

Group Activity: Managing Stress in the Workplace

How can you strategically identify how to decrease stress + anxiety in your office?

Start the conversation.



Education and Training



Time Management



Support and Communication

Education and Training: Providing regular education and training on office protocols can help dental professionals feel more confident in their ability to comply with these protocols.

Time Management: Dental professionals can use time management strategies, such as prioritizing tasks, automating tasks, and delegating responsibilities, to help reduce the time and effort required for office compliance.

Support and Communication: Encouraging open communication and providing support for dental professionals can help reduce stress and anxiety in the workplace. This can include regular check-ins with staff, providing access to mental health resources, and promoting a culture of open communication.

You can use these questions for self-reflection, to understand the current state of your team and performance evaluation.

Education and Training

- Do you participate in continuing education courses or online programs that cover the latest evidence-based practices and emerging issues in dental technology? Do you share these sources with your clinical team?

- Think about your clinical team and answer the following questions. If you are unsure, consider asking these questions when you return to the office.
 - Does your team clearly understand the current office guidelines and recommendations for use of technology in dental settings? Why do you think that? _____

 - Does your team know how to properly disinfect and sterilize patient-care items to the manufacturer's instructions? How do you know for certain?

 - Do you monitor the effectiveness of your protocols?

If you are unsure of the above questions, what steps will you take next week to learn if your team understands and adheres to office protocols?

- Do you seek feedback from your colleagues, teammates or supervisors on your office's performance and identify areas for improvement? How often do you seek this feedback?

Time Management

- How do you prioritize your tasks and manage your time in a busy dental office? Do you share these ideas with your clinical team?

- What tools or methods do you use to stay organized and efficient? Do you share these sources with your clinical team?

Have you observed the workflow process at your clinical office? If so, what did you observe? Are there ways to make the process lean?

Support and Communication

- How do you communicate and collaborate with your colleagues, teammates and supervisors in the clinical office? Do you feel it is effective?

- How would you like to communicate with your team if you had more time and resources?

- What skills do you use to resolve conflicts, give feedback, and share ideas?

- How do you encourage open communication with your clinical staff on their roles + responsibilities?

Back at the Office...

Think about the questions above where you were unsure or answered **no**. Write down your plan to find the answers to these questions.

Now, think about what you can do in 60-90 days. Develop a 60–90-day plan.

Think about what you can do in 6 months. Develop a 6-month plan.