# Banta Consulting

### A Day in the Life of a Manager

*How to Lead, Motivate and Celebrate Managing Your Practice!*

Sponsored by

Utah Dental Association

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#### **A Day in the Life of a Manager**

*How to Lead, Motivate and Celebrate Managing*

*Your Practice*

presented by

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**Topics:**

* How to Reduce Stress
* How to Create a Motivated Team Environment
* Job Descriptions, Cross Training and MORE
* SOP’s…Reduce Confusion
* Action Plans that Work
* Intentional Leadership

Please note: This workshop is offered as information only and not as financial, accounting or legal advice.

Seminar attendees may make photocopies of these pages for internal office use only. These forms may not

be copied for distribution to others.

**How To Reduce Stress**

1. Know the Vision/Mission of the Practice
2. Hire for Attitude
3. Lead by Example and With Intention
4. Remember What You Learned In Kindergarten

**Create a Motivated Team Environment**

1. AM Huddle
2. Hold Weekly PPI’s
3. Walk Your Own Talk
4. Facilitate Conflict Resolution

**Job Descriptions, Cross Training and More**

1. Clarify the Difference Between Job Descriptions and Job Duties
2. Each One Teach One
3. Create Spontaneous Volunteerism Environment
4. Team Meetings the ROCK

**SOP’s**

1. Why Have Them
2. How to Create Them

1. Involve Your Team
2. Dot Your “I”s and Cross Your “t”s

**Action Plans That Work**

1. 4 Columns – What/Who/When/Celebrate
2. Facilitator
3. Staying on Track

**Leadership 2.0**

1. Walk Your Talk
2. Be the Example You Want to See in Others
3. When Things Go Wrong
4. Creating Long Term Success