Presented by April Sluiter, EFDA, AS

PART 1: Personal Mission

DEFINITION: A mission statement is a summary of aims and a declaration of our core purpose. It is the basis for life-directing decisions and informs daily choices to achieve our goals.

DRAFT MISSION STATEMENT: My personal mission is to.....

HELPFUL QUESTIONS

1. **What is important?**
2. **Where do I want to go?**
3. **What does "the best" look like for me?**
4. **How do I want to act?**
5. **What kind of legacy do I want to leave behind**?

HELPFUL TIPS

1. **Keep it short**
2. **Solicit feedback and insights from trusted advisors, friends & family – they may know you better than you know yourself**
3. **Share it with the most important people in your life to keep motivated and focused**
4. **It's OK to make changes as you grow and evolve**

- **YOU are a VALUABLE asset to the patients, staff and health of the practice**
- **YOU not only do chairside, you are a patient care provider and educator**
- **YOU are the first in line for patient comfort and education in the clinic**
- **YOU are the "organization specialists" and "systems analysts"**
- **In other words, <u>you keep the clinic crankin'!</u>**

Presented by April Sluiter, EFDA, AS

PART 2: Leadership Skills

Coaching Skills

Humility

Respect Others

Positive Influence

Be Accountable

Keep Your Cool

Lead by Example

- This is PRIVATE, just for you
- Rate yourself for each leadership skill
- 1 is beginner, 5 is expert
- Jot down why you gave that score
- Circle the one you do the best

Leadership Skill	1	2	3	4	5	Rationale for Score
Coaching						
Humility						
Respect Others						
Positive Influence						
Keep Your Cool						
Lead By Example						
Be Accountable						

Presented by April Sluiter, EFDA, AS

PART 3: Biggest Challenges

Biggest Challenges at Work

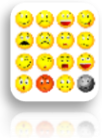
- Dealing with different personalities
- Lack of respect
- Staff relationships
- Not taken seriously
- Seen as the "office maid"
- A hierarchy
- Staff duties are unbalanced
- Lack of organization and protocols
- Feeling of being in a dead end job

YOU get to chose your attitude everyday

IMPROVE THE NAVIGATION SYSTEM

- We all have personality traits, but not everyone's personalities sync together
- Establish a "GPS" system for maneuvering around several personality types
- This navigation system includes intuition, social cues, verbal and non-verbal communication
- Name some common personality types in the office or of patients

Emotion-instinctive state of mind derived from one's circumstances, mood, or relationships



Mark on this line where you think you typically react

Logic-proper or reasonable way of thinking or understanding

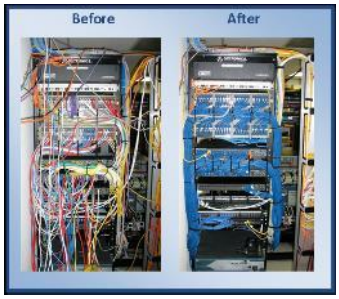
1) **Clarity –** should be easily understandable and clear
2) **Correct –** use correct language and watch for grammatical errors
3) **Complete –** include all relevant information, minimize vagueness
4) **Concrete –** use data and ensure there is no room for misinterpretation
5) **Concise –** keep to the point, be brief and focus the recipients attention
6) **Consideration –** leverage the recipient's viewpoint, background and mindset
7) **Courteous –** be respectful and positive

OUCH STATEMENT	WITHOUT THE STING
"You're not a team player."	
"I'm running this clinic so listen to me."	
"Why would you sterilize that way, it's wrong."	

Presented by April Sluiter, EFDA, AS

PART 3: Biggest Challenges (PULP SECTION)

- Is your office struggling with lack of organization and established protocols?
- Is it lacking efficiency?
- Cut the clutter and streamline your systems!



- You are capable of being a leader in your practice, industry, and community
- You are an educator, patient care provider, and an integral part of the team
- Confidence, perspective, and listening are key components of dealing with various personalities, communicating, and making logical decisions and reactions
- Leaders don't lead for recognition, they lead for inspiration, with a positive attitude, and for the betterment of the team as a whole
- Leadership can't be taught in a day, it takes practice over time

April Sluiter

Aprilsluiter@yahoo.com

If you're interested in temp work, let's talk!

Ondiem's on-demand staffing platform with daily shifts at local dental practices is fast, easy and all at your fingertips.