



BJC INSTITUTE for LEARNING and DEVELOPMENT

CLASS CATALOG

Building You

Building Teams

Building BJC



Your Degree

Academic Partnerships

BILD offers several partnership programs with leading accredited colleges and universities. Many of these educational programs are offered in a cohort model where you attend class with other BJC team members, gaining a unique understanding of BJC's business as you learn and grow together. BILD works with BJC's HR Hub to get the most from your annual benefit to reduce your out-of-pocket costs and pays for your courses in advance to eliminate the need for you to pay tuition to start your classes.

View Academic Partnership requirements by visiting bjclearn.org/academic.html#GettingStarted

For further inquiry, please contact Academic Partnerships at gs-academicpartners@bjc.org.

Workforce Development Training

Interested in moving into a new career track at BJC? We partner with local certified programs to help you learn and grow into the following roles:

Central Sterile Processing Technicians
Emergency Medical Services
Medical Assistants
Patient Care Technicians

To view details on workforce development training, please visit bjclearn.org/academic.html#APWDT

Academic Partnerships Options Available at BJC

Please contact the college or university for the most current information.

To view a full list of Academic Partnership dates and program details, please visit bjclearn.org/academic.html

Central Methodist University

RN to BSN

Goldfarb School of Nursing

Nursing - BSN, MSN, DNP, PhD

Saint Louis University

RN to BSN

Bachelor's Degrees in a variety of disciplines

Southern Illinois University Edwardsville

Bachelors of Liberal Studies in Medical Technology
 RN to BSN

Master of Health Informatics

Master of Science in Nursing

Post Master's Doctor of Nursing Practice

Southern New Hampshire University

RN to BSN

Associate's, Bachelor's, and Master's degrees
 in a variety of disciplines

UMSL

Master of Social Work

Webster University

RN to BSN

Master of Business Administration

Master of Science in Nursing

Masters in Healthcare Administration



Career Services

Have questions about what type of job is the best fit for you at BJC? BILD Career Services has resources to help you develop a plan so you can reach your career goals. Online tools, individualized support as well as classes are available to help you through any phase of your career development.

For more information or to schedule a conversation with one of our Career Consultants, please visit links.bjclearn.org/CareerServices or contact CareerServices@bjc.org

Getting Started in Career Planning

Come learn about the value of self-discovery in career planning. Gain insight into your priorities, how to use them in a job search, and create SMART goals for next steps in your career development journey.

links.bjclearn.org/online-csgsicc

Interviewing for Success

A job interview is your opportunity to provide information about your skills and background that a resume and cover letter cannot. It is an important meeting in which you can demonstrate your interpersonal communication skills as well as gain insight into the position for which you are applying. Having a successful interview requires practice, preparation, and confidence. In this online course, you will learn how to effectively plan and prepare for an interview.

links.bjclearn.org/online-csifs

Personal Branding

Personal Branding is a powerful, clear, positive idea that comes to mind when people think of you. It is an important component of your career development because it tells others what you stand for - your values, abilities, experience. In this workbook, participants will learn the definition of "Personal Branding" and why it is important to career development, as well as how to create and use their personal brand and the importance of professionalism in the workplace.

links.bjclearn.org/cspb-online

Resume Building

In this online course, participants will learn about the purpose and value of a resume, the different types of resume formats, how to format a resume in Microsoft Word, and how to create an effective resume that is tailored to the job role for which they are applying.

links.bjclearn.org/online-csrb

Take Ownership of Your Career

Targeting professional goals and milestones helps put you in the driver's seat of your career. In this online course, consider the benefits as you begin owning your professional future.

links.bjclearn.org/online-cstooyc

Career Development Tools

About Me

The About Me tool is a place for you to build your professional story – your strengths, experiences, and professional interests. As your career at BJC develops and changes through time, you can update your About Me page so that it accurately reflects your experiences, skills, and interests. Complete your About Me tool and share it to let others know what you will uniquely contribute to a role. The tool enables you to provide a more complete picture of your experience, expertise, your passion, and what you have offer that any department will value.

links.bjclearn.org/aboutme

My Development Plan

Use the My Development Plan tool to create development goals that help you focus on the next opportunity on your career roadmap. You can use this tool to create and track your personal, professional goals. When completed, your MDP will be your road map for career success at BJC.

links.bjclearn.org/mdp

Career Exploration Map

Learn about different job families, roles, and career paths at BJC using the Career Exploration Map.

