



GHA Certificate in Healthcare Management and Leadership

GHA developed a Certificate in Healthcare Management and Leadership program in 2004 to train and equip healthcare professionals to be effective managers and leaders. The conferences that comprise this certificate program will be conducted via face-to-face educational programs, live Webcasts, GHA TELNET audio conferences, and Internet based programs through www.carelearning.com.

The 2010 curriculum for this highly successful certificate program is outlined in this brochure. Participants will be able to complete the requirements for the Certificate Program by December 2010.

Purpose

The GHA Certificate in Healthcare Management and Leadership program curriculum is designed to meet the training needs of healthcare professionals that are new to management, supervisory or leadership roles. This curriculum will also benefit professionals that are currently in management roles who want to improve their leadership skills or professionals that want to move into management. Participants can:

- Pursue the GHA Certificate in Healthcare Management and Leadership by meeting the educational requirements as set out below; or
- Take any of the educational programs on an individual basis and not pursue the “GHA Certificate”.

Objectives

The GHA Certificate in Healthcare Management and Leadership program is designed to equip and train healthcare professionals with the management and leadership skills needed to move from staff person to effective manager, supervisor and/or leader. Some of these skills include:

- Effective communication and conflict resolution;
- Coaching and mentoring;
- Team building skills;
- Developing a budget and understanding departmental financial reports;
- Developing and implementing a business plan; and
- Interviewing skills and effective performance appraisals.

Registration

If you are interested in pursuing the 2010 GHA Certificate in Healthcare Management and Leadership Program please fill out the attached “Enrollment Form” and return it to Martha Harrell at GHA. You will be sent brochures on each of the programs (face-to-face and TELNET). You will be responsible for signing up and paying the registration fee for each program individually.

Certificate Requirements:

To attain the GHA Certificate in Healthcare Management and Leadership, participants must complete:

Three Face-to-face Educational Programs:

One (1) **required** face-to-face educational program. This program is:

1. Assuming Leadership, **May 20, 2010** at GHA in Marietta or via live Webcast

Two (2) **elective** face-to-face programs. You may choose from:

1. Lean Six Sigma for Healthcare White Belt Training, **May 6, 2010**, GHA
2. Nurse Leadership Institute, **June 9-11, 2010**, Marriott, Hilton Head Island, SC
3. GHA Society Annual Meetings, see list of dates for these meetings below
4. GHA Annual Summer Meeting, **July 21-24, 2010**, Destin, Florida
5. GHA Center for Rural Health Annual Summer Meeting , **August 11-13, 2010**, King & Prince on St. Simons Island, Georgia
6. Leading with Emotional Intelligence, **October 21, 2010**, GHA

Eight (8) required TELNET educational programs. These program topics include:

1. Making the Transition to Management, **April 22, 2010 (10-11:30 am)**
2. Evaluating Performance, **June 8, 2010 (10-11 am)**
3. Fundamental Principles of Healthcare Finance, **June 15, 2010, (1-2:30 pm)**
4. Advanced Concepts in Healthcare Finance, **July 27, 2010, (1-2:30 pm)**
5. Creating Value through Strategic Financial Planning, **August 10, 2010, (1-2:30 pm)**
6. Finding and Becoming an Effective Mentor, **August 17, 2010 (10-11:30 am)**
7. Stress is a Mess, **September 21, 2010 (10-11:30 am)**
8. Negotiation Effectiveness, **November 2, 2010 (10-11:30 am)**

Five (5) elective TELNET programs. Courses will be held in 2010 & program topics include:

1. The Power of Empowerment, **June 10, (10-11:30 am)**
2. Realities of Motivating Today’s Healthcare Professionals, **July 13, (10-11:30 am)**
3. Disciplinary Action or Mentoring Opportunity, **July 22, (10-11 am)**
4. When People Don’t Click: How Personal Style Affects Performance, **August 5, (10-11 am)**
5. Creating Service Excellence, **August 26, (10-11:30 am)**
6. Reward and Recognition on a Limited Budget, **September 14, (10-11 am)**
7. TJC Leadership Standards (focus on safety), **September 23, (10-11:30 am)**
8. Leading the Change Process, **October 19, (10-11:30 am)**
9. Organizational Ethics, **October 28, (1-2 pm)**

Internet based educational programs via www.carelearning.com

- One (1) **required on-line** course at www.carelearning.com
 1. Evaluating Your Leadership Style
Category: Leadership/ Management
Fee: \$25.00

