

**Dimensions in Veterinary Management**  
**Powered by CATALYST VetPC**  
**Online Fall 2020**  
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## **Timeline – Overview**

### **1st Session**

July (TBD) 5:00 Mtn Time

#### **Relevancy of Employee Handbooks**

- Overview of an employee handbook (including state and federal laws)
- Benefits of having and utilizing an employee handbook
- Basic laws governing the workplace and confidentiality

### **2<sup>nd</sup> Session**

August (TBD) 5:00 Mtn Time

#### **Lay the Groundwork, Job Descriptions**

- “A Day in the Life” exercise
- Importance and benefits of “living” job descriptions
- Implementing and improving upon performance reviews and career goal setting

### **3<sup>rd</sup> Session**

September (TBD) 5:00 Mtn Time

#### **Set Them Up for Success, Phase training**

- Identify team trainer(s)
- Train the trainer, appreciation and resources
- Implement a 6 week training program for everyone

### **4<sup>th</sup> Session**

October (TBD) 5:00 Mtn Time

#### **Really, a Decline in Professionalism?**

- Identify what is professionalism
- Generate a professional policy
- Define and understand morale vs culture

## **5<sup>th</sup> Session**

November (TBD) 5:00 Mtn Time

### **Hiring for Aptitude & Attitude. No Drama Termination**

- Veterinary industry statistics in turnover
- Old dogs, new tricks in seeking team members
- Time to “blossom elsewhere”

## **6<sup>th</sup> Session**

December (TBD) 5:00 Mtn Time

### **Career Development & Wellbeing**

- Peer Assistance Program for Veterinarians and hospital EAPs
- Taking your career in management to higher levels
- Celebrate graduation completion of the course!