links.bjclearn.org/SabaCareerMap

Recommended Routes

Each recommended route checklist contains resources to learn about and qualify for a role as well as skills to be successful in these selected, critical-to-fill roles at BJC.

links.bjclearn.org/CSroutes

Your Development

Guiding People to Success

On the front page of Saba, GPS gives you a one-stop-shop to explore opportunities to grow and develop throughout your entire career at BJC.

links.bjclearn.org/GPS

Learning Journeys: Your Success Journey

Learning Journeys are guided recommendations to grow personally and professionally at BJC at your own pace. Your Success Journey is a connected set of three journeys - Starting Point, Step Up and Rise, that will lead you to career success.

links.bjclearn.org/ljysj

Personal Development

Challenging Communications

This online course helps you examine conflict and how to evaluate, prepare for, and conduct challenging conversations. The ability to successfully manage conflict through conversation is crucial to business and personal success. Participants will examine the pros and cons of different conflict styles and conduct a challenging conversation that solves problems and minimizes defensiveness. Participants will complete an action plan to prepare for a future challenging conversation.

This course is currently available online.

links.bjclearn.org/iscc-online

Emotional Intelligence Program

This new self-directed program allows you to explore and grow your Emotional Intelligence at your own pace. Take the EQ assessment to determine your level of Emotional Intelligence and gain personal recommendations for your learning path. Or, you can explore online courses, videos, and activities to expand your EQ at your own pace.

links.bjclearn.org/isei-online

Emotional Intelligence

This course is designed to enhance your self-awareness and make emotions work for you to manage yourself and your relationships with others. Understanding and improving the connection between emotions and actions is crucial to business and personal success. Participants are provided with an overview of emotional and social intelligence as well as techniques for improvement. Participants will create an action plan to help reinforce and apply the concepts learned.

links.bjclearn.org/isei

Resiliency

Resiliency is the ability to bounce back from difficult circumstances. When we are resilient we can effectively handle stress, change, and adversity. In this course, participants will learn about five core components for resiliency: meaning, self-care, relationships, self-awareness, and optimism. Participants will learn skills and techniques for building and strengthening resiliency.

This course is currently available online, in-person, or as a monthly one-hour virtual meeting over 5 months.

links.bjclearn.org/resiliency

[Visit resiliency.bjclearn.org](https://links.bjclearn.org/resiliency) for more information about the BJC Resiliency program, including free activities, articles, and videos to support your resiliency.

Resiliency Champion Training

Resiliency Champions are individuals that desire to work with their department or team to promote a culture of resiliency. In this training, participants will learn how they can build and support resiliency at BJC by building and strengthening their own resiliency, implementing activities in their department, sharing information and best practices, and advocating for practices within their workplace that support resiliency.

Resiliency is a prerequisite for Resiliency Champion Training. Manager approval is also required before registration is finalized.

This course is currently available online, in-person, or as a monthly one-hour virtual meeting over 2 months.

links.bjclearn.org/resiliency#champion

The Art and Science of Influence

Research shows that people who are effective at influencing others have a greater chance of career growth and promotion. Influence is a skill with a set of defined behaviors. You'll learn about these behaviors and about influencing strategies to use in different situations. Over time and through practice, you can strengthen your ability to gain acceptance for your ideas and move work forward more quickly.

links.bjclearn.org/ydaasi

Working at the Speed of Trust

When trust is high, people become confident and communication, creativity, and engagement improve. Working at the Speed of Trust® helps you strengthen your trust signals in every relationship to convert trust taxes into trust dividends and propel yourself and your team further, faster.

links.bjclearn.org/ydwatsot

Microsoft Office 365

Please visit the Modern Workspace SharePoint site for detailed information about new technology changes happening at BJC.

<https://modernworkspace.bjc.org>

Online Courses

BILD offers BJC employees a library of online course content within Saba that covers a variety of apps within the Microsoft O365 Office Suite, as well as specific online apps within your O365 online account. Because each course is broken down into short video lessons, it's easy to finish a course at your own pace no matter what the length.

Visit links.bjclearn.org/microsoft for additional Office 365 online courses and content.

