



Team Meeting Themes

Week 1:

Each One – Teach One/ Cross Train

Each team member from one department trains another team member from the other department in an area they need to be cross-trained (i.e. confirming appts; administration; re-sterilizing a treatment room; clinical; etc)

Week 2:

Review monthly monitor and numbers

Go over the entire month's numbers, identify trends and set action plans.

Week 3:

Continuing Education

This team meeting is reserved for learning new things, viewing videos, listening to tapes, attending seminars or hosting in-house seminars. Also can be reserved for companies to do lunch-and-learn to announce new products or to do Eaglesoft training etc.

Week 4:

Roleplay

Discuss common questions asked by patients or situations that present themselves and how to resolve them.

Week 5: (happens about 4 times per year)

Attitude Adjustment Lunch!!

Have fun, get to know each other better, celebrate your successes as a team!

Guidelines for Team Meetings:

Always have a plan

Never have a gripe session

Only bring up challenges if you have a possible solution to offer. Remember, your solution might not be the solution chosen...but it gets ideas going to resolve issues.