

A banner image featuring school supplies like a ruler, a protractor, and spiral notebooks on an orange background.

Course Outline

Session Structure

- **9:30 am to 11:00 am: Session (1.5 hours)**
- **11:00 am to 11:30 am: Tea break**
- **11:30 am to 1:30 pm: Lecture/Practicals (2 hours)**
- **1:30 pm to 2:30 pm: Lunch break**
- **2:30 pm to 4:00 pm: Lecture (1.5 hours)**
- **4:00 pm to 4:15 pm: Tea break**
- **4:15 pm to 5:00 pm: Q&A and Support (45 minutes)**

A banner image with a blue and black wavy, digital background.

SESSION .1

- 1. Introduction - Dentistry is the best field to be in (15 mins)**
- 2. Terminologies-**
- 3. What to expect from these sessions**

4. How to apply the teachings Your day starts when you are going to sleep . Plan out the next day with a smile and the importance of smile

5. Eye contact and how to have the right eye contact

6. Body language

7. Hand shake

Session . 2

1. Clinical Setup - Board , Entrance ,

a. Reception Requirements.

**b. Inside room setup c. Design of the clinic ,
plumbing , electricity and Music System
(Most Important)**

d . Storage. e. Basic equipments .

**f. Material (also give printable downloadable
format)**

2. Colour scheme (pleasing)

Talk about color and its effect .

3. Man Power - four hand dentistry

4. 1 session for receptionist and Dental assistant

A horizontal banner with a blue background. On the left, there is a large, abstract orange shape. On the right, there is a large, abstract pink shape. The text "Session 3" is written in white, bold, sans-serif font, centered between the orange and pink shapes.

Session 3

1.Inventory maintenance .

2. Accounting - material expenses and lab expenses

3.Patient's fees collection and record maintenance

4. Patients record maintenance

5. How to speak with the patient

6. How to teach the patient the right treatment for them

7. Never criticize your fellow dentist

A graphic for Session 4 featuring a dark blue background with a glowing, wavy, digital pattern in shades of blue and purple. The text "SESSION . 4" is centered in a bold, white, sans-serif font.

SESSION . 4

**1. How to have different treatment tray set up-
Inpeccable tray setup**

2. Sterilization and Sterilization techniques.

**3. Instrument handling , disinfection and
packing .**

4. How to open up the Instrument pouches

**5. What to tell the Patient and how to tell the
patient about the treatment and equipments to
be used. Embed your Canva designs**

Session. 5

- 1. Marketing - Class Practice - Mass Practice
handling massive Patient's volume Classily**
- 2. How to Dress up**
- 3. Clinic attire**
- 4. Assistants attire**
- 5. Lab instructions**
- 6. Finance management**
- 7. Sign board**
- 8. Name of the clinic and TM (how to TM)**
- 9. Logo and TM**
- 10. Stationary and Visiting cards**
- 11. Printed prescription and PDF
file of prescription**
- 12. Record maintenance**
- 13. Radiographic Records**



Session 6

- 1. Work with a dentist for few years**
- 2. Work with a trust hospital**
- 3. Support Group**
- 4. Mega group**
- 5. Access to the Videos**
- 6. New short insightful video every month for the participants**
- 7. App which are helpful in your practice**
- 8. Graduation Ceremony and Celebration Night. Invite your team to collaborate**