- One (1) **elective on-line** course at www.carelearning.com. You may choose from:
 1. How to Set Priorities
Category: Leadership/Management
Fee: \$20.00
 2. Improving Employee Performance
Category: Leadership/Management
Fee: \$20.00
 3. Time Management Skills
Category: Leadership/Management
Fee: \$20.00
 4. Meetings That Produce Results
Category: Leadership/Management
Fee: \$20.00
 5. Strategic Goal-Setting
Category: Leadership/Management
Fee: \$20.00
 6. Taking the Step Up to Supervisor
Category: Leadership/Management
Fee: \$20.00
 7. The Essence of Leadership
Category: Leadership/Management
Fee: \$20.00
 8. Effective Problem Solving
Category: Leadership/Management
Fee: \$20.00
 9. Leadership Wisdom for Lifelong Success
Category: Leadership/Management
Fee: \$20.00

GHA Society & GHA Annual Member Meetings

Participants in the GHA Certificate in Healthcare Management and Leadership that are members of a GHA Society may choose GHA Society & Annual Member Meetings as their elective face-to-face programs. Dates and locations for these programs are below.

For information about becoming a GHA society member, contact Leigh Beakley at GHA, lbeakley@gha.org or 770-249-4503.

Georgia Hospital Association 2010 GHA Society & Annual Member Meetings

Georgia Society for Healthcare Consumer Advocacy (GSHCA)

TBD

Georgia Society of Directors of Volunteer Services (GSDVS)

March 15-17, 2010

King & Prince Beach Resort

St. Simons Island, Georgia

Georgia Academy of Healthcare Attorneys (GAHA)

April 30, 2010

Intercontinental Hotel

Atlanta, Georgia

Georgia Society for Healthcare Marketing & Public Relations (GSHMPR)

May 5-7, 2010

Ritz Carlton Lodge at Lake Oconee

Greensboro, Georgia

Georgia Society for Healthcare Physician Services & Recruitment (GSHPSR)

TBD

Georgia Society for Hospital Engineers (GSHE)

June 1-4, 2010

Hyatt Regency Savannah

Savannah, Georgia

Georgia Society for Managed Care-Summer (GSMC)

June 23-25, 2010

Jekyll Island Club Hotel

Jekyll Island, Georgia

Georgia Society for Healthcare Human Resources Administration (GSHHRA)

July 7-9, 2010

King & Prince Beach Resort

St. Simons, Island, Georgia

**Georgia Hospital Association
2010 GHA Society & Annual Member Meetings
Continued**

Georgia Association for Development Professionals (GADP)

July 21-23, 2010

King & Prince Beach Resort

St. Simons Island, Georgia

GHA Annual Summer Meeting

July 21-24, 2010

Sandestin Golf and Beach Resort

Destin Florida

Center for Rural Health Annual Summer Meeting

August 11-13, 2010

King & Prince Beach Resort

St. Simons Island, Georgia

Georgia Society for Clinical & Resource Management (GSCRM)

TBD

Georgia Society for Healthcare Chaplains (GSHC)

TBD

Macon Marriott City Center

Macon, Georgia

Georgia Society of Healthcare Executive Assistants

September 19-20, 2010

Marriott Macon City Center

Macon, Georgia

Georgia Society for Healthcare Materials Management (GSHMM)

October 27-29, 2010

Hyatt Regency Savannah

Savannah, Georgia

Georgia Society for Managed Care-Fall (GSMC)

October 6-8, 2010

Barnsley Gardens

Adairsville, Georgia

Georgia Organization of Nurse Leaders (GONL)

November 10-12, 2010

Ritz Carlton Lodge at Lake Oconee

Greensboro, Georgia



**GHA Certificate in Healthcare Management and Leadership
Enrollment Form
Return to Martha Harrell at GHA**

Please enroll the following in the 2010 GHA Certificate in Healthcare Management and Leadership Program:

Name

Nickname

Title

Hospital/Organization Name

Street

City / State / Zip

Telephone Number & Ext.

Fax Number

E-mail address

Please return this form to:

Martha Harrell
GHA
1675 Terrell Mill Road
Marietta, Georgia 30067
770-249-4500 (phone) / 770-249-4593 (fax) / mharrell@gha.org (e-mail)

Filling out this form enrolls you in the GHA Certificate Program. There is no enrollment fee. Enrolling in the program will insure that you receive informational brochures and flyers for the educational programs that comprise the certificate curriculum. You must register and pay for each program separately.

If you have additional questions about the Certificate program, please call Martha Harrell or Carol Hughes at GHA, 770-249-4500.