Microsoft Access

Access is a database application which stores unlimited amounts of data using a relational multi-table system. It offers easy ways to collect and modify the data using custom built forms and request specific data using custom designed queries and reports. Access is only available in a desktop version.

links.bjclearn.org/access-online

Microsoft Excel

Excel allows you to organize, format, and calculate data using a spreadsheet system. Organize various projects such as lists, budgets, stats, schedules, surveys, etc. Summarize your data using pivot tables, charts, and graphs. Excel is available within your online O365 account and as a desktop app.

links.bjclearn.org/excel-online

Microsoft OneNote

OneNote allows you to collect information and organize it into an electronic notebook that is searchable. You can store notebooks in OneDrive or a Team Site. OneNote is available within your online O365 account, as a desktop app, and a phone app. The desktop version will be upgraded to Win 10 OneNote.

links.bjclearn.org/onenote-online

Microsoft Outlook

Outlook is a personal information manager that offers four main components: Email, Calendar, Contact Lists, and Task Lists. Outlook is available to use within your online O365 account, as a desktop app, and a phone app.

links.bjclearn.org/outlook-online

Microsoft PowerPoint

PowerPoint is designed to create electronic presentations that include slides with graphics, text, charts/graphs and even audio and video. It is a popular tool to use within a Microsoft Teams meeting or an in-person conference room connected to a projector. PowerPoint is available to use within your online O365 account and as a desktop app.

links.bjclearn.org/powerpoint-online

Microsoft SharePoint

SharePoint is a file management platform that BJC uses to share documentation with large groups of users. Currently SharePoint Sites can be accessed from on-premise servers or the cloud. SharePoint site owners are responsible for building the site and managing the content that is shared with the audience. NOTE: BJC will be migrating on-premise SharePoint sites to online in the near future.

links.bjclearn.org/sharepoint-online

Microsoft Teams

Teams is a communication and collaboration hub that helps your team stay organized. Teams offers private and group chats, sites for sharing files and communication between team members, Outlook calendar views, virtual meetings and calls, and access to files stored in your OneDrive. Microsoft Teams is available to use within your O365 account, as a desktop app, and a phone app.

links.bjclearn.org/teams-online

Microsoft Word

Word is a word processing software that allows you to create and edit text documents. You can type simple letters, essays, do research, or use your creative skills to build a newsletter or calendar. Start with blank documents or choose from a library of pre-made templates for specific projects. Word is available to use within your O365 account, as a desktop app, and a phone app.

links.bjclearn.org/word-online

Leadership Development

<https://links.bjcclearn.org/LeaderGPS>

LeaderGPS

On the front page of Saba, LeaderGPS organizes leadership tools to help you build a strong workplace culture - one that engages, energizes and enables teams. Explore all your options in Leadership Development, Team Development, Business Operations, and resources for LEADx and BJC's High Reliability System.

<https://links.bjcclearn.org/LeaderGPS>

New Leaders

Welcome to Leadership! The BJC Institute for Learning and Development offers programs for employees new to their Leadership roles. Count on BILD to help you begin your leadership journey successfully.

New BJC Leader Onboarding

New BJC Leader Onboarding is a required curriculum for new people managers or those who are new to BJC. The curriculum is designed to help new people managers understand their roles and the right things to do to build trusting and productive relationships with team members. New leaders can expect an overview of important HR policies, skill building, practice using key communication tools and performance management strategies, and an introduction to many tools and resources available to foster their success.

The curriculum includes:

- 3.5 hour in-person* class
- 2-hour virtual class
- Approximately 2 hours of self-paced online learning
- Two application events with individualized coaching
- Optional sessions focused on accountability and peer-to-boss transition

* One hybrid class is offered each month for both in-person and virtual learners. Virtual learners should reside 60 or more miles from the BLI.

New BJC Leader Onboarding is automatically assigned when you are designated as a people manager in PeopleSoft and is not available for open enrollment.

LEADx for New Leaders

LEADx for New Leaders is a required curriculum for new people managers or those who are new to BJC. The curriculum is designed to promote the mindset and practices of leading by our cultural values. Critical and essential skills are developed and enhanced by a variety of tools to support leader effectiveness.

The curriculum includes:

- Six monthly 3.5 hour in-person* sessions
- Mid-month reminders to apply the learned skills and practices with their teams
- Monthly huddle guides to help leaders build a team culture based on our values

* One hybrid class is offered each month for both in-person and virtual learners. Virtual learners should reside 60 or more miles from the BLI.

LEADx for New Leaders is automatically assigned when you are designated as a people manager in PeopleSoft and is not available for open enrollment.

Existing Leaders

How can BILD help you? By providing you with a toolbox filled with ways to lead change, to manage performance, and to build and motivate your team. These classes will build upon your existing knowledge and give you better insight into becoming an even better leader for your team.

