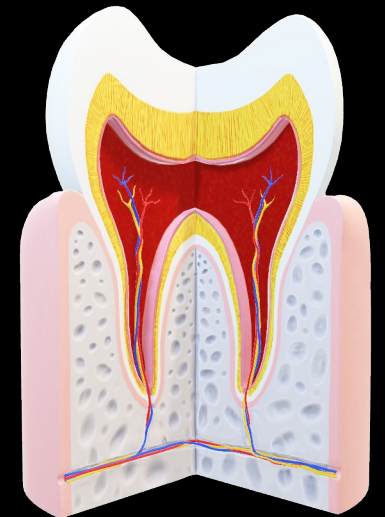


University of Wales Trinity Saint David
CERTHE SKILLS FOR THE WORKPLACE.
ACADEMIC AND EMPLOYABILITY SKILLS
BMSW4001 ***GROUP 2***
MODULE LEADER: SYLVIA HOFFMANN

Dental Practice Manager Duty , Skills, Responsibilities

**Presentation;
By Oksana Mrsic:2131895**



INTRODUCTION:

- Dental Practice Managers are essential to a dental practice's success. As the one responsible for managing the practice, a Dental Practice Manager must oversee a variety of practice activities to ensure that the firm functions efficiently on a daily basis.

Dental practice manager role:

In general, a practice manager's tasks will include a variety of areas (as there are many aspects involved with managing a dental practice, some of these responsibilities will often be shared with or delegated to other team members).

Dental Practice Manager duties and responsibilities:

- As the dental Practice Manager is responsible for managing personnel and communicating with a variety of stakeholders, it is essential that he or she have great communication, leadership, and teamwork abilities.

Dental Practice Manager skills and qualifications:

- excellent financial skills.
- the ability to manage a changing environment.
- good communication skills.
- leadership and motivational skills.
- organisational skills.

Conclusion:

Managers of dental practices may give personnel possibilities for growth and development, as well as make them feel respected and heard.

References:

- ASPD, (2019) What Does a Dental Practice Manager Do? Available at: <https://www.aspd.co.uk/aspd-articles/what-does-a-dental-practice-manager-do/> (accessed 01/08/2022)
- (Indeed) 2022 Dental Practice Manager Job Description: Top Duties and Qualifications. Available at; <https://au.indeed.com/hire/job-description/dental-practice-manager?hl=en&co=GB> (accessed 01/08/2022)
- Hill,S.(2021) What Does a Dental Practice Manager Do? Available at; <https://www.dentistjobsaustralia.com.au/news-and-events/what-does-a-dental-practice-manager-do> (accessed 01/08/2022)