

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 a client location, your choice for lodging is flexible. Here are two that were recommended by UC Davis and come up highest rated on Trip Advisor. If you would like more options, please email askillings@chcm.com and I will be happy to email you a list.

Hyatt Regency
1209 L Street
Sacramento, CA 95814
916-443-1234

OR

Inn and Spa at Parkside
2116 6th Street
Sacramento, CA 95818
916-658-1818

Leading an Empowered Organization New Facilitator Practicum is at:
UC Davis Sacramento Campus
2315 Stockton Blvd
Sacramento, CA 95817
(Map Attached)

You will need to make your own transportation arrangements to/from the hotel to UC Davis. You can use Uber, Lyft or a taxi.

Practicum Times

Date	Time
Day 1 April 13, 2020	8:00 pm - 4:30 pm
Day 2 April 14, 2020	8:00 am - 4:30 pm
Day 3 April 15, 2020	8:00 am - 4:30 pm
Day 4 April 16, 2020	8:00 am - 4:30 pm

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

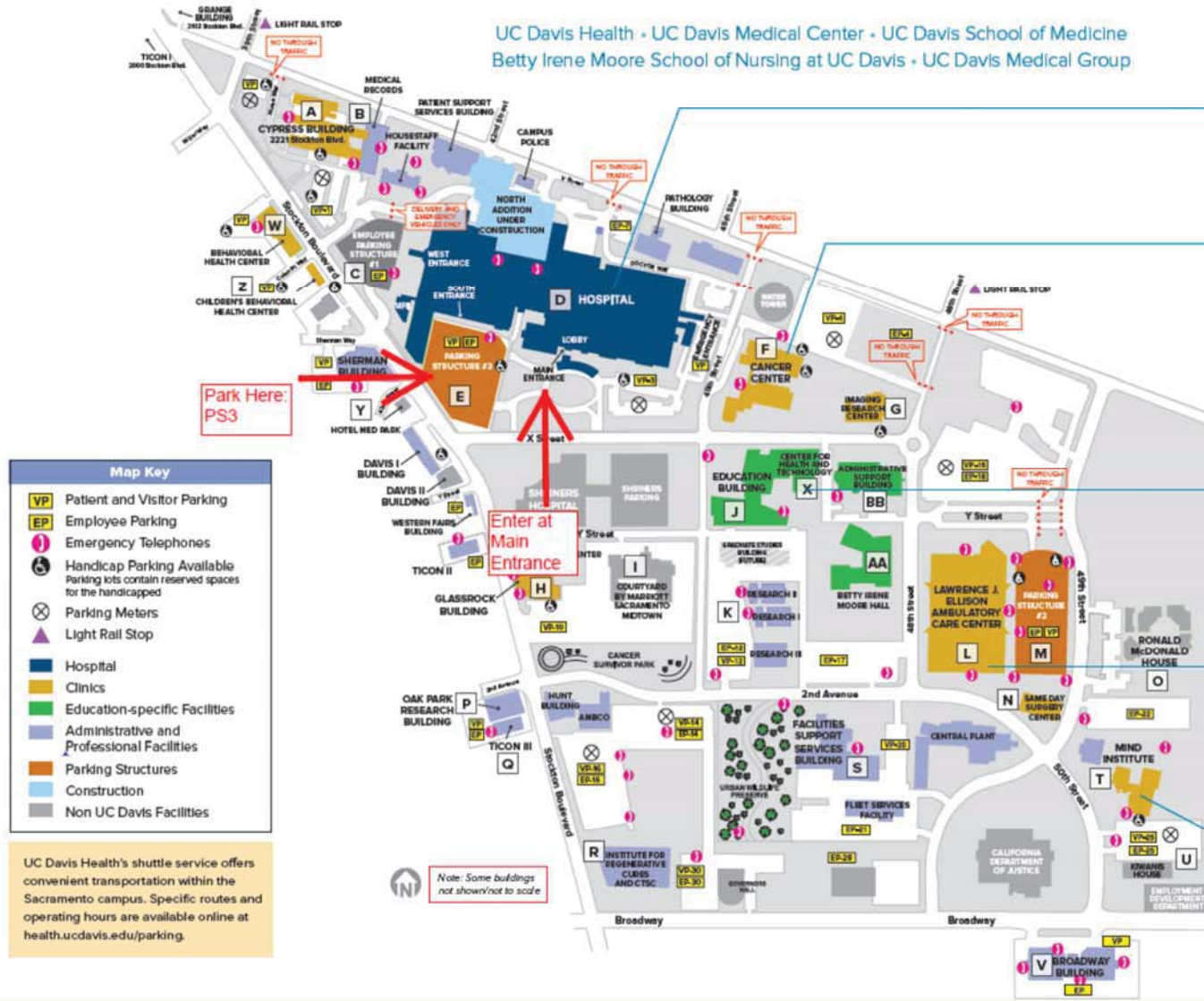
- **Resume** – Some of you have already been in contact with me, but if you haven't, please consider sending me a brief resume *prior to the training session*. These can be e-mailed to thanlon@chcm.com. It's helpful for us to have a description of professional and educational background as well as your 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,
Traci Hanlon, Consultant
Creative Health Care Management

THE SACRAMENTO CAMPUS OF UC DAVIS

UC Davis Health • UC Davis Medical Center • UC Davis School of Medicine
 Betty Irene Moore School of Nursing at UC Davis • UC Davis Medical Group



UC Davis Medical Center and Children's Hospital



UC Davis Comprehensive Cancer Center



Education Building and F. William Blaisdel, M.D. Medical Library



Lawrence J. Ellison Ambulatory Care Center



UC Davis MIND Institute