

10 Basics & Essentials *&* **MEDICAL MANAGEMENT** *For Beginners*



2025

By

Dr. Ahmad Mokhtar Abodahab

THIS BOOKLET

TARGETS THE SECTOR OF NEW OR YOUNG MANAGERS

.... TRY TO HELP THEM WITH THE FEWEST WORDS !!

FOR THE BENEFITS OF ALL

The Author



Dr. Ahmad Mokhtar Abodahab
August 2025



Basics & Essentials of
MEDICAL MANAGEMENT

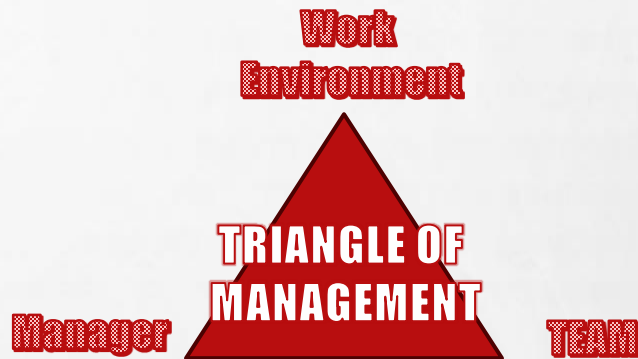
For Beginners

Dr. Ahmad Mokhtar Abodahab

The MAIN KEY



BASICS YOU SHOULD KNOW



MANAGEMENT Manners

Initiative Management

- Expect Problems
- Rapid Response
- Prolonged planning
- Continuous Improving

THE BEST

Reaction Management

- Wait Problems then response
- Random Planning
- Intermittent improvement

THE USUAL

Management By Problem Making

- Manage by NITPICKING Faults of Others !!

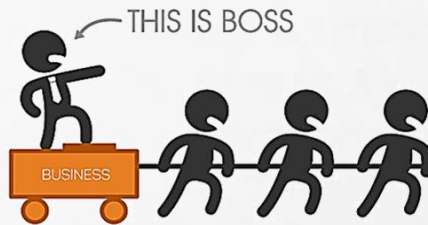
THE WORST



The MAIN KEY



1- TRY TO BE A LEADER



MANAGER

- gives direction
- has subordinates
- holds authority
- tells you what
- has good ideas
- reacts to change
- tries to be a hero
- exercises power

VS

LEADER

- asks questions
- has followers
- is motivational
- shows you how
- actions good ideas
- creates change
- makes heroes
- develops power



BOSS



Take advantage

LEADER



Empower

BOSS



Blame

LEADER



Fix

BOSS



Says, "I"

LEADER



Says, "We"

BOSS



Intimidate

LEADER



Rely

BOSS



Command

LEADER



Asks



BOSS vs. LEADER

10 HUGE DIFFERENCES

Infographic by @agrassoblog

BOSS

Says "I"

Takes Credit

Micromanages

Criticizes

Focuses on Weaknesses

Blames Others

Directs

Speaks More

Inspires Fear

Commands

LEADER

Says "We"

Gives Credit

Delegates

Encourages

Focuses on Strengths

Takes Responsibility

Coaches

Listens More

Inspires Enthusiasm

Asks





2- KEEP LEARNING

From
ANY source
Their Experiences
& Your Faults !!





3- REGULATE PRIORITIES

**DO NOT OVER-CARE YOUR NECK TIE
WHILE YOUR CLOTHES ARE CUT !!**



**Ex. Don't over-care the hospital tea room,
while you hadn't had competent infection control !!**





4- RESPECT ALL YOUR TEAM

Especially the elderly, Experts & weak



Respect should be shown to all aspects ... dealing, regulations, and cooperation !!





5- DO NOT GIVE YOUR EARS TO EVERYONE !!

**Especially non-trusted persons or
trouble makers !!**



**Even when transferring a message or complaint
... be smart, don't become a trumpet for anyone!!**





6- KEEP YOUR EYES ON THE MAIN TARGETS

**Don't be distracted by
trivialities**



**Ex. To celebrate the patient numbers,
While ignoring the quality of the services !!**





7- DO NOT OVERESTIMATE YOURSELF

**Assess Your Real Abilities
& Trust yourself**



**Manage your Hospital depending on its Real abilities.
DO NOT IGNORE THE MAJOR PROBLEMS BY OVER-TRUST**





8- DO NOT UNDERESTIMATE THEM

**Keep everyone in His Ideal Role
Respect Experiences
Keep Treasures**



When your hospital has an expert ...He is a treasure in his field... Try to keep them by improving environmental work & Never to be the cause of leave !!.





