



Onboarding new staff members

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Association of Practice Management Educators

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STUDENTS

EDUCATORS

LINK TO OPTOMETRY SCHOOLS/COLLEGES

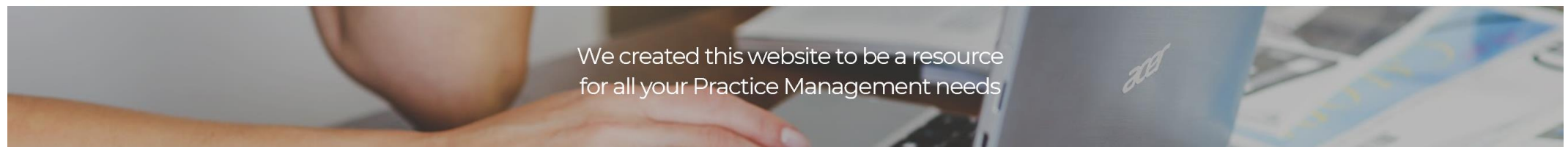


RESOURCES

APME

PMC

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We created this website to be a resource
for all your Practice Management needs

optometrybusiness.com

RESOURCES

PMC-VI-VSP SECO Lectures

SECO Student Debt: The Numbers Actually Work in Your Favor

SECO How to Maximize Your Profit from Vision Plans

SECO How to Get the Maximum Value for Your Practice

SECO Starting Cold versus Buying a Practice

SECO Procuring Practice Buyers & Sellers

SECO Onboarding Staff

SECO How to Increase Your Practice Net

SECO How to Use Your Practice as a Personal Wealth Generator



OPTOMETRYMATCH.COM

BUYING OR SELLING AN OPTOMETRY PRACTICE STARTS HERE

BUYING OR SELLING A PRACTICE IS A MAJOR LIFE DECISION. TRANSITIONING INTO OR OUT OF PRACTICE OWNERSHIP CAN BE EXCITING YET CHALLENGING.

THE **PRACTICE MANAGEMENT CENTER (PMC)** HELPS MAKE THE OVERALL EXPERIENCE FOR DOCTORS A SMOOTH AND SEAMLESS ONE - FROM START TO WELL BEYOND THE TRANSITION.

CLICK ON **REGISTER** BELOW TO START THE PROCESS.

THEN, UPLOAD THE **PRACTICE INFORMATION** IN STEP 2 USING THE **PASSWORD** SENT TO YOU WHEN YOU REGISTERED. (IF YOU DO NOT HAVE A PRACTICE FOR US TO EVALUATE, THEN YOU CAN SKIP STEP 2.)



STEP 1

With no registration or upfront fees, getting started is easy - just click on the **REGISTER** button below to start the process.

STEP 2

At the top of the email we send you after registering is a password. Use the password with this step to upload the practice information. (If you don't have a practice for us to evaluate, then you can skip this step.)



Course Description

You get one attempt at making a first impression. You want to make that first impression with a new staff member during their on-boarding in such a way as to positively affect their thinking of the practice as long as they work with you

