

Answer Sheet for

Student Name: \_\_\_\_\_

**Study and Assignment Guide****Week 4 The Lab, the Improvement Process, & Team Improvement**

Please write (legibly please) your answers or what you did for the assignments in Week #4. Have your Clinic Director sign below and fax or email us when completed. Try to get it back to us by Tuesday before the next class. Please use a separate sheet if you need more room.

**Thank YOU!****Fax: 1(877) 868-0909****Email: Services@GoalDriven.com**\_\_\_\_\_ **Post a WIN**\_\_\_\_\_ **Post a TIP****Reading**

- \_\_\_1. *The Goal Driven Business*, Page 43-56
- \_\_\_2. Principle #10 The Pareto Principle and Principle #21 Training and Coaching
- \_\_\_3. Article Team Training and Coaching Procedures (Manager Tools) (References)
- \_\_\_4. Article: Goal Driven Team Meetings (References)

**Study Questions:**

- \_\_\_1. What is the difference between a 1) Personality-Driven practice and a 2) systematized Goal Driven business?
- \_\_\_2. What is the Goals Lab, and why is it vital for practice improvement?
- \_\_\_3. What is the Pareto Principle?
- \_\_\_4. Give one area of your office how the Pareto Principle can be used to improve services and efficiency.
- \_\_\_5. What is Kaizen, or the G.A.P?
- \_\_\_6. What are 2 of the rules of the Lab, and why?
- \_\_\_7. What is the Monthly Management Cycle, and how can you use it to improve your business?
- \_\_\_8. Give an example of a team training procedure on procedures and how you could apply it in your office.
- \_\_\_9. Give an example of a team training procedure on vision and how you could apply this in your office.

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Student Name: \_\_\_\_\_

**Study and Assignment Guide****Week 4 The Lab, the Improvement Process, & Team Improvement****Training Partner**

- \_\_\_1. Share Your Answers for 8 and 9 above. Discuss how you might apply training on both procedures and on vision. Give each other tips if possible! What were theirs?
- \_\_\_2. How did it go working with your training partner?

**Working with Your Clinic Director**

- \_\_\_1. Go over the idea of shifting from a Personality Driven practice where everything depends on the doctor and a Goal Driven business where success depends on systems, goals, and a goal-oriented team.
- a. How did you do? GREAT -- GOOD -- OK
  - b. Do they agree and want to work toward this? ABSOLUTELY – MOSTLY – MAYBE
- \_\_\_2. Go over the improvement process called Kaizen, or GAP, with your doctor.
- a. What do they think about it?
- \_\_\_3. Explain the Lab to your Clinic Director. Ask them if it makes sense and discuss how it can be used in your office.
- \_\_\_4. Go over each of the Team Training and Coaching Procedures with your Clinic Director.
- \_\_\_5. Decide on how to implement the Monthly Management Cycle in your business
- a. Please explain:

(Optional: How's your exercise program?)

**Share Session Completed with** \_\_\_\_\_

**Clinic Director Briefing.** Wow! Our manager did a great job briefing me on the material she learned and how to use it. I also asked her questions, and they were able to give smart answers!

**Student Name:** \_\_\_\_\_ **Clinic Director: Initial/signed:** \_\_\_\_\_