9- HUNT OPPORTUNITIES

**When you finds the chance for
Any improvement
Don't Hesitate !!**



**Some Hospitals Has Expert Doctors in Other scientific Fields
“e.g. Training, Research, Technologyetc.
When you Ignore these **NO COMMENT !!****





10- IMPROVE COMMUNICATION

**Good Communication skills
Is Mandatory in Management**

How to improve communication skills?

1. Listen actively
2. Be assertive
3. Be a good storyteller
4. Write down your thoughts
5. Know when to vent and when to wait
6. Ask questions
7. Use humor appropriate and effectively
8. Work on nonverbal communication
9. Show empathy
10. Use inclusive language
11. Be mindful of your tone

PH ProofHub

Project management and team collaboration tool



REFERENCES

- [HTTPS://DDCEUTKAL.AC.IN/SYLLABUS/MANAGEMENT-CONCEPTS-PRACTICES.PDF](https://ddceutkal.ac.in/syllabus/management-concepts-practices.pdf)
- [HTTPS://COURSYA.COM/ARTICLE/BOSS-VS-LEADER-10-FUNDAMENTAL-DIFFERENCES-SHAPING-THE-FUTURE-OF-MANAGEMENT/](https://coursya.com/article/BOSS-VS-LEADER-10-FUNDAMENTAL-DIFFERENCES-SHAPING-THE-FUTURE-OF-MANAGEMENT/)
- [HTTPS://AMICAN.COM/BOSSES-VS-LEADERS/](https://amican.com/bosses-vs-leaders/)
- [HTTPS://WWW.BORED PANDA.COM/OFFICE-CARTOONS-DIFFERENCES-BOSS-VS-LEADER-HEALTHY-SOCIETY/](https://www.boredpanda.com/office-cartoons-differences-boss-vs-leader-healthy-society/)
- [HTTPS://EVERYLEADER.NET/THE-DIFFERENCE-BETWEEN-MANAGEMENT-AND-LEADERSHIP/](https://everyleader.net/the-difference-between-management-and-leadership/)
- [HTTPS://WWW.RESEARCHGATE.NET/PUBLICATION/378593563 BASIC MANAGEMENT](https://www.researchgate.net/publication/378593563_BASIC_MANAGEMENT)
- [HTTPS://BLOG.ACESENCE.COM/EFFECTIVE-COMMUNICATION-SKILLS-FOR-MANAGERS-IN-THE-WORKPLACE-AND-HOW-TO-IMPROVE-THEM/](https://blog.acesence.com/effective-communication-skills-for-managers-in-the-workplace-and-how-to-improve-them/)
- [HTTPS://WWW.PROOFHUB.COM/ARTICLES/GOOD-COMMUNICATION-SKILLS](https://www.proofhub.com/articles/good-communication-skills)



GOOD LUCK

responsibility
Managers
system
comfort
leading
ownership
power
efficiency
vision
head
heart
plan
effective
ownership
goals
followers
direction
culture
passion
encourage
aspire
Leaders



About The Author



- **Born in Sohag, Upper Egypt, 1982.**
- **“MBBCH” Faculty of Medicine, Sohag University, Egypt (2004).**
- **Master’s “MSc” in Diagnostic Radiology - Sohag Faculty of Medicine (2011).**
- **Doctorate “MD, PhD” in Diagnostic Radiology - Sohag Faculty of Medicine (2021).**
- **Diploma of Total Quality Management – Sadat Academy of Management Sciences (2021).**
- **Diploma of Hospitals Management – Sadat Academy of Management Sciences (2024).**
- **Lecturer & Consultant of Diagnostic Radiology, Faculty of Medicine, Sohag University.**
- **Vice Manager of the New Sohag University Hospital (Emergency) for Information Systems (formerly).**
- **Certified trainer at the Supreme Council of Egyptian Universities.**
- **Trainer at Sohag University (for digital transformation and TOT).**
- **Supervisor of the University Clinics (Urban Center) (formerly).**
- **Lecturer at the Saudi Virtual Medical Academy, KSA (VMA).**
- **Worked in several medical centers and Hospitals inside and outside Egypt (as a Radiologist, Consultant, and Medical director).**
- **Trainer and Administrator of PACS & Teleradiology systems.**
- **Volunteer for several years with civil society organizations (73 Historians’) & (QELADA “Necklace”).**
- **More than 40 articles and stories about Egyptian and historical heroism.**
- **more than 150 lectures at teaching, conferences, seminars, and scientific meetings, and YouTube. [Dr. AHMAD MOKHTAR ABODAHAB – YouTube](#)**
 - **More than 33 published research papers in different scientific journals in the fields of *diagnostic radiology, teaching techniques, medical education, and management.***