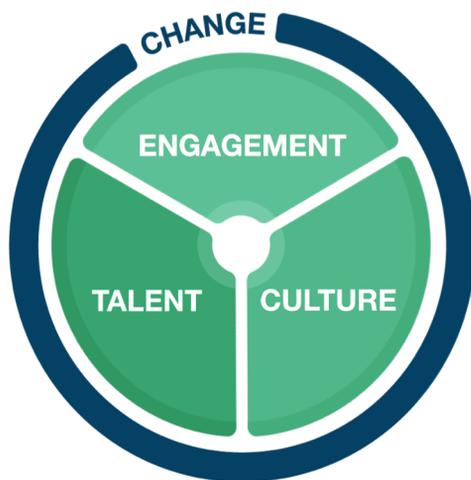


FastTrack

This *FastTrack* provides an overview of the skills, tools, and habits needed to be an effective manager and leader. Ways you can use the *FastTrack* include:

- To refresh your memory after taking the full *Managing Your Practice, Leading Your Team* course
- To locate specific videos and resources
- To get a broad understanding of the information and resources the *Managing Your Practice, Leading Your Team* course provides

Leadership



Management



COURSE RESOURCES

There are several resources and templates that can help you to reflect upon and practice your leadership and management skills. You can find the following documents under the Resources tab of this course.

- How are You Spending Your Time? Checklist
- Guiding Principles Example & Template
- Operational Behaviors Example & Template
- Leadership & Management Scorecard Template
- *Managing Your Practice, Leading Your Team* Course Guide

LESSON OVERVIEW

Leadership is defined as: *influencing the thoughts, ideas, and behaviors that help individuals and teams reach more of their full potential.*

As a leader, there are four things you can focus on that will help your people – engagement, culture, talent, and change. Focusing on these four aspects of leadership will ultimately determine the success of your practice.

- **Engagement** - Engagement means your employees are fully present, working at their best, committed to the success of your practice, and using all of their knowledge, skills, and experience to make positive things happen.
- **Culture** - Culture is the collection of environmental factors that influence individual behavior.
- **Talent** - Talent is the people you hire and employ.
- **Change** - Change is the ability to modify your own behaviors and to be a catalyst for causing behavior change in others based on the things you need to happen in your practice.



LESSON OVERVIEW

Management is defined as: *the organization and execution of the tasks and duties necessary for the operation of a team or business.*

These management tasks and duties are broken into four groups – planning, analysis, structure, and resources.

- **Planning:** Planning helps you decide what you want your business to be like in the future and how you're going to get there. Two types of planning that business managers commonly use are strategic planning and operational planning.
- **Analysis:** Analysis helps you monitor the vital signs of your business. This analysis gives you feedback on how healthy your business is and lets you know if your business is headed for trouble.
- **Structure:** Structure refers to both the physical structure that you are working in and also the organizational structure that does the work.
- **Resources:** Resources are anything you use to grow your business other than your employees.

Management

