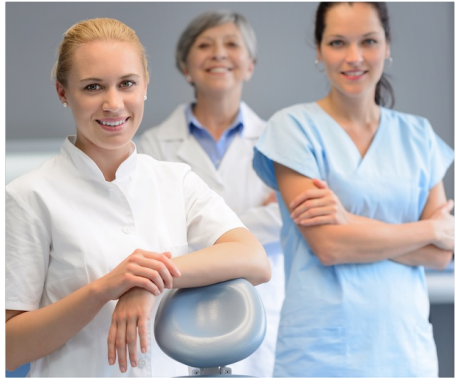




THREE STEPS TO FACILITATE NEWBIE TRAINING



The demand for dental assistants has far outpaced the supply of available graduates of training programs.

Dentists are left with the task of recruiting candidates that have an interest in dentistry but lack the necessary training. Dental offices in order meet their staffing needs whether it is a chairside or an administrative assistant they must transition a potential hire with no experience into a valued member of the

team. Some new hires may realize they are not a good fit for dentistry and will leave after a short time. This can create an endless cycle of constant training which affects productivity, office morale, and extra responsibility for remaining staff that can result in burn out.

This course will help dental offices evaluate their hiring process to find the best candidates and establish a protocol to facilitate the training giving your trainee the tools to quickly become a contributing member of your team.



LEARNING OBJECTIVES:

- Recognize the importance of job descriptions to assist in communicating expectations while providing positive reinforcement of a trainee's progress.
- Evaluate current office protocols to develop standardized procedures with the goal of work simplification.
- Develop a clinical and administrative operations manual to use as training guides and reference for all clinical staff.

SUGGESTED FORMAT:

Half Day;
Lecture, Workshop

SUGGESTED AUDIENCE:

Dentists,
Office Administrators