

## Management Basics for Public Health Practitioners

### INTENDED AUDIENCE

Public health professionals seeking improved management skills to enhance their ability to manage effectively and efficiently in the complex and rapidly changing public health field. Especially appropriate for mid-level managers.

### FORMAT

On-site classroom sessions. The curriculum is divided into modules so that organizations can select presentation of some or all of the modules as needed. This course might ideally be scheduled in conjunction with other public health-related meetings as three separate one-day sessions.

### ESTIMATED TIME TO COMPLETE

Each module requires approximately 3 hours of class time. Completion of the entire curriculum requires a total of 24 hours of class time.

### COURSE INSTRUCTOR

Dennis Stillman  
Senior Lecturer, Dept. of Health Services  
School of Public Health & Community  
Medicine, University of Washington

Jeremy Sappington, MSPHP  
Senior Lecturer, Dept. of Health Services  
School of Public Health & Community  
Medicine, University of Washington

### FOR DETAILED INFORMATION

Additional course information is available at [www.nwcphp.org/training/courses-exercises/courses/management-basics-for-public-health-practitioners](http://www.nwcphp.org/training/courses-exercises/courses/management-basics-for-public-health-practitioners). To discuss scheduling this course at your public health organization in the Northwest region, contact 206.685-1130.



Northwest Center for Public Health Practice  
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[www.nwcphp.org](http://www.nwcphp.org) • 206.685.1130

### COURSE DESCRIPTION

This course explores management and leadership within public health organizations, primarily from the perspective of the mid-level manager. The sessions are designed to provide participants with opportunities to explore a diverse array of ideas, theoretical constructs and approaches to public health management. A mixture of instruction, interactive discussions and exercises will be utilized.

The course content is divided into eight modules of approximately three hours each. Organizations may also select the modules most relevant to their training needs for shorter training sessions. Topics emphasized within each module can also be expanded and customized to specific interests.

### COURSE MODULES

1. Leadership & Management: Skills, Styles and Attitudes  
*Understanding the leader/manager's role in developing effective organizations*
2. Human Resources Management: Defining the Work Environment  
*Critical elements for a successful work environment and highly motivated personnel*
3. Human Resources Management: Performance Management  
*Successful methods for personnel recruitment and performance evaluation*
4. Human Resources Management: Employee Relations  
*Key steps to building effective relationships between employers and diverse groups of employees*
5. Project Management: Model and Steps  
*How to define, manage and evaluate public health projects*
6. Project Management: Managing Work Teams  
*Developing effective teams and holding effective meetings*
7. Financial Management: Cost Behavior and Break-even Analysis  
*Key concepts in managing costs and revenues within public health practice and as a tool for grant writing*
8. Financial Management: Budgeting  
*Budgeting basics, the role of budgeting in the planning process, and impacts of public funding*

For detailed learning objectives for each module, see additional course information at [www.nwcphp.org/edu](http://www.nwcphp.org/edu)

### About the Course Instructors

Dennis Stillman is a Senior Lecturer in the Department of Health Services and the Associate Program Director of the Master of Health Administration Program. Prior to joining the faculty Dennis practiced health administration for 25 years, most recently as the chief financial officer of the University of Washington Medical Center.

Jeremy Sappington is a Senior Lecturer in the Department of Health Services. Jeremy teaches organizational management in the Masters in Health Administration Program. He is a graduate of the University of North Carolina School of Public Health and has 40 years of experience in public health education and organizational development.