



COMMUNITY HEALTH LEADERSHIP SEMINAR SERIES- MANAGEMENT TRAINING

ABOUT THE COURSE:

This certificate course provides an overview of topics in Leadership and Management in Community Health Settings. The 6-session program was designed to address management training needs identified by Hawai'i's network of community health centers and Native Hawaiian Health Care Systems. The course was created through a partnership between Hawai'i Primary Care Association, Kapi'olani Community College, and the Pacific Public Health Training Center, to develop leaders in community health to serve Hawai'i's communities in need. Funding for development and implementation has come from The Hawai'i Rural Development Project (97%) and funding for ongoing support is made possible by a grant from the Hawai'i Community Foundation.

SPRING 2009: FEBRUARY 25-MAY 13
SIX SESSIONS: 9AM-4:30PM, LUNCH INCLUDED
'OHANA HONOLULU AIRPORT HOTEL
3401 N. Nimitz Highway, Near the Honolulu Int'l Airport

COURSE FORMAT Participants may enroll in individual modules or in the entire series. Participants completing all sessions of the program shall receive a certificate of professional development issued by Kapi'olani Community College's Business Education Unit. *The entire series will be repeated again in the Fall of 2009; participants may make up missed sessions at that time and complete certificate.

APPLICANTS New and potential managers from community health settings should attend. This course is intended to provide professional development for career advancement. Participation is limited to 3 participants from each agency (additional participation will be accepted on a space-available basis). Applicants must obtain the recommendation of the Executive Director of their agency.

REGISTRATION FEE

Certificate Program (Entire Series of Six Sessions) \$300

50% scholarships available for CHC/NHHCS Certificate participants (provided by the Pacific Public Health Training Center); tuition reduced to \$150. To request scholarship, check appropriate box on application.

Individual Modules: \$75 per session (not eligible for scholarship)

APPLICATION DEADLINES

For Certificate Program (Six sessions): FEBRUARY 13, 2009
NEW DATE!!



Please contact Nāpualani Spock at 808.280.0984 or by email at nspock@hawaiiipca.net for registration materials and instructions.

This is an equal opportunity program. Auxiliary Services are available upon request for individuals with disabilities.



COMMUNITY HEALTH LEADERSHIP SEMINAR SERIES— MANAGEMENT TRAINING II

Certificate Course Spring 2009

TIME: 9AM-4:30PM, WEDNESDAYS, CONTINENTAL BREAKFAST/LUNCH INCLUDED

LOCATION: 'OHANA HONOLULU AIRPORT HOTEL--3401 N. Nimitz Highway

<i>Dates (subject to change)</i>	<i>Lead Instructor(s)</i>	<i>Topic</i>
TBA Wednesday	Ruby Menon, MBA <i>Instructor, Kapi'olani CC</i>	Best Practices in Human Resource Management -How to motivate-Staff Motivation, Retention -How to terminate-Progressive Disciplinary procedures and documentation requirements - Compliance with legal requirements
February 25, Wednesday	Paul Saito, <i>Attorney</i> James Chen, <i>Chief Financial Officer, WCCHC</i>	MORNING: HR Law for Nonprofit Organizations -Detailed legal requirements for HR in Hawai'i AFTERNOON: Financial Management for CHC Managers -Overview of principles in fiscal management, finance and procurement in community health settings -Financial Compliance issues for CHCs
March 18 Wednesday	Milo Huempfner, <i>Chief Compliance Officer, WCCHC</i>	Corporate Compliance -Federal, State, Local Laws and 330C-specific regulations governing community health centers and nonprofit agencies -The impact of federal, state and local laws on CHC/NHHCS operations
April 8, Wednesday	Dr. Kathryn Braun, <i>Professor, University of Hawai'i Department of Public Health Sciences</i>	Program management—Part I -Best practices in public health program management -Needs-driven intervention development, monitoring, evaluation, documentation - Importance of Data in Management
April 29, Wednesday	Dr. Kathryn Braun, <i>Professor, University of Hawai'i Department of Public Health Sciences</i>	MORNING: Program management—Part II -Turning your ideas into a grant proposal (continuation of April 8 session) -Evaluation Processes in Public Health AFTERNOON: Creating Systems for Continuous Quality Improvement -HRSA-mandated quality guidelines for community health centers -Application of QI principles in the Health Care Setting
May 13 Wednesday	JoAnne Tsark, , MPH, <i>Director, 'Imi Hale Native Hawaiian Cancer Network</i> David Earles, <i>Professional Fundraiser</i>	MORNING: Community Relations -Building partnerships with the communities we serve -Developing materials to market health messages and programs AFTERNOON: -Best Practices in Fundraising