

TEAM Meeting Meeting Meeting States of the second s

Rule in business Start on time! Meet 1x week for 2 hours.

> BEST PRACTICE:

Meet mid-week and 1st part of the day to maximize your team meeting efficiency and team engagement.

> MEETINGS HAVE:

- 1. Structure
- 2. Clear Goals
- 3. Discipline
- 4. Creativity

> DAILY HUDDLES ARE FOR PATIENT CARE;

Weekly meetings are for practice care, take time to work ON your practice - it's just as important as working IN your practice.

> LEADERSHIP MOVES AROUND THE ROOM AND IS PRESENT IN EVERY SEAT.

CREATE "RULES OF ENGAGEMENT" FOR YOUR TEAM TO FOLLOW.

SAMPLE RULES OF ENGAGEMENT:

- > Bring an open mind
- > Participate
- > Be open and honest
- > Give others opportunities to speak
- > Let softer voices be heard
- > Be clear and concise
- > Practice humility, vulnerability, and respect
- Avoid sidebar conversations

POSSIBLE AGENDA

- Output to the second second
- Review KPIs each team member reports on their own metrics
- Report on practice priorities, tasks, and goals
- Solibrate on systems and clinical practices
- Break out into departments to work on specific systems or priorities
- Train on new technology, techniques, or procedures
- Finish by reporting "what was decided today?" Be CLEAR!
- Review ACTion items

🔀 info@actdental.com 📃 🔇

800.851.8186

www.actdental.com

© 2018. ACT Dental. All rights reserved. No part of this work may be reproduced in any form, or by any means whatsoever, without written permission from ACT Dental. Made in USA. ACT Dental® and The Best Practices Show® Program are trademarks of ACT Dental. If you would like further information about The ACT Dental® Program or The Best Practices Show® services and products, please telephone 800.851.8186 or email: info@actdental.com.