



# OFFICE MANAGER TRAINING SERIES

THE BUILDING BLOCKS TO A SUCCESSFUL DENTAL PRACTICE MANAGEMENT CAREER



ARE YOU A **NEW**  
OFFICE MANAGER?

DO YOU HAVE A  
**NEW TEAM MEMBER**  
TO TRAIN?

ARE YOU **NEW** TO  
THE **DENTAL FIELD**?

WE'LL TAKE YOU THROUGH YOUR

# FIRST YEAR!



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THE BUILDING BLOCKS TO A SUCCESSFUL DENTAL PRACTICE MANAGEMENT CAREER



- Meeting and working with your team
- Understanding your daily tasks
- Effective scheduling
- Learning and improving office systems
- Running effective team meetings
- Understanding reports and analysis
- Learning CDs from three of the industry's top educators
- Common forms you'll need for your practice
- An OM101 checklist

**AND MUCH MORE!  
ALL INCLUDED IN OM101.**

**JOIN AADOM** TO START  
YOUR **OM101** LEARNING TODAY  
AT [DENTALMANAGERS.COM](http://DENTALMANAGERS.COM)!