Crucial Conversations as Leaders

This full-day, in-person session introduces techniques for staying focused and in dialog when in high stakes conversations with opposing opinions and strong emotions. Skill building with powerful communication models and mindsets will help leaders get results and improve relationships. The result is better decisions and outcomes in less time.

links.bjcclearn.org/elccal

Crucial Accountability

This half-day course applies skills learned in Crucial Conversations as Leaders to accountability conversations. Participants will learn to diagnose reasons for accountability gaps and strategies to make it easy and motivating for individuals to close those gaps.

Crucial Conversations as Leaders is a prerequisite for Crucial Accountability.

links.bjcclearn.org/elca

Just Culture

This blended format course includes an online module plus in-class practice and skill building with the application of Just Culture concepts and tools. The class introduces participants to the concept that accountability for a high reliability organization rests with everyone. Just Culture covers a five-skill model that places a focus on risk, system design, and the fair management of behavioral choices. A Just Culture requires an environment that seeks to learn from mistakes to make improvements. Just Culture is strongly recommended for all leaders.

links.bjclearn.org/eljc

Leading at the Speed of Trust

This full day in-person FranklinCovey® course is designed to help leaders develop, restore, and extend trust with stakeholders. The instruction, discussion, and tools offered in class provide leaders with new skills to help them lead in ways that inspire trust. The course includes a 360 Diagnostic that allows participants to get a snapshot of their demonstration of trust-building behaviors. Participants will leave the class with an action plan to help them increase their personal credibility and build trusting relationships.

links.bjclearn.org/ellatsot

Love 'Em or Lose 'Em

A BJC strategic imperative is to retain and attract a highly engaged workforce that delivers on our mission. Today's tight labor market makes this imperative more challenging than ever.

Love 'Em or Lose 'Em is a 4.5-hour class offering practical, quick, and effective ways to make sure your team members don't feel the need to look elsewhere for a great place to work. As turnover decreases, engagement increases, building an upward spiral of enabled, energized, and engaged team members. The program provides knowledge, tools, and action planning to ensure you apply the concepts learned. Completion of the program requires post-class implementation of a survey to team members.

links.bjclearn.org/elleole

Proactive Employee Relations

BJC believes that face-to-face conversations between the employee and the people manager are the best way to manage care and service to our patients and customers. In this program, you will learn about key attributes of leaders and understand the connection between proactive leadership skills and employee engagement. Methods to enhance our employees' trust in our leadership, especially during challenging times, will also be covered.

links.bjclearn.org/elpers

Organizational Development

If you are a manager, director or VP and want to take your unit or department to the next level, consider working with our Organizational Development (OD) consultants.

We partner with your HR Business Partner (HRBP) to support you in exploring the opportunities and challenges you face in achieving that next level. Then, we can offer suggestions, guidance, and other support to you.

Our consultation services range from brainstorming non-complex issues, to more involved solutions you implement, to a robust solution for complex issues that we and your HRBP can support longer term.

BILD OD consultants are an extension of your HR department. To get started, please contact your HRBP.





BJC is big. We come from all walks of life, with different interests, goals and development needs. Our job in the BJC Institute for Learning and Development (BILD) is to provide learning and development opportunities for all BJC employees. We want you to learn and grow your career here.

We make that happen in several ways. We're changing the face of Saba, making it easier to find what you need when you need it. There's a new version of Guiding People to Success (GPS) that's more user-friendly. There are new career maps on our Career Services Center page. Learn on the go and at your own pace with 60+ online personal and professional development courses.

We have tools that help you plan your next career move. The My Development Plan tool walks you through the process of setting short- and long-term goals for your success. Use it to think through next steps in your path to success. Since your skills and experiences may not be fully represented by your job description, we've provided you the About Me tool to help you tell your personal story. Access both tools on the Career Services page in Saba.

BILD offers something for everyone. Come and explore the opportunities, chart your path, share your success with others. Learn and grown with us.

*Russell Hoffmann, PhD
Vice President of Talent and Culture*

Contact Information

To view and register for classes, please visit:
<http://www.bjclearn.org>

To log in to Saba, use the shortcut icon on your desktop or use the login button located at the top right of [bjclearn.org](http://www.bjclearn.org). Once you log in, you can view available classes by using the Search bar in the top right corner.

For additional information, contact our Learning Coordinator at BILD@bjc.org.

HOW TO ENROLL IN CLASSES

To view up to date class information, use the link below each class in this catalog to log in to Saba. From there you can view available class dates, times, and locations.

To see all BILD classes available in Saba, please visit:
links.bjclearn.org/classes

