

# Fundamentals of Practice Management\*

Graduates receive  
40% Discount on  
AAPM Membership\*\*



This two-month course is designed to introduce new Practice Managers to the role and responsibilities, and forms the basis for understanding the daily operations of a practice.

A Practice Manager is central to the efficient running of the practice. Technical, professional, administrative and support staff congregate around the Practice Manager.

The Practice Manager needs to be across the staff, the finance, systems and processes, policy, and short, medium and long-term planning for the practice.

This course has a focus on staff and team management and business operations, complemented by an understanding

of risk management and compliance, data and information management. Participants will be equipped with checklists and tools to apply in their practice, including a Practice Improvement Plan and Personal Development Plan.

A highly experienced trainer will guide participants through the continuous improvement process within general practice at a one-day workshop, and coaching sessions will support participants to plan and implement their future.

Module 1  
Human Resource  
Management

Module 2  
Business  
Operations

Module 3  
Risk, Compliance  
& WHS

Module 4  
Leading a Team Through  
Continuous Improvement



## Online Learning

12 hours of self-directed online learning



## Workshop

One day practical workshop



## Group Mentoring

Online group mentoring session



## Individual Coaching

Online individual coaching session

\*Group enrolments only \*\*applies to first year of membership