *Re-Igniting the Spirit of Caring* New Facilitator Practicum!

Over the 4 days at this Practicum you will meet interprofessional colleagues from around the country and we will cover the history of RSC, the foundational principles of the curriculum, have practice sessions, learn logistical details, delineate between teaching and facilitating, and dialogue about how to work best with groups and the what ifs.

**PROGRAM DETAILS**

|  |  |
| --- | --- |
| **DATE** | **TIME** |
| Tuesday September 24, 2019 | 8:30 am – 4:00 pm |
| Wednesday September 25, 2019 | 8:30 am – 4:00 pm |
| Thursday September 26, 2019 | 8:30 am – 4:00 pm |
| Friday September 27, 2019 | 8:30 am – **3:00 pm** |

***You should plan to arrive the evening before the Practicum, on Monday September 23rd, 2019.******Your departure flight should be booked after 5:00 pm on the last day, September 27, 2019. Full participation in all 4 days is critical.***

Please plan to arrive between 8:00 – 8:30 a.m. to sign in, have a refreshment and meet some new friends! You may wish to have breakfast before coming. Mid-morning snacks, lunch and afternoon snacks will be provided.

Casual, comfortable attire is encouraged. You may want to bring a sweater or light jacket as the conference room may get chilly. Layering is best! Also, you may need a jacket and comfortable shoes for walks near the hotel (Nature Preserve, Mall of America, etc.)

**COURSE MATERIALS**

When you arrive, you will receive a Facilitator Manual and Supplemental Guide at the training session. Optional readings before the program are:

* *See Me as a Person,* Mary Koloroutis & Michael Trout
* *Advancing Relationship-Based Cultures,* Mary Koloroutis & David Abelson, Eds.
* *Relationship-Based Care: A Model for Transforming Practice,* Mary Koloroutis ed.
* *The Circle Way: A Leader in Every Chair,* Christina Baldwin & Ann Linnea
* *The Anatomy of Peace*, The Arbinger Institute

These can be purchased online at [www.chcm.com](http://www.chcm.com).

**WORKSHOP LOCATION**

The RSC New Facilitator Practicum will be at the *Embassy Suites Hotel Minneapolis Airport*.

Embassy Suites Minneapolis Airport

7901 34th Ave South, Bloomington, MN, 55425

General Phone: 1-952-854-1000 Fax: 1-952-854-0396

**HOTEL ACCOMMODATIONS**

I recommend that participants who need hotel accommodations reserve rooms at the same hotel. Please mention Creative Health Care Management to get the best rate. You can book online and get directions for the *Embassy Suites Hotel* at [www.embassysuites.com](http://www.embassysuites.com) . Special room rates of $159 are being held under Creative Health Care Management. Use code RSC. You can also call 952-854-1000 and use the same code CHM. This room rate and code will only be valid for a limited time so book early.

The hotel offers complementary transportation to and from the Mall of America and the airport. All arrangements for room, food and conveniences are strictly between the participant and the hotel. CHCM, Inc. will not be responsible for any costs generated by these arrangements.

**FLIGHTS**

For air travel, you’ll want to fly into the Minneapolis/St. Paul International Airport (MSP) in Minneapolis, MN.

**GETTING TO THE HOTEL**

When you arrive at the airport and pick up your luggage please call 1-952-854-1000 and they will direct you to where their shuttle will pick you up.

Directions to Embassy Suites

• From Airport take 494 West to 34th Avenue Exit. Go South (left) to American Boulevard. The hotel is at the corner of 34th Avenue and American Boulevard.

• From Minneapolis take 35W South to 494 East to 34th Ave exit. Go South (right) one block to American Boulevard. Hotel on corner of 34th and American Boulevard.

• From St Paul take 35E south to 494 West to 34th Ave Exit. Go South to American Boulevard. Hotel on corner of American Boulevard and 34th Ave.

The Embassy Suites Minneapolis Airport hotel in Bloomington MN is located one mile from the Mall of America and the Minneapolis/ St. Paul International Airport (MSP) and two miles from historic Ft. Snelling.

**Registration Questions?**

Please call Andie Skillings at 1-952-252-1140, or her email is [askillings@chcm.com](mailto:askillings@chcm.com)

My phone number is 1-207-229-4690 and my e-mail is [klombard@chcm.com](mailto:klombard@chcm.com)

I look forward to seeing you!

Sincerely,

Kristen  
*Kristen Lombard*

Lead Consultant for Re-Igniting the Spirit of Caring

Creative Health Care Management

**Important Note: Two weeks before the class start date, if you need to postpone or reschedule attendance and have paid for the seminar, we will refund your money less $50 for administrative fees. If cancelling your registration less than (2) weeks prior to the start date of the class, you will be charged 50% of the registration fee: the remainder will be refunded.**