

# EDUCATIONAL WEBINARS

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## 2008 Management Development Institute

*Three-Part Series:*

**July 1 • August 19 • October 21**

**2:00 p.m. - 3:00 p.m.**

Sponsored by:



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### **Tackling Workplace Harassment — July 1**

Workplace harassment lawsuits are on the rise. It is pretty easy for most managers to identify sexual harassment, but what about the other protected classes under Title VII of the Civil Rights Act of 1964 such as race, color, religion, national origin, disability, and/or age? Often times these types of situations are more subtle, yet pose the same legal liabilities for organizations. During this session, Carol Ruth Bonebrake, P.A., will define harassment, explain the legal obligations of employers to prevent illegal harassment, the role managers play in eliminating inappropriate behavior and review the types of policies that hospitals should have in place regarding these issues.

### **Getting the Most out of Interviews — Aug. 19**

Have you filled a position with a person who was not well suited or prepared for the job? Are there questions that you can ask during an interview to predict how someone will perform once they are on the job? Do you have difficulty telling if a potential candidate will fit well with the culture of your organization? If so, you will want to join us for this session where Toni Boyles, director, A Place in Time, will discuss techniques that can be used during an interview to help you get the right person... in the right position... at the right time.

### **Basics of Budgeting — Oct. 21**

Believe it or not, health care has become a business. Doing more with less is routine. Unfortunately, many health care managers have risen from the ranks with little business training. As a result, many are thrust into a chaotic environment without the necessary financial management tools. During this session, William Ward, associate professor and author of *Healthcare Budgeting and Financial Management for Non-Financial Managers*, will provide health care managers, without a financial background, with a working knowledge of financial performance planning (budgeting).

**Connection fee: \$225 per session (unlimited number of participants)**

*A discount is available if participating in all three sessions.*

Questions: contact the KHA Education Department at (785) 233-7436 or [ccarney@kha-net.org](mailto:ccarney@kha-net.org).

## Overview

The 2008 Management Development Institute, presented in a Webinar format, will focus on providing new and more experienced managers with the “nuts and bolts” of management. Topics such as harassment, interviewing and budgeting will be covered. A discussion activity will be provided for optional use by your hospital at the conclusion of the presentation. MDI is presented in cooperation with the Kansas Hospital Association, Kansas Hospital Human Resources Association and Kansas Health Care Education Council.

## Who Should Attend

This seminar is designed for all health care managers and supervisors, including those in the nursing and allied health professions who would like to fine tune their management skills.

## Continuing Education

The Kansas Hospital Association is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. Each MDI session is approved for one (1) contact hour applicable for RN and LPN relicensure.

## Webinars: An Exciting Option for Educational Programming

### Convenient and Economical.

These conferences combine the effectiveness of audio-conferencing with the visual impact of the Internet. There's no travel expense. Just call in from an office or conference room that offers both telephone and Internet access. There is no limit to the number of staff members that can participate.

### How does it work?

It's simple. The audio portion is like any other telephone conference call. The presenter's visual materials (slides, charts, graphs and pictures) are accessible through a Web-based virtual meeting. The program is fully interactive. You can ask questions either over the telephone or computer. Each facility will need to have a phone and computer with Internet access.

### How do you connect to the program?

Two days prior to the Webinar, the Kansas Hospital Association will e-mail the **contact person listed on the registration form** with the instructions on downloading the needed software, the conference call information and any applicable handouts.

### Tips for getting connected.

- Register early.
- Notify all participants in advance.
- Arrange a meeting room, Internet access and a speaker phone.
- If you have several people participating, you may want to use a projection unit if one is available.
- Download the needed software at least a day before the Webinar to ensure there are no technical problems.

If you have questions, please contact the KHA Education Department at (785) 233-7436 or [ccarney@kha-net.org](mailto:ccarney@kha-net.org).

# REGISTRATION

## MANAGEMENT DEVELOPMENT INSTITUTE

### Three Easy Ways to Register

(Please pay e-mailed and faxed registrations with a credit card.)

- **E-mail** – ccarney@kha-net.org
- **Fax** – (785) 233-6955 Fax available 24 hours every day.
- **Mail** – Christie Carney, Kansas Hospital Association, 215 S.E. 8th Ave., Topeka, Kansas 66603-3906.

**Facility:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

Our facility will participate in the following program(s):

- Harassment — July 1
- Behavior Based Interviewing — Aug. 19
- Budgeting — Oct. 21

#### Connection Fees:

**KHA, KaHEC and KHHRA Members**  
\$225 Per session  
\$600 All three sessions

**Non-members**  
\$450 Per session  
\$1,200 All three sessions

Please check method of payment:

- Check Enclosed.** (Please make check payable to KHA.)
- Credit Card Acct. #:** \_\_\_\_\_
- Visa**    **MasterCard**   **Expiration Date:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**To receive the connection information in a timely manner, please register early.**