

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

**Register Now:**  
[info@mhei.org](mailto:info@mhei.org)

6-month program

Build basic leadership  
competencies

Strengthen mid-level and  
newly appointed leaders

Monthly live virtual training  
sessions on the **2<sup>nd</sup>** and **3<sup>rd</sup>**  
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](mailto:info@mhei.org)**

Phone: 410-796-6239 | Visit: [www.mhei.org](http://www.mhei.org)

# Management Boot Camp

<p><b>July   January</b></p> <p><b>BUILDING EMPLOYEE RELATIONSHIPS</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Identify the key role of trust</li> <li>2. Examine your role and responsibilities in creating a climate of trust</li> <li>3. Identify strategies to establish your credibility</li> <li>4. Identify strategies to effectively manage multigenerational teams</li> </ol>	<p><b>August   February</b></p> <p><b>FINANCE &amp; BUDGETING</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Describe the importance of cost containment</li> <li>2. Identify the importance of good management of costs</li> <li>3. Analyze financial statements, including budgets, income statements, and variance reports</li> </ol>	<p><b>September   March</b></p> <p><b>HUMAN RESOURCES</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Describe human resources activities</li> <li>2. Review key labor laws and legislation</li> <li>3. Identify employee rights based on the National Labor Relations Act</li> <li>4. Recognize the importance of compliance</li> <li>5. Identify at least two leadership actions to support employees and the organization</li> </ol>
<p><b>October   April</b></p> <p><b>HIRING FOR FIT: BEHAVIORAL INTERVIEWING</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Identify key components of the interview process</li> <li>2. Recognize the advantages of behavioral interviewing</li> <li>3. Create behavioral based interview questions</li> <li>4. Describe legal and illegal interview components</li> </ol>	<p><b>November   May</b></p> <p><b>MANAGING PERFORMANCE</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Identify the steps to effective delegation</li> <li>2. Evaluate goals utilizing the SMART model</li> <li>3. Recognize strategies of using staff feedback in managing performance</li> <li>4. Identify effects of personal biases on performance assessments</li> </ol>	<p><b>December   June</b></p> <p><b>COURAGEOUS CONVERSATIONS</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Identify when a conversation becomes courageous</li> <li>2. Recognize the seven courageous conversations in healthcare and their impact on strategic goals</li> <li>3. Analyze the steps in courageous conversations</li> <li>4. Demonstrate courageous conversation skills</li> </ol>



# 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 2<sup>nd</sup> and 3<sup>rd</sup> 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:

<b>Name:</b>	<b>Degree(s):</b>
<b>Organization:</b>	
<b>Position at Organization:</b>	
<b>How long in current position:</b>	
<b>E-mail:</b>	<b>Phone:</b>

### Supervisor Information:

<b>Name:</b>	<b>Degree(s):</b>
<b>Title:</b>	
<b>E-mail:</b>	<b>Phone:</b>

Please select/circle the month you will begin:

<input type="checkbox"/> <b>July</b> 7.11.23 & 7.18.23	<input type="checkbox"/> <b>August</b> 8.8.23 & 8.15.23	<input type="checkbox"/> <b>September</b> 9.12.23 & 9.19.23	<input type="checkbox"/> <b>October</b> 10.10.23 & 10.17.23	<input type="checkbox"/> <b>November</b> 11.14.23 & 11.21.23	<input type="checkbox"/> <b>December</b> 12.12.23 & 12.19.23
<input type="checkbox"/> <b>January</b> 1.9.24 & 1.16.24	<input type="checkbox"/> <b>February</b> 2.13.24 & 2.20.24	<input type="checkbox"/> <b>March</b> 3.14.23 & 3.21.23	<input type="checkbox"/> <b>April</b> 4.11.23 & 4.18.23	<input type="checkbox"/> <b>May</b> 5.9.23 & 5.16.23	<input type="checkbox"/> <b>June</b> 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](mailto: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