

# Managing Effectively in Today's Public Health Environment



**Prepare for new management challenges and build skills in managing staff, budgets, projects, and partnerships**

## Important Points:

- Course runs November 2016 through March 2017
- Offered in a blended format:
  - In-person classroom sessions, live webinars and *self-paced*, *online* trainings
- Additional required weekly assignments: homework, team-based discussion board
- Commitment to attend ALL sessions is required
- **Registration information is on the back of this document**

## Topics covered include:

- Leading Organizational Change
- Managing People
- Managing Budgets and Fiscal Resources
- Managing Projects & Teams
- Managing Operations and Office Performance
- Moving Forward

### Additional Funding Provided By:

Massachusetts Health Officers Association  
Massachusetts Environmental Health Association  
Massachusetts Association of Public Health Nurses

**To view syllabus and timeline, go to: <http://tinyurl.com/nephtc-mgmt>**

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OFFICE OF  
PREPAREDNESS  
AND EMERGENCY  
MANAGEMENT

# Managing Effectively in Today's Public Health Environment Registration Form

Name \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency \_\_\_\_\_

Day Phone \_\_\_\_\_

Email \_\_\_\_\_

Years of Experience in Public Health \_\_\_\_\_

Years of experience (if any) in Management \_\_\_\_\_

Number of Staff Currently supervising \_\_\_\_\_

Size of the population you serve \_\_\_\_\_

## **Also required** (to be emailed after registration is confirmed):

- 1 paragraph biography
- Description of reason why you are taking the course
- 1 digital copy of a 'headshot' image of you

## **Participation in the course requires:**

- Completion of a pre-test, post-test, evaluations and a change style indicator test
- 2 in-person classroom sessions (December 6th and March 28th)
- 10 live webinars (2 hours each)
- 8 On Your Time (self-paced, online) trainings
- Additional required weekly assignments: homework and team-based discussion board with peers and Mentors
- Commitment to attend ALL sessions is required

The supervisor is in agreement that the trainee may participate in the course, as described above.

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor signature

*Once your registration in the course is confirmed, you will be sent an enrollment key to access the online aspects of the course. We will also then ask for your required biography, photo and reason for taking the course.*

**Please print and mail this registration form,  
along with a check for \$30\* made out to MHOA to:**

**MHOA  
197 Micah Terrace  
Milton, NH 03851**

*\*Please note that this training is being subsidized by a grant from HRSA which is reflected in the special registration fee.  
Future courses may be at the regular rate.*