



Workshop on Essentials of Hospital Leadership and Management Program:

(Essential Skills for Today's Hospital Managers)

January 22 – 26, 2024, 1st Run: Lagos & Port Harcourt

July 15 – 19, 2024, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

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

Program Overview:

Understanding the foundation of management is not just for managers. Appreciating the roles management plays in getting the work of the world done is critical for all of those who seek to understand management.

Hospital management requires the full range of management skills – from budgeting to personnel, from planning to marketing. It also requires the personal skills of leadership that are so essential to the successful management of today's hospitals.

This course “Essentials of Hospital Leadership and Management Program” will give participants insights to understand the big picture of the day-to-day role of management and leadership in the success of today's hospital management. Participants will equally learn to understand why they need to lead as well as manage if they intend to maintain a healthy work environment and achieve desired results

For Whom:

Medical Directors, Medical Doctors, Chief of Administration, Senior Doctors and Senior Officers in private hospitals, Clinics, Specialist Hospitals, Government Hospitals, Research and Medical Centers, Chief Medical in Pediatrics, Cardiology, Neurology and Gynecology and third party sector health organizations involved in managing healthcare delivery system through the hospitals.

Learning Objectives:

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

- list various management functions and the skills associated with each one of them;
- acquire key managerial competencies essential in managing a modern-day hospital;
- acquire coaching and mentoring skills needed to improve performance and maximize results;
- motivate subordinates to achieve set hospital objectives and goals;
- use a variety of analytical and problem-solving tools and methods when dealing with business challenges; and
- develop essential leadership skills critical for success as a professional manager.

Course Outline:

Day 1: Understanding Management and Its Functions: An Overview

- Defining the organization
- Defining management
 - Identifying the professional manager

- What do professional managers do?
- Professional managers and business ethics
- Management: art or science?
- Factors which impact the management function
- Essential managerial functions
- The 6 steps in planning

Day 2: Developing Managerial competencies and styles

- Defining a competency
- Key competencies for a professional manager
- A review of different management styles
- Factors that influence management styles
- Reasons why some managers fail

Day 3: Developing Effective coaching and mentoring skills for hospital managers

- Coaching versus management
- Coaching and the competency iceberg
- What is mentorship? Who should be mentored?
- How does it differ from coaching?
- Impact of coaching and mentoring on the workplace environment
- Using inspiring words in coaching and mentoring

Day 4: Motivating and rewarding the workforce

- Defining motivation
- Key motivational theories professional managers should be aware of
- Leading towards a motivated work environment
 - Job design
 - Goal setting
 - Performance feedback
- Reward systems
- Motivating a multi-cultural workforce

Day 5: Managing business and Leadership challenges

- Challenges facing professional managers
- A rational approach to managing problems and finding solutions
- Business tools for professional managers
- Developing managerial leadership skills
 - Defining managerial leadership
 - Differences between leaders and managers
 - The levels of leadership
- Leadership characteristics and habits of professional managers
- Personal Action Plan

LOCATIONS

- 1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria
- 2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja
- 3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N250, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

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.