

ADAA FELLOWSHIP CREDIT REPORT FORM

(The information on this form must be typed or recreated on computer)

Name: Mary Ellen Jones, CDA, RDA

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(Check One) Clinical Pathway: _____ Business Pathway: x

Enrollment date: 1.09 ADAA Membership Number: 01234

Course Sponsor Name: San Fernando Valley Dental Assistants Society

Course Title: *In-Office Clinical Training*

Instructor / Author: Elena Roberts, CDA, RDA

Course Completion Date: 02-20-09 Hours: Four (4)

Subject Code: AB1 Subject: Communication Management

Type of Credit:

x Lecture _____ Participation _____ Home Study _____ Live Webinar

If Lecture, check all that apply:

_____ Demonstration _____ Video _____ PowerPoint x Slides

Course Description: This speaker stressed the importance of effective training programs for new employees. The main components of such a program are: solid orientation; clear written objectives; organized training structure and format; teaching to preferred learning style; and an experienced trainer who is a good communicator and role model. It is important to develop an office policy manual. We did a learning style inventory. It evaluates the way we learn and we deal with ideas and day-to-day situations in our life. This inventory can help us: make career choices; solve problems; set goals; manage others; and deal with new situations. It turned out that I am a *converger*, one who has a practical use for ideas and theories, finds solutions and is technical. It was a very interesting course.

I certify that I have successfully completed the above course.

Signature: _____ Date: _____

Mail with verification of hours to:
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