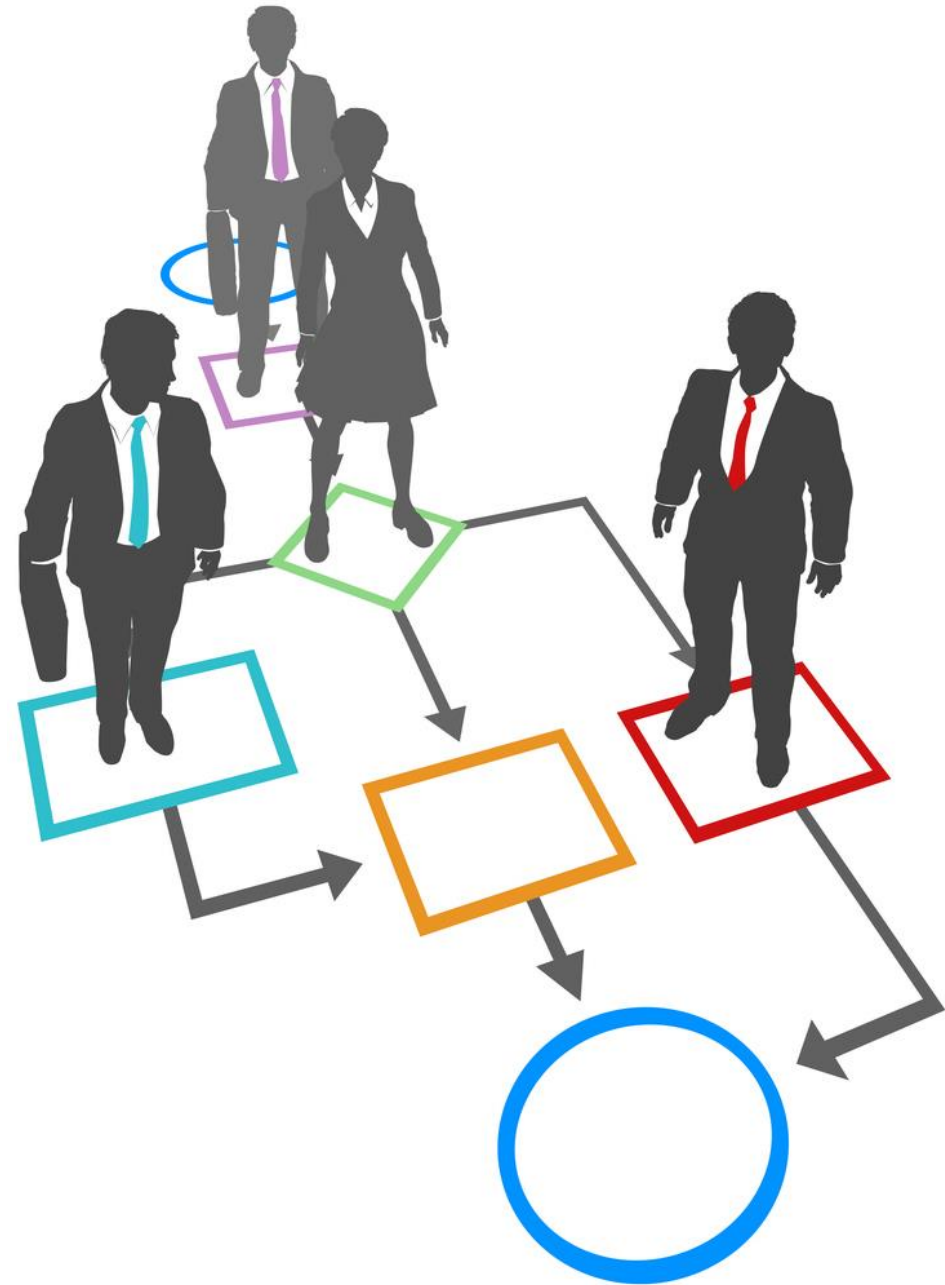


Course objectives

The attendee will
be able to ...

Define	Define the work
Manage	Manage the orientation
Train	Train staff
Test	Proficiency test staff
Motivate	Motivate staff

