Dr. Dean C. Bellavia's
A~D~D~I~C~T your Team TRAINING Systems

Check off the boxes of the steps you have completed

Create your Team TRAINING Systems (for fast effective and comprehensive training)

System's Components:
- ☐ "Team Member Training Kit"
- ☐ "Team Member Training Manual" (step-by-step, day-by-day training in all positions)
- ☐ "Team Member Evaluation" System (to determine who needs re-training)
- ☐ "The Environmental Safety Handbook" (self-installing OSHA programs)
- ☐ Team member "Medical/Personnel File" (part of your legal orientation…found in the Training Kit files)

System's Responsible Persons: Clerical Coordinator _____, Clinical Coordinator _____

System's Analysis Person (who collects/evaluates statistics): The Clinical & Clerical Coordinators

Realistic Analysis Time Frame: 3-4 weeks to have all team member's attitude and procedures evaluated

Realistic Decision Time Frame: 1 week for Doctor & Team Coordinators to analyze the evaluation results

Realistic Design Time Frame: 2 weeks for to complete the systems design

Realistic Implementation Time Frame: 1 to 4 months to bring the team up to their highest levels

Realistic Critique Time Frame: 1 week at the end of the training period to evaluate the team member progress

Realistic Tweaking Time Frame: 2 weeks to modify and implement any system design changes

Analyze:
- ☐ Which team members need to be retrained using the "Team Member Evaluation System"
- ☐ Which team members need a "Medical/Personnel File" set up for them
- ☐ Which team members need HIPAA training
- ☐ Which team members need OSHA training
- ☐ Which team members need "Orthodontic Text & Workbook" training

Decide:
- ☐ When to do the team analyses
- ☐ Who needs training in the various aspects of their responsibilities
- ☐ When to start the various aspects of team training

Design:
- ☐ Use your "Team Member Training Kit" to view the training video and decide using your video design workbook to design the following:
  - ☐ Your Legal orientation
  - ☐ Your Orthodontic Orientation
  - ☐ Your sequence of training programs
  - ☐ Your demonstration techniques

Implement:
- ☐ Your training programs to retrain *current* team members using the "Team Member Training Manual" (in your kit files)
- ☐ Set up a training schedule for all applicable team members
- ☐ Your training programs as needed to train *new* team members, after their legal & orthodontic orientation

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CHECK OFF THE BOXES OF THE STEPS YOU HAVE COMPLETED

Critique:
- ☐ Use your "Team Training Kit", "video design workbook" to make sure your design criteria have been implemented.
- ☐ What else goes wrong and why? _____

Tweak:
- ☐ Change your orientations, training sequences or demonstration techniques to better train your team
- ☐ Clean up any of the problems noted in your critique above.

Enhance your Training systems above by referring to the following pearls:
(Click on the links below.)

- ☐ Training Pearl: Keeping Those Great New Hires
- ☐ Training Pearl: Evaluating your Team Members
- ☐ Training Pearl: Is your HIPAA Under Control
- ☐ Training Pearl: Is your Practice Protected from OSHA