

VIRTUAL MHEI MANAGEMENT BOOT CAMP

12 MONTHS TO GET NEW MANAGEMENT INTO SHAPE

Looking for a program that will build basic management competencies?

Have you recently hired an inexperienced or new manager?

Have you recently accepted a management position?

THEN YOU WANT US!



JANUARY

Building Employee Relationships

Relationships are key to a manager's success. In this session the building blocks of relationships, including trust and credibility, as well as generational diversity will be explored.

FEBRUARY

Managing Performance

Managing performance includes developing SMART goals, setting clear expectations, and having regular communication. In this session we also address behavior and performance concerns and performance evaluations.

MARCH

Recruitment & Employment

Set the stage for retention and engagement by selecting candidates who are the "right" fit. This session focuses on conducting legal interviews using behavioral interviewing techniques.

APRIL

Onboarding

You selected the right candidate, now set them up for success. This session provides tools and strategies to develop a comprehensive department-specific onboarding plan.

MAY

Decision Making

Moving into a management involves developing your ability to think critically, make decisions and solve problems. This session provides techniques to gather and use unbiased information to make solid decisions.

JUNE

Communication & Facilitation

Effective communication is a key leadership competency. In this session the basics of written communication as well as presentation and facilitation skills will be practiced.

JULY

Courageous Conversations

Having effective conversations improves relationships and creates accountability. This session provides a guide to fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of your organization.

AUGUST

Performance Improvement

This session focuses on The Joint Commission's guidelines and expectations around PI and provides a foundation of PI tools. Identifying PI issues and responsibility for continual PI will be discussed.

SEPTEMBER

Finance & Budgeting

Every manager should have a basic understanding of finance and budgeting decisions. This session includes skill-building around reading and interpreting financial statements and conducting a cost/benefit analysis.

OCTOBER

Human Resources

This session will explore the basics of human resources legal issues and employment laws. Legal obligations and responsibilities will also be discussed.

NOVEMBER

DiSC® Behavioral Styles

The DiSC® Model of behavioral styles provides insight into the way individuals work. Participants will complete the DiSC® behavioral styles inventory and discuss styles and effectiveness with others.

DECEMBER

Employee Engagement

Current models of management extol the virtues of engaging employees. Participants will learn engagement drivers and coaching strategies that maximize employee engagement.

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Please complete the following and email to Kelly Yost, kyost@mhei.org
Payment can be mailed to: 6820 Deerpath Road, Elkridge, MD 21075

ORGANIZATION: _____

PARTICIPANT INFORMATION

NAME _____ DEGREE(S) _____

POSITION AT ORGANIZATION _____ HOW LONG IN CURRENT POSITION _____

EMAIL ADDRESS _____ PHONE # _____

SUPERVISOR OF PARTICIPANT

NAME _____ TITLE _____

EMAIL ADDRESS _____ PHONE # _____

PLEASE SELECT THE MONTHS FOR REGISTRATION AND CIRCLE THE MONTH YOU WILL BEGIN

*Each month's session is repeated the following year

<input type="checkbox"/> JANUARY 1.5.2021	<input type="checkbox"/> FEBRUARY 2.2.2021	<input type="checkbox"/> MARCH 3.2.2021	<input type="checkbox"/> APRIL 4.6.2021	<input type="checkbox"/> MAY 5.4.2021	<input type="checkbox"/> JUNE 6.2.2020 6.1.2021
<input type="checkbox"/> JULY 7.6.2021	<input type="checkbox"/> AUGUST 7.6.2021	<input type="checkbox"/> SEPTEMBER 9.7.2021	<input type="checkbox"/> OCTOBER 10.5.2021	<input type="checkbox"/> NOVEMBER 11.10.2020 11.2.2021	<input type="checkbox"/> DECEMBER 12.1.2020 12.7.2021

MHEI Boot Camp Cancellation Policy: Cancellations received via email up to five (5) business days prior to a boot camp session will be automatically registered for the same month's session the following year. Cancellations received less than five (5) business days prior to a boot camp session or for any no shows the day of the program will incur a \$25 processing fee. This fee must be received prior to scheduling the make-up session. Participants will have one (1) year to make-up any missed boot camp sessions. If the session is not made up within one (1) years time, then that session is forfeited.

ABOUT

MHEI's Boot Camp is a one-day-per-month 12-month program designed to give that new manager the management basics; how to manage responsibilities, how to manage people, and how to manage finances. Sessions are held on the 1st Tuesday of each month at MHEI Offices in Elkridge, MD from 8:30 a.m. – 4:00 p.m.

\$1,500
12 SESSIONS

\$1,200
6 SESSIONS

\$675
3 SESSIONS

**Registration is available to MHEI Members ONLY. Fees are per participant and no substitutions*