Define the
work –
Start with a
Process Map

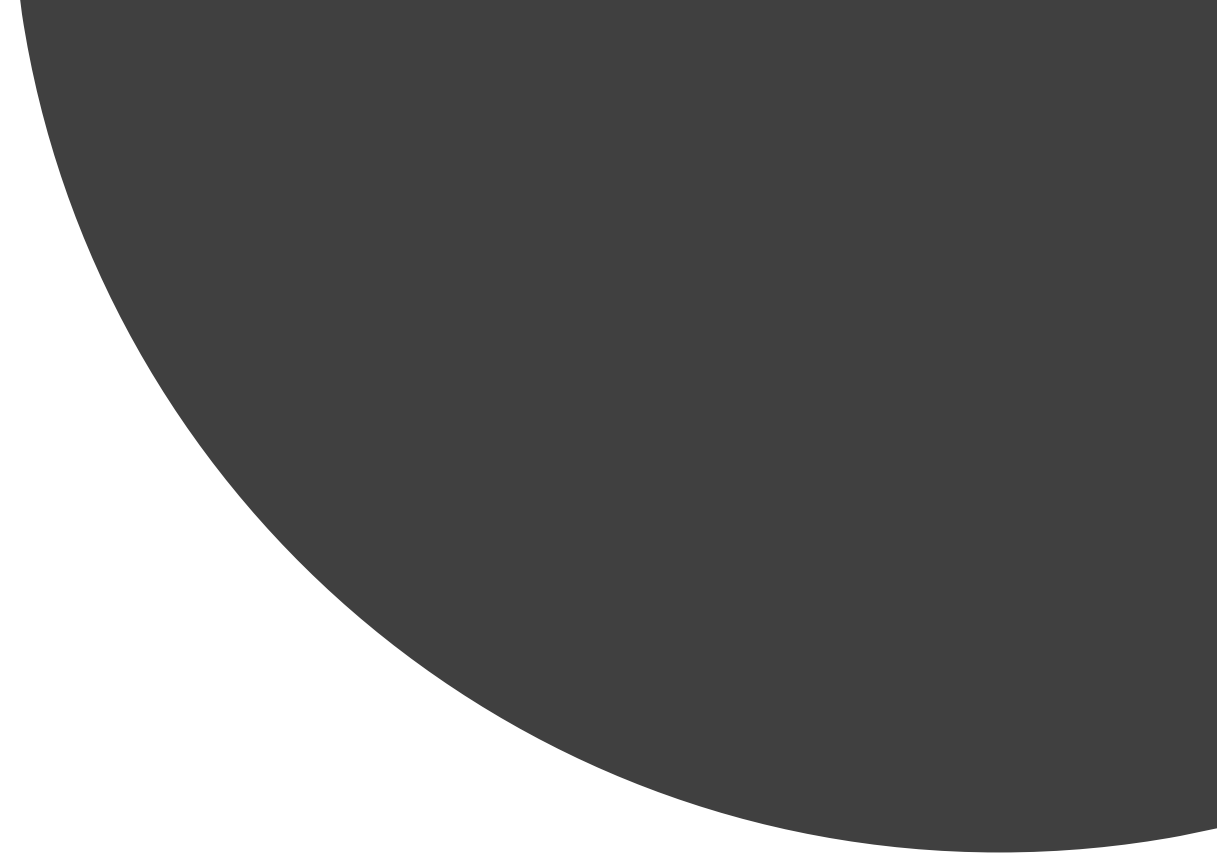
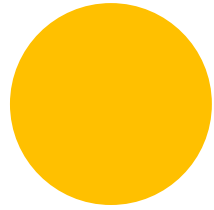
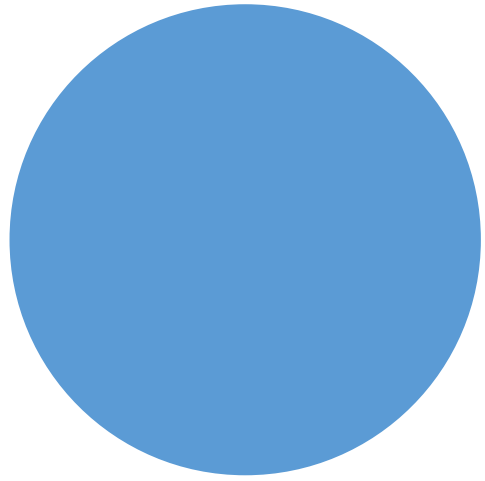




Identify the Systems

Identify the Team





PRODUCT vs PROCESS

Define what each staff member produces



Manage the orientation



What happens during the first day

1

Tell them the
story of the
practice

2

Meet all staff

3

Give passport
with rewards

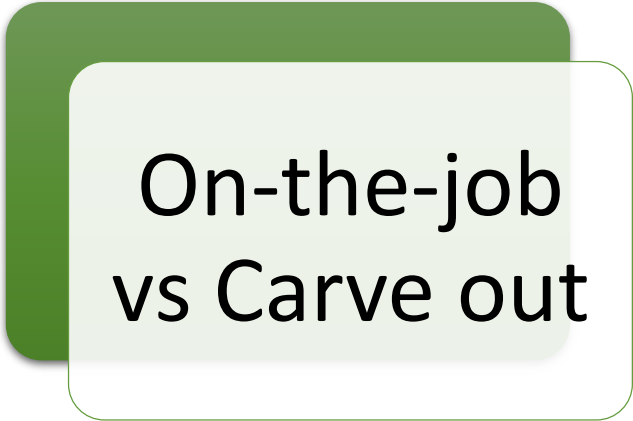
Train staff

Training starts with understanding what product is being produced

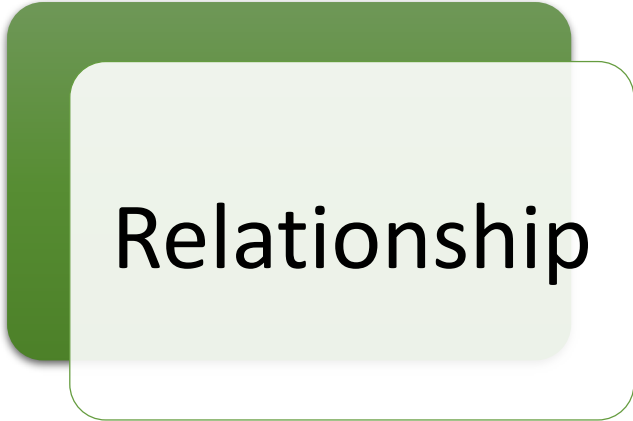
Responsibility

Accountability

| How do you
train?



