

PRACTICE MANAGER MENTORING PACKAGE

OVERVIEW

Mentoring or coaching is one of the most cost effective ways to invest in your practice. Danny will work with your practice manager to provide a structured and developmental program, aimed at assisting your practice manager to achieve the goals you have for your practice. The advantage of mentoring is that it builds the capacity of the practice as the practice manager learns, acts and reflects; rather than being dependent on an external consultant.

The mentoring service is targeted at specific goals identified on the practice manager's performance development plan. It involves frequent meetings (fortnightly or monthly) which last about 1-2hrs. These meetings are usually conducted over the phone, so the mentoring service is available to practices anywhere in Australia. With a focus on practical outcomes, the practice manager is given tasks to follow up in between meetings. These tasks build towards achieving the identified goals.

Benefits to your practice...

- Develops the skills and capacity of your practice manager
- Learning is targeted and directly related to the goals of the practice
- Provides the practice manager with tools and strategies for essential management tasks
- The practice will develop as the practice manager implements their learning and new strategies
- Enables the practice manager to tap into experiences of other practices via the coach

Testimony: Kathy Lowry, Practice Manager,
Latrobe Family Medical Practice, Tasmania

"After working with Danny for the last few months, I now feel more positive about my capabilities as Practice Manager. He helped me to define my role, set goals and has provided me with some great reading material, documents and spreadsheets.

Danny explains concepts very well, and I have particularly enjoyed learning more about the "people" side of practice management. My skills and knowledge have definitely improved since working with Danny."

Mentoring Package

- ✓ Up to 18 hours direct mentoring contact per annum
- ✓ Incidental support as required
- ✓ Resource material
- ✓ Reference or reading material
- ✓ Quarterly HPI newsletter

Packages

Mentoring subscription – 12 months

Premium subscription – 12 months (Includes an annual site visit)

Site Visit

Conducting a practice visit provides the ideal background for establishing a mentoring relationship with the practice manager. This visit enables the mentor to get a first hand appraisal of the environment in which the practice manager is working, the practice manager's role and the strategic directions of the practice.

The site visit will include a comprehensive Practice Assessment and a meeting at the end of the day to report to the practice principals and determine their expectations of the mentoring program.

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