

LEARN ✌ LEAD

COURSE OUTLINE

AN ON-DEMAND MASTERCLASS DEDICATED TO YOUR OFFICE MANAGER

COURSE DESCRIPTION

You've done it! You've officially made it to the top of the ladder within an orthodontic office. This is a HUGE accomplishment and not one to be taken lightly. Now you might be wondering, what am I in for?

It's crunch time!

Learn 2 Lead is an on-demand masterclass specifically designed for office managers looking to build an efficient, goal-oriented office whose team continues to stay motivated and driven to succeed.



WHAT WE WANT YOU TO GET OUT OF THE COURSE:

- Establish an understanding of what your job as an office manager entails.
- Demonstrate leadership ability with your team by establishing efficient systems and goals for each team member.
- Recognize the value in long term collaboration and continued learning with other office managers across the country.

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CHAPTER ONE:
DEFINING YOUR ROLE AS AN OFFICE MANAGER

CHAPTER TWO:
HANDBOOK AND OFFICE POLICIES

CHAPTER THREE:
ESTABLISHING TEAM POSITIONS

CHAPTER FOUR:
HIRING A TEAM OF RUNNERS

CHAPTER FIVE:
EFFECTIVE TRAINING

CHAPTER SIX:
JOB EVALUATIONS

CHAPTER SEVEN:
CULTIVATING A DRIVEN TEAM

CHAPTER EIGHT:
THE BREAK-UP

CHAPTER NINE:
MANAGING ALL.THE.THINGS.