

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>** Tuesday 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:

**\*Starting in 2025, sessions will be virtually once a month, on the 2<sup>nd</sup> Tuesday from 9:00 am – 12:00 noon**

## 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"/><br><b>July</b><br>7.7.26     | <input type="checkbox"/><br><b>August</b><br>8.11.26   | <input type="checkbox"/><br><b>September</b><br>9.8.26 | <input type="checkbox"/><br><b>October</b><br>10.13.26 | <input type="checkbox"/><br><b>November</b><br>11.10.26 | <input type="checkbox"/><br><b>December</b><br>12.8.26 |
| <input type="checkbox"/><br><b>January</b><br>1.12.27 | <input type="checkbox"/><br><b>February</b><br>2.10.26 | <input type="checkbox"/><br><b>March</b><br>3.10.26    | <input type="checkbox"/><br><b>April</b><br>4.14.26    | <input type="checkbox"/><br><b>May</b><br>5.12.26       | <input type="checkbox"/><br><b>June</b><br>6.9.26      |

**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