

## **Modular 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.

Health Education England (HEE) have 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 recognised 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**

For those wishing to gain a formally assessed qualification in dental practice management, there is an option to use the HEE workshops as the springboard for a Lifetime Awarding Level 3 or 4 Qualification in Practical Dental Practice Management. This programme will be adapted to match the running order of the workshops and discounted by 10%.

These are dental specific qualifications, but are also transferable to non-dental settings. The assignments are workplace based, but it is not necessary to be a practice manager or practice owner in order to complete them, as students can reflect on their own

experience under managers as much as their experience in management. This is a flexible approach which tries to avoid tying students down to a specific schedule because they all have different commitments - a particular advantage for HEE students who might not be doing all of the assignments in the prescribed order.

The available qualifications are:

Qualification	Fee	Approx Duration
Level 3 Award in Practical Dental Practice Management	£350	4 months
Level 3 Certificate in Practical Dental Practice Management	£900	12 months
Level 4 Diploma in Practical Dental Practice Management	£2,250	18 months

Please see full details at [www.glenys-bridges.co.uk](http://www.glenys-bridges.co.uk)

### Further support

If you decide to undertake the qualification you will be supported by Glenys Bridges Practice Pathways Ltd, a 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 registration, assessment and certification procedures.

For more information on the qualification please call 07973 361 390 or visit their website [www.glenys-bridges.co.uk](http://www.glenys-bridges.co.uk)



**Please note – the above fees refer only to the BTEC qualification, you will still need to book each of the six workshops via Maxcourse at [www.maxcourse.co.uk/yhpd](http://www.maxcourse.co.uk/yhpd) and pay the appropriate fee (£35 per workshop for Dentists and £20 per workshop for DCPs).**