

# THE PARAGON OFFICE MANAGER ACADEMY

PROVEN SYSTEMS FOR OFFICE MANAGER PROFITABILITY

This academy is one of three that are offered every other year. The intended focus and content is geared towards office and practice managers. Topics covered in this academy include; managing varying patient and staff personalities, delegation, numbers, human resources (SOP), proven strategies to handle difficult situations, effective communication and marketing

## THURSDAY

9:00 a.m. – 10:30 a.m. Session 1  
10:45 a.m. – 12:00 p.m. Session 2  
1:30 p.m. – 3:00 p.m. Session 3  
3:15 p.m. – 4:30 p.m. Session 4

## FRIDAY

7:00 a.m. – 8:30 a.m. Session 5  
8:45 a.m. – 10:15 a.m. Session 6  
10:30 a.m. – 12:00 p.m. Session 7



Paragon Management is a CERP-approved provider of Continuing Dental Education, and certifies that all courses relating to the areas of human resources and practice management aspects of dentistry are acceptable by the AGD (PACE), ADA (CERP).

**AUGUST 17–18, 2017**  
BALTIMORE, MARYLAND