THE TEAM TRAINING INSTITUTE

3-3-3 TRAINING - ASSOCIATE

Pre-Employment/First Day

- [ ] Provide HR with Name, DOB, Start Date, Wages, Personal Email, Dental Licenses, DEA #
- [ ] Logistics like Paperwork, Key, Alarm, Parking, Locker, Logins, Interoffice Communications
- [ ] Office Manual, OSHA, Emergency Procedures
- [ ] Schedule and Confirm Training Dates for the Year
- [ ] Schedule a Meet and Greet for Associate and Team Members
- [ ] Welcome Dentist on Social Media with Photo and Biography
- [ ]
- [ ]

3 Days

- [ ] Core Values
- [ ] Mission Statement
- [ ] Loyalty Program
- [ ] Whitening For Life
- [ ] Referral Program
- [ ] Patient Review Generation
- [ ] Marketing Initiatives
- [ ] Late Patient Philosophy
- [ ] Performance Statistics Overview
- [ ] Daysheet Auditing
- [ ] Organizational Chart and Leadership Support
- [ ] Daily Provider Goal
- [ ] Provider Compensation Overview
- [ ] Patient Communication Software
- [ ] Imaging Software
- [ ] Practice Management Software
- [ ] Emergency Equipment
- [ ]
- [ ]
- [ ]
- [ ]

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3-3-3 TRAINING - ASSOCIATE

3 Weeks

- [ ] Dental Equipment
- [ ] Dental Materials Overview
- [ ] Huddle Participation
- [ ] Handoffs
- [ ] Care Solutions and Financial Options Overview
- [ ] Doctor/Hygiene Relationship
- [ ] Case Presentation with PCSB
- [ ] Treatment Planning for Predictability
- [ ] Referral and Specialists Relationships
- [ ] Preferred Labs
- [ ]
- [ ]

3 Months

- [ ] Review of Provider Performance
- [ ] Goal Setting and Evaluation
- [ ] Provider Scheduling Effectiveness
- [ ] Ongoing Clinical Development and Support
- [ ] How to Give Constructive Feedback
- [ ] Provider/Patient Engagement (post-op/referral gifts, etc.)
- [ ] Communication between Providers
- [ ] Team Appreciation and Utilization
- [ ] Tribal Language (Mandatory Elective Cosmetic, etc.)
- [ ]
- [ ]

How do you want patients to feel about you? _____

How do you want the team to feel about you? _____

What motivates you? _____

How do you like to be appreciated? _____