

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)

# The Maryland Healthcare Education Institute presents Management Boot Camp

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|--|--|--|
| <p style="text-align: center;"><b>July   January</b></p> <p style="text-align: center;"><b>BUILDING RELATIONSHIPS</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Analyze the impact of leader-staff relationships on employee engagement, retention, and organizational performance.</li> <li>2. Apply relationship-building and influence strategies to strengthen credibility and gain stakeholder support.</li> <li>3. Assess current relationship-building practices and develop strategies for continued growth and improvement.</li> </ol>  | <p style="text-align: center;"><b>August   February</b></p> <p style="text-align: center;"><b>FINANCE &amp; BUDGETING</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Describe the importance of financial stewardship and cost containment in a healthcare environment.</li> <li>2. Apply cost-management principles to support responsible resource utilization and budget accountability.</li> <li>3. Analyze and interpret income statements and variance reports to monitor financial performance and identify opportunities for improvement.</li> </ol>  | <p style="text-align: center;"><b>September   March</b></p> <p style="text-align: center;"><b>HUMAN RESOURCES</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Describe the core responsibilities of human resources.</li> <li>2. Recognize key labor laws and employment regulations relevant to supervisory and management roles.</li> <li>3. Evaluate the importance of compliance in promoting a safe, equitable, and legally compliant workplace.</li> <li>4. Demonstrate leadership practices that support employees while advancing organizational goals and policies.</li> </ol>  |
| <p style="text-align: center;"><b>October   April</b></p> <p style="text-align: center;"><b>HIRING FOR FIT: BEHAVIORAL INTERVIEWING</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Differentiate between traditional interview questions and behavioral interview questions.</li> <li>2. Identify behavioral interview questions that assess key competencies required for healthcare roles.</li> <li>3. Apply the STAR method (Situation, Task, Action, Result) to evaluate candidate responses in a structured and objective manner.</li> </ol> | <p style="text-align: center;"><b>November   May</b></p> <p style="text-align: center;"><b>MANAGING PERFORMANCE</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Identify performance, behavior, and attitude gaps that impact patient safety, quality outcomes, teamwork, and service excellence.</li> <li>2. Apply performance management techniques to address employee concerns while maintaining psychological safety, employee dignity, and professional relationships.</li> <li>3. Develop strategies that balance accountability and support when coaching employees through performance challenges.</li> </ol> | <p style="text-align: center;"><b>December   June</b></p> <p style="text-align: center;"><b>COURAGEOUS CONVERSATIONS</b></p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Recognize the impact that avoiding courageous conversations can have on team performance, employee engagement, patient safety, and organizational culture.</li> <li>2. Demonstrate effective intervention techniques when unprofessional behaviors, communication breakdowns, or interpersonal conflicts threaten team effectiveness or patient care.</li> <li>3. Apply courageous conversation skills to healthcare scenarios involving patient safety, teamwork, service recovery, performance concerns, and change initiatives.</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:

Sessions will be virtually once a month, on the 2<sup>nd</sup> Tuesday from 9:00 am – 11:00 am

## REGISTRATION FORM

### Participant Information:

|                               |                      |            |                      |
|-------------------------------|----------------------|------------|----------------------|
| Name:                         | <input type="text"/> | Degree(s): | <input type="text"/> |
| Organization:                 | <input type="text"/> |            |                      |
| Position at Organization:     | <input type="text"/> |            |                      |
| How long in current position: | <input type="text"/> |            |                      |
| E-mail:                       | <input type="text"/> | Phone:     | <input type="text"/> |

### Supervisor Information:

|         |                      |            |                      |
|---------|----------------------|------------|----------------------|
| Name:   | <input type="text"/> | Degree(s): | <input type="text"/> |
| Title:  | <input type="text"/> |            |                      |
| E-mail: | <input type="text"/> | Phone:     | <input type="text"/> |

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>2.9.27 | <input type="checkbox"/><br><b>March</b><br>3.9.27     | <input type="checkbox"/><br><b>April</b><br>4.13.27    | <input type="checkbox"/><br><b>May</b><br>5.11.27       | <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