

Hospital Management and Administration (MHA)

Hospital Management
Berlin (Germany)
03 - 14 Feb 2025

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Ref: 3294_126299 **Date:** 03 - 14 Feb 2025 **Location:** Berlin (Germany) **Fees:** 7100 Euro

Introduction

This training course is designed for individuals who aspire to excel in hospital management and administration. Participants will acquire a robust understanding of medical and healthcare terminologies and their applications within hospital settings, clinics, and other medical environments. They will develop effective communication, staff management, and administrative processes competencies. The course specifically focuses on enhancing leadership skills within healthcare organizations. It aims to nurture expertise in hospital quality improvement strategies.

Important note: For enrollments of three or more participants in Istanbul, we guarantee a three-day site visit to a prestigious public or private hospital.

Course Objectives of Hospital Management and Administration MHA

The objectives of the Hospital Management and Administration course are to provide understanding and insights into:

- The roles and responsibilities are crucial for management and administration in the healthcare sector.
- Skills and knowledge required for administrative staff in a medical setting.
- We tailored leadership and hospitality management training programs for leaders, supervisors, and managers in various hospital departments.
- Current healthcare systems regarding economics, accessibility, and the population's health outcomes.

Course Outlines of Hospital Management and Administration MHA

Day 1: Management & Organizations

- Explore healthcare organizations and define management within this context.
- Identify the role of professional managers in hospitals, including their approach to business ethics in the medical sector.
- Examine factors that impact managerial functions and describe essential management tasks.
- Learn the 6 key steps to planning effectively in a healthcare leadership role.

Note: BlackBird Training will coordinate the specifics of hospital visit arrangements at the end of day 1, including scheduling and transportation.

Day 2: Management, Motivation & Leadership

- Define and distinguish between leadership and management at the hospital level.

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- Discuss the 6 levels of leadership and traits of successful healthcare managers.
- Create a Personal Action Plan focusing on best hospital management and leadership practices.
- Understand the importance of motivation within hospitals and investigate key motivational theories.
- Strategies for leading a motivated and culturally diverse workforce in healthcare systems.

Day 3: Time Management Challenges & Assessment

- Define time management and its significance in hospital settings.
- Address common time management challenges faced in healthcare.
- Implement modern time management strategies to overcome these challenges.
- Carry out a time management assessment to identify and minimize time wasters.

Day 4: Management in Hospitals

- Challenges faced by health and hospital administration in the modern era.
- Deep dive into the administration of hospital and outpatient services.
- Explore the administration strategies within various hospital departments, including nursing, ward management, operation theaters, and material management, such as nutrition, X-ray, lab, pharmacy, etc.
- Emphasize the importance of records management and its impact on healthcare delivery.

Day 5: Quality Management in Hospitals

- Introduction to Quality Control QC in a hospital setting
- Analyze the Doctor/Nurse-patient relationship from a QC perspective.
- Discuss the implications of the Doctors and Consumer Protection Act on healthcare.
- Understand and apply performance feedback methods for healthcare professionals.

Day 6: Hospital Management and Private Practice

- Role of hospitals in promoting health within the community.
- Reproductive and child health services provided by hospitals.
- Evaluation of referral systems and their efficiency.
- Hospital administration role during times of disaster and crisis management.

Days 7 - 9: Field Visit to Hospitals

- Interactive sessions with hospital founders, managers, and heads of nursing departments to gain insights into their operational strategies.
- Observation of daily responsibilities, including human resource management, budget allocation, reporting, IT systems and database maintenance, coordination of healthcare professionals, and more.
- Exposure to policy decision-making processes, patient care oversight, and marketing within the healthcare industry.
- Familiarization with the role of technology and policy innovation in hospital management.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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Depending on availability, field visits and training may include Joint Commission International JCI accredited hospitals.

Day 10: Review and Closing Workshop

- Reflection on the lessons learned from the field visits and overall training program.
- Discuss applying gained knowledge in practical work settings, including analysis of successful and unsuccessful case studies.
- Review modern IT applications in hospital management systems, exploring their impact on healthcare delivery.

A graphic illustration of a chessboard with several pieces. A large gold king piece is in the foreground on the right, with a silver pawn and a silver knight behind it. The board is checkered, and there are concentric white circles in the background.

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Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

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Düsseldorf (Germany)

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Blackbird Training Category



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Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



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Oil & Gas Engineering



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