



## Week 4 - Assignment 1: Select Which Professionals are Part of Your Healthcare Leadership Team and Justify Their Roles

### Instructions

Your leadership team has the knowledge, skills, and abilities to address the identified organizational issues through their expertise and experience. The mechanism to address issues affecting the organization requires the development of strategies, actions, expected outcomes, and a timeline to achieve the expected outcomes. The executive team is responsible for initiating this strategic action planning and identifying key individuals within the organization who will manage the action plan.

Your leadership team shares the organizational mission, vision, beliefs, and goals respecting and promoting an atmosphere of inclusion. It is essential that your team uses their influence within their span of control to ensure trust, respect, and inclusion which represent standards of professional behavior from the C-suite to clinical services and the entire

For this assignment, you, as the CEO, will create a memorandum (a sample is shown here) to those professionals you selected to be on your leadership team and why they have been selected.

Your memorandum will alert the professionals of a meeting you are scheduling with them to discuss issues and will include the Issue Brief Working Template from the Week 3 assignment with the 10 prioritized issues as Page 2 to your memorandum. Explain in your memorandum that the purpose of your meeting is to review the Issues Brief Working Template grid, solicit their input to address the top three issues prioritized from the list of 10 you're providing, gain their input to determine how their departments are affected by the issues/trends, and gather their recommendations on selected strategies.

Length: This assignment will consist of a title page, the memorandum to three senior C-suite professionals (you may list all three titles, rather than names, in the same memorandum), the Issue Brief Working Template from Week 3 following the memorandum, and a reference page.

...References: A minimum of 3 scholarly references are required for this assignment.

Table 3. Sample Memorandum

MEMORANDUM	
TO:	<List all position titles of your selected team members, i.e., Chief Nursing Officer>
FROM:	<Your name>, Chief Executive Officer
DATE:	Month day, year
SUBJECT:	Prioritizing issues & trends
<p>&lt;Enter your memo narrative here.&gt;</p> <p>&lt;Be sure to include your Issue Brief Working Template from Week 3 at the end of the memo as Page 2. You may wish to change the orientation for Page 2 from portrait to landscape to accommodate the template.&gt;</p>	

## Submissions

No submissions yet. Drag and drop to upload your assignment below.

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You can upload files up to a maximum of 40 MB.