On-the-job
vs Carve out



Relationship

Write up the job: Position Agreement

What will be measured
to determine job
management

I will make sure the
following systems exist
and function well

The following things
need to be done
daily/weekly/monthly/
yearly

To manage this position
I need the following
knowledge and skills

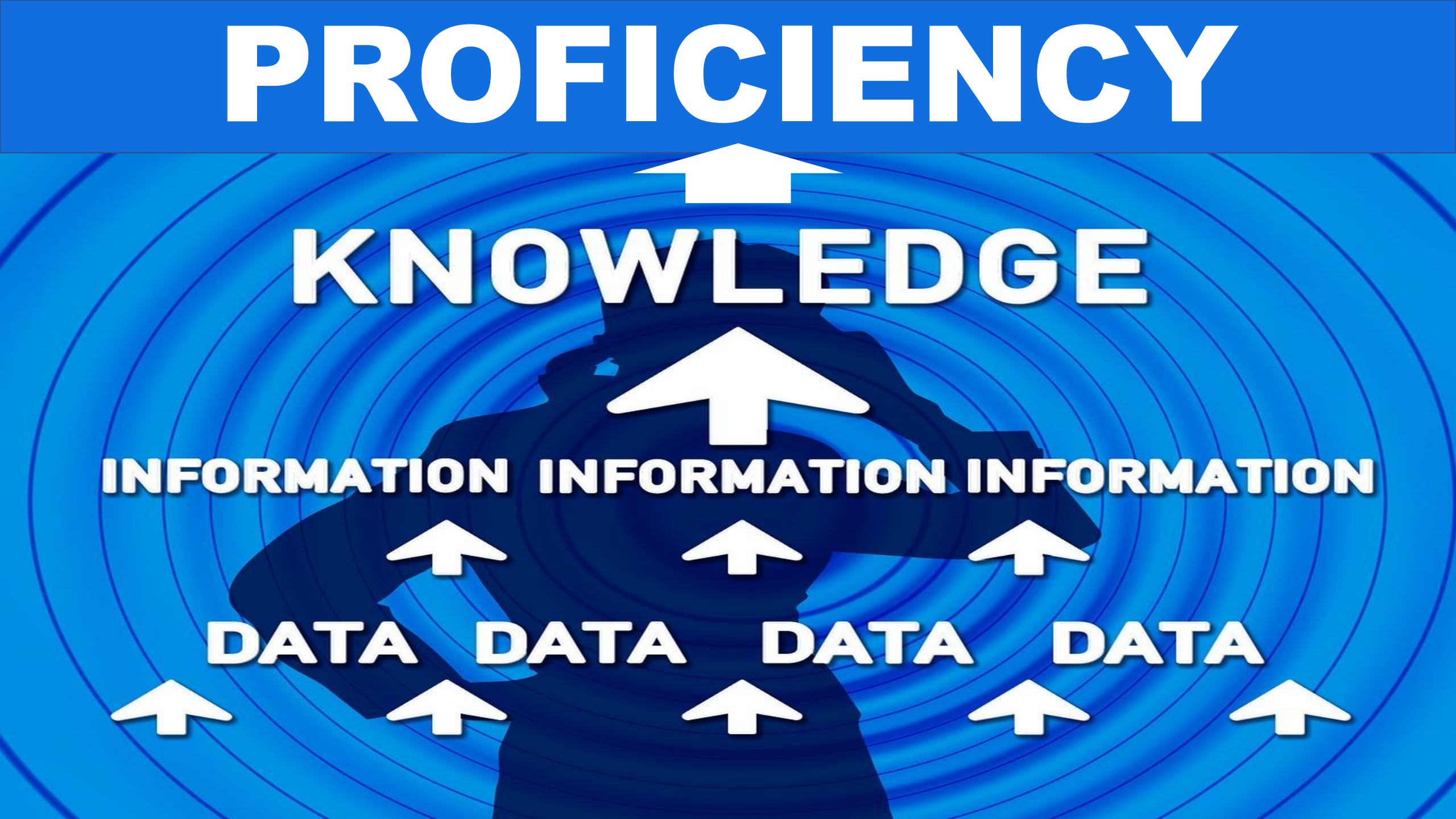
I have demonstrated
proficiency in the
following areas

PROFICIENCY

KNOWLEDGE

INFORMATION INFORMATION INFORMATION

DATA DATA DATA DATA





MOTIVATION

Do Incentives work?



Office Meetings

- What is your trend?
- What is your action plan?
- How can we all help you achieve your goals?







Thank You!



Vision One



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