

4	<p><b>How to manage your day when sh*t hits the fan</b></p> <ul style="list-style-type: none"> <li>• What's the top 3 things you HAVE to do that day</li> <li>• What do we prioritize?</li> <li>• When do we delegate?</li> <li>• How to KEEP CALM and CARRY ON?</li> </ul>	Assignment #4	<p>Tuesday April 26 at 12pm EST for 30 min (session is recorded)</p> <p>Optional: 30 min OFFICE HOURS post session</p>
5	<p><b>How to run a 1 on 1 meeting with your manager?</b></p> <ul style="list-style-type: none"> <li>• Weekly scoreboard review</li> <li>• What is the 'to do' (action item) after the meeting?</li> <li>• What is the biggest headache right now?</li> <li>• What is the ONE thing you need from your manager (this week)?</li> </ul>	Assignment #5	<p>Tuesday May 3 at 12pm EST for 30 min (session is recorded)</p> <p>Optional: 30 min OFFICE HOURS post session</p>
6	<p><b>Be the appointment wizard!</b></p> <ul style="list-style-type: none"> <li>• Booking the full plan of care</li> <li>• % booked in the future</li> <li>• Cancellations, no shows, appointment changes</li> <li>• Allocating assessments among the clinicians</li> <li>• Fall off process</li> <li>• Number of assessments per week (re-activations?)</li> </ul>	Assignment #6	<p>Tuesday May 10 at 12pm EST for 30 min (session is recorded)</p> <p>Optional: 30 min OFFICE HOURS post session</p>
7	<p><b>Hot seat - part 1 of 2</b></p> <ul style="list-style-type: none"> <li>• Scheduling and appointment scenarios</li> <li>• Let's review one person's weekly scoreboard</li> <li>• What do all the numbers actually mean?</li> <li>• How do you hit those targets consistently?</li> </ul>	Assignment #7	<p>Tuesday May 17 at 12pm EST for 30 min (session is recorded)</p> <p>Optional: 30 min OFFICE HOURS post session</p>
8	<p><b>Hot seat - part 2 of 2</b></p> <ul style="list-style-type: none"> <li>• Scheduling and appointment scenarios</li> <li>• How do you make change in the business based on your weekly metrics</li> <li>• What can you do right now to make a change?</li> </ul>	Assignment #8	<p>Tuesday May 24 at 12pm EST for 30 min (session is recorded)</p> <p>Optional: 30 min OFFICE HOURS post session</p>

# Front Office Manager Training Sop Ophospitality

**Minjie Lin**



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