

## **New Management Workshops and Qualification Programme**

In today's increasingly regulated environment, it is crucial that dentists and managers feel confident that they are managing their practices as efficiently and as effectively as possible and that they have the skills to make sure that the right things are happening at the right time and consistently. Management today might seem to be far more complex than previously but there are key skills that all those involved in practice management need to have for their practice to survive and thrive.

The Deanery has devised a comprehensive management programme which aims to equip dentists and managers with those skills and in addition can lead to a management qualification – excellent evidence for the CQC outcome which relates to the effective management of the practice.

The course is built around nationally recognized management standards but is focused entirely on the reality of management in the dental practice dealing with effective management.

### **What do the workshops cover?**

There are six one-day practical and interactive workshops covering the key management areas. The workshops are held every two months and you can attend the full series of six workshops, or simply attend individual days.

The workshops cover

- Planning and the management role
- Communicating to lead your team
- Marketing, meeting patient requirements and quality
- Finance
- Managing the performance of your team
- Managing change effectively

The workshops are led by John Shepherd who has many years' experience of working with dental practices all over the UK.

### **The Qualification**

In addition, you can choose to undertake some additional study, apply what you have learned in your practice and achieve a management qualification alongside the workshops through the completion of a series of assignments.

You can achieve either the Level 5 Award in Leadership and Management, the Level 5 Certificate in Leadership and Management or the Level 5 Diploma in Leadership and Management. The qualifications are awarded by the Institute of Leadership and Management (ILM) and are nationally recognized. These qualifications are at the same level but represent different scope.

To achieve the *Award* – you need to attend two workshops and complete the associated assignments to set deadlines

To achieve the *Certificate* – you need to attend four workshops and complete the associated assignments to set deadlines

To achieve the *Diploma* – you need to attend all six of the workshops and complete the associated assignments to set deadlines

The Diploma also provides a very cost effective route to a degree which can be achieved through a year's further study with one of UMD's partner universities.

### **Further support**

If you decide to undertake the qualification you will be supported by UMD Professional, the leading provider of management qualifications in dentistry. They will provide you with access to a range of learning materials online, and will assign a tutor to provide a set amount of one-to-one support, provide an online induction and tutorial support. They will also handle all of the ILM registration, assessment and certification procedures.

For more information on the qualification please contact Fiona Stuart-Wilson on [fiona@umdprofessional.co.uk](mailto:fiona@umdprofessional.co.uk) or 020 8255 2070.

### **Fees for the qualification**

The fees for the qualifications will be:

**£620 inc VAT for the Award level (includes two hours of tutorial)**  
**£1020 inc VAT for the Certificate (includes four hours of tutorial)**  
**£1620 inc VAT for the Diploma (includes eight hours of tutorial)**

These fees are held for registrations up until 31<sup>st</sup> March 2014, and can be paid in monthly instalments.

### **The Top-Up Route**

If you wish to start at the Award, you can then top up to the next level in your own time within a three year time limit.

The fees for this approach are as follows:

**To top up from the Award to Certificate    £620 inc VAT**  
**To top up from Certificate to Diploma    £1020 inc VAT**

Fees are held until 31st March 2014 and can be paid in monthly instalments.

### **Dates (all Wednesdays)**

12 <sup>th</sup> February 2014	Planning and the management role
16 <sup>th</sup> April 2014	Communicating to lead your team
11 <sup>th</sup> June 2014	Marketing, meeting patient requirements and quality
17 <sup>th</sup> September 2014	Finance
12 <sup>th</sup> November 2014	Managing the performance of your team
14 <sup>th</sup> January 2015	Managing change effectively