



*Training Course:  
Health Care Management & Administration  
(MHA)*

*29 June - 3 July 2026  
Baku (Azerbaijan)*

## Training Course: Health Care Management & Administration (MHA)

Training Course code: MA234587 From: 29 June - 3 July 2026 Venue: Baku (Azerbaijan) - Training Course Fees: 5775 € Euro

### Introduction

This program, developed by [Global Horizon Training Center](#), is designed to enhance the capabilities of healthcare professionals in medical administration and hospital management. It provides participants with a solid understanding of medical terminology, administrative functions, and the effective management of healthcare operations.

The course focuses on developing leadership, communication, and decision-making skills required to manage healthcare staff, processes, and resources efficiently. It also addresses modern challenges in healthcare delivery, including accessibility, quality of care, and system efficiency, enabling participants to contribute to improved patient outcomes and organizational performance.

### Course Objectives

By the end of this program, participants will be able to:

- Understand roles and responsibilities in medication management and administration
- Apply essential knowledge and skills for safe and effective medication practices
- Ensure compliance with healthcare standards and patient safety requirements
- Analyze healthcare delivery systems, including economic and accessibility factors
- Improve communication and coordination among healthcare professionals
- Manage hospital operations, staff, and resources effectively
- Enhance quality control and patient care standards
- Apply best practices in healthcare administration and management

### Target Audience

This program is designed for:

- Senior and Executive-Level Hospital Staff
- Department Directors and Heads
- Hospital Board Members
- Healthcare Administrators and Managers
- Professionals involved in hospital operations and healthcare management

## Outline

### Day 1: Foundations of Hospital Administration

- Challenges in Health and Hospital Administration in the Modern Era
- Overview of Hospital Services Administration
- Administration of Outpatient Services
- Ward and Inpatient Administration
- Operation Theater Management
- Nursing Services Administration

### Day 2: Healthcare Systems and Service Delivery

- Hospital vs. Private Practice Management
- Hospital Administration during Emergencies and Disasters
- Reproductive and Child Health Services
- Role of Hospitals in Health Promotion
- Improving Accessibility and Quality of Healthcare Services

### Day 3: Operational and Administrative Excellence

- Medical Records and Information Management
- Materials and Supply Chain Management in Hospitals
- Manpower Planning and Workforce Optimization
- Quality Control and Continuous Improvement
- Doctor-Patient Relationship Management
- Legal Aspects and Consumer Protection in Healthcare
- Referral Systems and Coordination of Care

### Day 4: Practical Application and Field Exposure

- Field Visits to Public and Private Hospitals Subject to Availability
- Observing Day-to-Day Hospital Operations:
  - Human Resource Management
  - Budgeting and Financial Resource Allocation
  - Reporting and IT Systems Management
- Coordination Among Healthcare Professionals
- Understanding Policy Development and Strategic Decision-Making
- Exposure to JCI-Accredited Hospitals if applicable

### Day 5: Workshops, Case Studies, and Best Practices

- Practical Workshop: Applying Concepts to Real Work Scenarios
- Case Studies: Successes and Failures in Healthcare Management
- Best Practices and Latest Trends in Healthcare Administration
- Role of Technology, IT Systems, and Digital Health Solutions
- Key Resources: Recommended Books and References
- Interactive Q&A Session with Hospital Leadership if applicable
- Program Wrap-Up and Action Planning



## Registration form on the Training Course: Health Care Management & Administration (MHA)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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