

Bridge the Leadership Gap in
Your Organization with
**Virtual Management
Boot Camp**

Register Now:
info@mhei.org

6-month program

Build basic leadership
competencies

Strengthen mid-level and
newly appointed leaders

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

1:1 Leadership Coaching

Monthly Leadership Topics:

- Building Employee Relationships
- Managing Performance
- Hiring for Fit: Behavioral Interviewing
- Courageous Conversations
- Finance and Budgeting Basics
- Human Resources

Strengthen Your Leadership Team for Success

Start Today!

Register Now: info@mhei.org

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

Management Boot Camp

| | | |
|--|--|---|
| <p style="text-align: center;">July January</p> <p style="text-align: center;">BUILDING EMPLOYEE RELATIONSHIPS</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 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 | <p style="text-align: center;">August February</p> <p style="text-align: center;">FINANCE & BUDGETING</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Describe the importance of cost containment 2. Identify the importance of good management of costs 3. Analyze financial statements, including budgets, income statements, and variance reports | <p style="text-align: center;">September March</p> <p style="text-align: center;">HUMAN RESOURCES</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Describe human resources activities 2. Review key labor laws and legislation 3. Identify employee rights based on the National Labor Relations Act 4. Recognize the importance of compliance 5. Identify at least two leadership actions to support employees and the organization |
| <p style="text-align: center;">October April</p> <p style="text-align: center;">HIRING FOR FIT: BEHAVIORAL INTERVIEWING</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 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 | <p style="text-align: center;">November May</p> <p style="text-align: center;">MANAGING PERFORMANCE</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 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 | <p style="text-align: center;">December June</p> <p style="text-align: center;">COURAGEOUS CONVERSATIONS</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 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 |



The Maryland Healthcare Education Institute presents Management Boot Camp

MHEI's Management Boot Camp is a six-month 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.

Virtually from your office or home office!

Monthly sessions are held:

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: |

Supervisor Information:

| | |
|----------------|-------------------|
| Name: | Degree(s): |
| Title: | |
| E-mail: | Phone: |

Please select/circle the month you will begin:

| | | | | | |
|---|---|--|--|---|---|
| <input type="checkbox"/> July 7.11.23 & 7.18.23 | <input type="checkbox"/> August 8.8.23 & 8.15.23 | <input type="checkbox"/> September 9.12.23 & 9.19.23 | <input type="checkbox"/> October 10.10.23 & 10.17.23 | <input type="checkbox"/> November 11.14.23 & 11.21.23 | <input type="checkbox"/> December 12.12.23 & 12.19.23 |
| <input type="checkbox"/> January 1.9.24 & 1.16.24 | <input type="checkbox"/> February 2.14.23 & 2.21.23 | <input type="checkbox"/> March 3.14.23 & 3.21.23 | <input type="checkbox"/> April 4.11.23 & 4.18.23 | <input type="checkbox"/> May 5.9.23 & 5.16.23 | <input type="checkbox"/> June 6.13.23 & 6.20.23 |

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

\$1200 for all 6 sessions

Registration is available to MHEI Members ONLY.

Fees are per participant and no substitutions