Maryland Healthcare Education Institute

Lead. Educate. Inform.

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



Register Now:
info@mhei.org

Build basic leadership competencies

Strengthen mid-level and newly appointed leaders

6-month program

Monthly live virtual training sessions on the **2nd** 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

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

www.mhei.org | : Maryland Healthcare Education Institute (MHEI)

The Maryland Healthcare Education Institute presents

Management Boot Camp

July | January

BUILDING RELATIONSHIPS

Objectives:

1. Analyze the impact of leader-staff relationships on employee engagement, retention, and organizational performance.
2. Apply relationship-building and influence strategies to strengthen credibility and gain stakeholder support.
3. Assess current relationship-building practices and develop strategies for continued growth and improvement.

August | February

FINANCE & BUDGETING

Objectives:

1. Describe the importance of financial stewardship and cost containment in a healthcare environment.
2. Apply cost-management principles to support responsible resource utilization and budget accountability.
3. Analyze and interpret income statements and variance reports to monitor financial performance and identify opportunities for improvement.

September | March

HUMAN RESOURCES

Objectives:

1. Describe the core responsibilities of human resources.
2. Recognize key labor laws and employment regulations relevant to supervisory and management roles.
3. Evaluate the importance of compliance in promoting a safe, equitable, and legally compliant workplace.
4. Demonstrate leadership practices that support employees while advancing organizational goals and policies.

October | April

HIRING FOR FIT: BEHAVIORAL INTERVIEWING

Objectives:

1. Differentiate between traditional interview questions and behavioral interview questions.
2. Identify behavioral interview questions that assess key competencies required for healthcare roles.
3. Apply the STAR method (Situation, Task, Action, Result) to evaluate candidate responses in a structured and objective manner.

November | May

MANAGING PERFORMANCE

Objectives:

1. Identify performance, behavior, and attitude gaps that impact patient safety, quality outcomes, teamwork, and service excellence.
2. Apply performance management techniques to address employee concerns while maintaining psychological safety, employee dignity, and professional relationships.
3. Develop strategies that balance accountability and support when coaching employees through performance challenges.

December | June

COURAGEOUS CONVERSATIONS

Objectives:

1. Recognize the impact that avoiding courageous conversations can have on team performance, employee engagement, patient safety, and organizational culture.
2. Demonstrate effective intervention techniques when unprofessional behaviors, communication breakdowns, or interpersonal conflicts threaten team effectiveness or patient care.
3. Apply courageous conversation skills to healthcare scenarios involving patient safety, teamwork, service recovery, performance concerns, and change initiatives.

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 2nd Tuesday from 9:00 am – 11:00 am

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:

☐ **July** 7.13.27	☐ **August** 8.10.27	☐ **September** 9.14.27	☐ **October** 10.12.27	☐ **November** 11.10.26	☐ **December** 12.8.26
☐ **January** 1.12.27	☐ **February** 2.9.27	☐ **March** 3.9.27	☐ **April** 4.13.27	☐ **May** 5.11.27	☐ **June** 6.8.27

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

$600 for all 6 sessions

Registration is available to MHEI Members ONLY.

Fees are per participant and no substitutions