



### Workshop on Health Care Management & Administration

March 16 – 19, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 21 – 25, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### Program Overview:

Health Care Management & Administration Training provides comprehensive knowledge and skills essential for effective leadership and management within the healthcare industry. This course equips participants with a deep understanding of healthcare systems, organizational dynamics, financial management, and regulatory requirements necessary for successful administration in the healthcare industry.

This course will equip participants with the skills and knowledge necessary to excel in leadership roles within healthcare organizations. By mastering core competencies in healthcare systems, financial management, quality improvement, and strategic planning, participants are prepared to navigate the complexities of the healthcare industry and drive positive organizational outcomes.

#### For Whom:

This training is designed for healthcare professionals aspiring to advance their careers in management and administration, such as healthcare administrators, hospital managers, clinic managers, medical office managers, healthcare department heads, and healthcare consultants

#### Learning Objectives:

At the end of the program, participants will be able to:

- gain insights into the structure, stakeholders, and key components of healthcare delivery systems globally and locally.
- develop leadership skills, team building, conflict resolution, and strategic decision-making tailored to healthcare environments.
- learn financial principles specific to healthcare organizations, including budgeting, revenue cycle management, and cost control strategies.
- develop improvement for patient safety, and regulatory compliance to enhance healthcare service delivery.
- examine the impact of healthcare policies, ethical considerations, and legal frameworks on organizational operations and decision-making.
- explain the role of information technology in healthcare, electronic health records (EHRs), data analytics, and their implications for management and administration.
- acquire skills for public relations, and communication techniques essential for promoting healthcare services and maintaining positive stakeholder relationships.
- apply strategic planning frameworks and innovation strategies to address challenges, capitalize on opportunities, and foster continuous improvement in healthcare management.

#### Course Outline:

##### Day 1: Introduction to Healthcare Management

- Overview of healthcare systems and structures
- Roles and responsibilities of healthcare managers
- Current trends and challenges in healthcare management

##### Leadership and Organizational Behavior

- Leadership styles and theories applicable to healthcare
- Team dynamics and effective team building
- Conflict resolution and negotiation in healthcare settings

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## Day 2: Financial Management in Healthcare

- Financial principles and terminology specific to healthcare
- Budgeting and financial planning
- Revenue cycle management and financial reporting

## Quality Improvement and Patient Safety

- Principles of quality improvement in healthcare
- Patient safety initiatives and risk management
- Regulatory compliance and accreditation standards

## Day 3: Healthcare Policy and Ethics

- Impact of healthcare policies on organizational management
- Ethical considerations in healthcare decision-making
- Legal frameworks and implications for healthcare administration

## Health Information Systems and Technology

- Role of information technology in healthcare management
- Electronic health records (EHRs) and data management
- Healthcare analytics and decision support systems

## Day 4: Healthcare Marketing and Public Relations

- Marketing strategies for healthcare organizations
- Public relations and communication in healthcare
- Managing stakeholder relationships and community engagement

## Strategic Planning and Innovation

- Strategic planning frameworks for healthcare organizations
- Innovation and change management in healthcare
- Continuous improvement and sustainability in healthcare management

## Day 5: Healthcare Management Case Studies

- Analysis of real-world healthcare management scenarios
- Application of learned concepts to complex healthcare issues
- Group discussions and problem-solving exercises

## Capstone Project

- Integration of knowledge and skills through a practical project
- Presentation of findings and recommendations

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N350, 000**  
In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607**

**Training Methodology:** Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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