



Workshop on Hospital Management and Administration

April 14 – 18, 2025, 1st Run: Lagos & Abuja

October 6 – 10, 2025, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

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

Program Overview:

Hospital Management and Administration Training provides comprehensive education in the principles, practices, and strategies essential for effective healthcare facility management. This course equips participants with the knowledge and skills necessary to navigate the complex operational and administrative challenges within hospitals and healthcare institutions.

Hospital Management and Administration Training prepares participants to effectively lead and manage healthcare facilities amidst evolving industry demands. By focusing on strategic, financial, operational, and ethical aspects of healthcare management, this course empowers professionals to drive organizational success while prioritizing patient care and safety.

For Whom:

This program is designed for primary healthcare givers, recuperative care, community and other healthcare facility administrators, chiefs of staff, chief nursing officers, department heads and other healthcare professionals with supervisory, management or executive level responsibilities.

Learning Objectives:

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

- explore the structure and organization of healthcare systems, including regulatory frameworks, policies, and healthcare delivery models.
- plan and implement tailored strategies focusing on achieving organizational goals and improving patient outcomes.
- develop skills for financial planning, budgeting, and resource allocation specific to healthcare settings.
- explain revenue generation, cost control, and financial sustainability.
- ensure high standards of care, patient safety protocols, and quality improvement initiatives.
- apply best practices in staffing, team dynamics, employee relations, and professional development within healthcare teams.
- apply healthcare IT systems, electronic health records (EHR), and data management for efficient healthcare delivery and decision-making.
- apply legal compliance, ethical dilemmas, risk management, and patient rights within the healthcare context.

Course Outline:

Day 1: Hospital Management: Overview

- Evolution of healthcare delivery
- Types of healthcare organizations
- Role of hospitals in the healthcare system

Fundamentals of Hospital Management

- Key functions of hospital management
- Challenges and trends in hospital administration
- Regulatory and ethical considerations

Day 2: Strategic Planning

- Vision, mission, and values in healthcare organizations
- SWOT analysis and strategic positioning

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

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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

Healthcare Leadership and Governance

- Leadership styles and their impact
- Building effective healthcare teams
- Conflict resolution and negotiation skills

Governance and Decision Making

- Board of directors and hospital governance
- Risk management and quality improvement

Day 3: Healthcare Operations Management

- Facility planning and management
- Supply chain management and logistics
- Information technology in healthcare

Quality and Patient Safety

- Quality assurance and improvement
- Patient safety protocols and initiatives
- Accreditation and compliance standards

Patient-Centered Care

- Patient satisfaction and experience
- Ethics in patient care

Day 4: Financial Management in Healthcare

- Budgeting and financial forecasting
- Revenue cycle management
- Cost control and efficiency

Healthcare Economics

- Insurance and reimbursement systems
- Financial implications of healthcare policies
- Healthcare financing models

Human Resources and Staff Management

- Recruitment, training, and retention strategies
- Employee relations and labor laws
- Performance evaluation and career development

Day 5: Legal and Ethical Issues in Healthcare Legal Framework

- Healthcare laws and regulations
- Liability and risk management
- Confidentiality and patient rights

Ethical Dilemmas

- Ethical decision-making in healthcare
- End-of-life care and informed consent
- Handling sensitive ethical issues

Emerging Trends in Healthcare

- Healthcare technology advancements

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

LOCATIONS

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

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

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

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

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

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