mhei
Maryland Healthcare Education Institute
Lead. Educate. Inform.

Virtual Management Boot Camp

Register Now:
info@mhei.org

Build leadership competencies

Strengthen mid-level and newly appointed leaders

Monthly virtual training sessions on the **2nd** and **3rd** Tuesdays of each month

1:1 Leadership Coaching

Leadership Resources

Monthly Leadership Topics:

- Building Employee Relationships
- Managing Performance
- Behavioral Interviewing and Recruitment
- Onboarding
- Decision Making and Problem Solving
- Effective Communication and Facilitation

- Courageous Conversations
- Performance Improvement Tools
- Finance and Budgeting Basics
- Human Resources
- DiSC© Behavioral Styles
- Employee Engagement

Strengthen Your Leadership Team for Success

Start Today!
Register Now: info@mhei.org

Phone: 410-796-6239 | Visit: www.mhei.org

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Management Boot Camp

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January

BUILDING EMPLOYEE RELATIONSHIPS

Objectives:
1. Identify the key role of trust
2. Examine your role and responsibilities in creating a climate of trust
3. Identify strategies to establish your credibility
4. Identify strategies to effectively manage multigenerational teams

February

MANAGING PERFORMANCE

Objectives:
1. Identify the steps to effective delegation
2. Evaluate goals utilizing the SMART model
3. Recognize strategies of using staff feedback in managing performance
4. Identify effects of personal biases on performance assessments

March

BEHAVIORAL INTERVIEWING & RECRUITMENT

Objectives:
1. Identify key components of the interview process
2. Recognize the advantages of behavioral interviewing
3. Create behavioral based interview questions
4. Describe legal and illegal interview components

April

ONBOARDING

Objectives:
1. Identify the reasons for developing and using onboarding strategies
2. Identify 3 onboarding strategies that will be useful in your own organization
3. Identify why focusing on an employee's "strengths" is an important strategy for a manager

May

DECISION MAKING & PROBLEM SOLVING

Objectives:
1. Identify the assets and liabilities associated with various of types decision making
2. Identify at least 2 problem solving tools and when they can be used
3. Identify at least 3 ways to become a better problem solver

June

COMMUNICATION & FACILITATION

Objectives:
1. Describe the importance of effective and professional communication skills
2. Recognize communication as a key piece of driving staff engagement
3. Identify facilitation strategies for running effective meetings
4. Develop and demonstrate effective presentation & facilitation skills

July

COURAGEOUS CONVERSATIONS

Objectives:
1. Identify when a conversation becomes courageous
2. Recognize the seven courageous conversations in healthcare and their impact on strategic goals
3. Analyze the steps in courageous conversations
4. Demonstrate courageous conversation skills

August

PERFORMANCE IMPROVEMENT

Objectives:
1. Define the manager's role and responsibility in performance improvement
2. Describe the elements of a "thorough and credible" root cause analysis
3. Analyze the following performance improvement tools: SBAR, Brainstorming, Process Mapping, Fishbone Analysis, PDCA, RCA, FMEA

September

FINANCE & BUDGETING

Objectives:
1. Describe the importance of cost containment as it relates to Maryland hospital financing
2. Identify the importance of good management of costs
3. Analyze financial statements, including budgets, income statements, and variance reports

October

HUMAN RESOURCES

Objectives:
1. Describe human resources activities
2. Review key labor laws and legislation
3. Identify employee rights based on the National Labor Relations Act

November

DISC® BEHAVIORAL STYLES

Objectives:
1. Identify the 4 DiSC® behavioral styles
2. Determine one's own DiSC® style preferences
3. Recognize DiSC® style of staff and others
4. Identify the strengths and opportunities of the 4 DiSC® styles

December

EMPLOYEE ENGAGEMENT

Objectives:
1. Define employee engagement
2. Identify top employee engagement drivers
3. Describe the impact of engagement on performance outcomes
4. Identify at least three strategies for engagement action planning based on survey data

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Management Boot Camp

MHEI's Management Boot Camp is a monthly leadership development program designed to give that new manager the management basics; how to manage responsibilities, how to manage people, and how to manage finances.

In-person and Virtual Options

Monthly sessions are held:
In-person the 1st Tuesday* of each month at MHEI Offices in Elkridge, MD from 8:30 a.m. – 3:00 p.m.
Or
Virtually the 2nd and 3rd Tuesdays* of each month for two, two-hour Zoom sessions from 10:00 a.m. – 12 noon
some exceptions on dates

REGISTRATION FORM

Participant Information:	
Name:	**Degree(s):**
Organization:	
Position at Organization:	
How long in current position:	
E-mail:	**Phone:**
Please select (X): ☐ in-person or ☐ virtual	

Supervisor Information:	
Name:	**Degree(s):**
Title:	
E-mail:	**Phone:**

Please select the month(s) (X) for registration and circle the month you will begin.
Each month's session is repeated the following year:

☐	☐	☐	☐	☐	☐
January In-person: 1.4.22 Virtual: 1.11.22 & 1.18.22	**February** In-person: 2.1.22 Virtual: 2.11.22 & 2.18.22	**March** In-person: 3.1.22 Virtual: 3.8.22 & 3.15.22	**April** In-person: 4.5.22 Virtual: 4.12.22 & 4.19.22	**May** In-person: 5.3.22 Virtual: 5.10.22 & 5.17.22	**June** In-person: 6.7.22 Virtual: 6.14.22 & 6.21.22
☐	☐	☐	☐	☐	☐
July In-person: 7.5.22 Virtual: 7.12.22 & 7.19.22	**August** In-person: n/a Virtual: 8.10.21 & 8.17.21	**September** In-person: n/a Virtual: 9.14.21 & 9.21.21	**October** In-person: n/a Virtual: 10.12.21 & 10.19.21	**November** In-person: n/a Virtual: 11.9.21 & 11.16.21	**December** In-person: n/a Virtual: 12.14.21 & 12.21.21

REGISTER NOW
To register, please complete the information above and email completed form to Kelly Yost, kyost@mhei.org

QUESTIONS? Please call: 443.561.2027
Payment can be mailed to: 6820 Deerpath Road, Elkridge, MD 21075

PROGRAM FEES
$1500 for 12 out of 12 sessions
$1200 for 6 out of 12 sessions
$675 for 3 out of 12 sessions
Registration is available to MHEI Members ONLY.
Fees are per participant and no substitutions