



# Advanced Master's Degree MBA in Dental Clinics Administration and Management

» Modality: online

» Duration: 2 years

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

Website: www.techtitute.com/us/school-of-business/professional-masters-degree/professional-masters-degree-mba-dental-clinics-administration-management

# Index

02 Why Study at TECH? Why Our Program? Objectives Welcome p. 10 p. 6 p. 4 p. 14 06 05 Methodology Skills Structure and Content p. 20 p. 26 p. 40 80 Benefits for Your Company Our Students' Profiles Impact on Your Career p. 40 p. 52 p. 56 Certificate

p. 60

# 01 **Welcome**

The increase in the number of dental clinics has made this one of the most competitive sectors today, so professionals must seek differentiation in their business model. To this end, it is essential that managers are trained in the management and direction of this type of companies in order to acquire the most specialized knowledge in business management and team management, which will guarantee their business success. Thus, complementing studies in dentistry with higher qualifications at the business level will be essential to successfully manage a business of this type, improving competitiveness and adapting the company to new changes in the sector and society.









# tech 08 | Why Study at TECH?

### At TECH Technological University



#### **Innovation**

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

100,000+

200+

executives trained each year

different nationalities



### **Empowerment**

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

500+

collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### **Multicultural Context**

While studying at TECH, students will enjoy a unique experience. by studying in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case studies in the academic community"

### Why Study at TECH? | 09 tech

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### **Analysis**

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



#### **Academic Excellence**

TECH offers students the best online learning methodology. The university combines the Relearning method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



### **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





### tech 12 | Why Our Program?

This program will provide students with a multitude of professional and personal advantages, particularly the following:



### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of participants achieve positive career development in less than 2 years.



# Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.



### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.



### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to train with a team of world renowned teachers.





## tech 16 | Objectives

Your goals are our goals.

We work together to help you achieve them.

This Professional Master's Degree in MBA in Dental Clinics Administration and Management will train you to:



Define the latest trends and developments in business management



Develop strategies for making decisions in a complex and unstable environment





Build a plan for the development and improvement of personal and managerial skills



Develop the ability to detect, analyze and solve problems



Develop the essential competencies to strategically manage the business activity



Design innovative strategies and policies to improve management and business efficiency





Explain the company from a global point of view, as well as the responsibility developed by each area of the company



Formulate and implement growth strategies that adapt the company to changes in the national and international environment



Use theoretical, methodological and analytical tools to optimally manage and direct clinical-dental businesses, effectively differentiating themselves in a highly competitive environment



Incorporate strategy and envisioning skills to facilitate the identification of new business opportunities



Foster the acquisition of personal and professional skills that will encourage students to undertake their own business projects with greater confidence and determination







Knowing how to identify talent in international companies

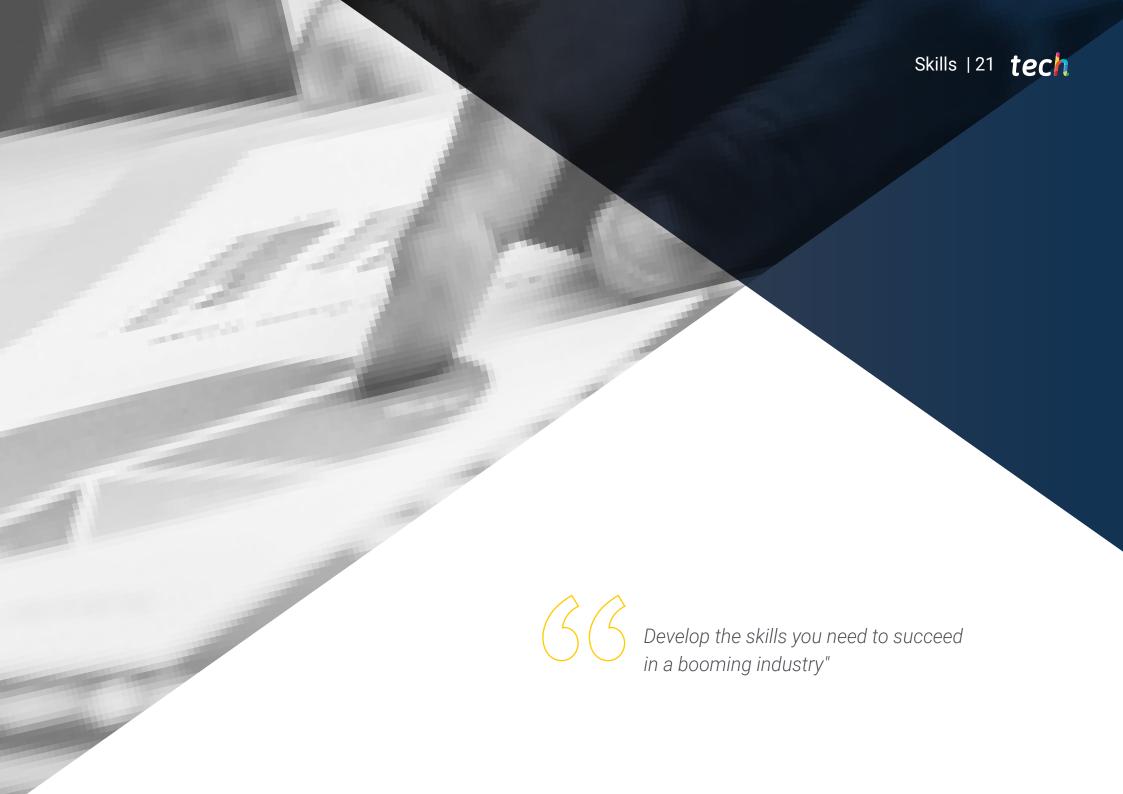
(13)

Apply Marketing tools that are very useful to improve the company's image and reputation at an international level

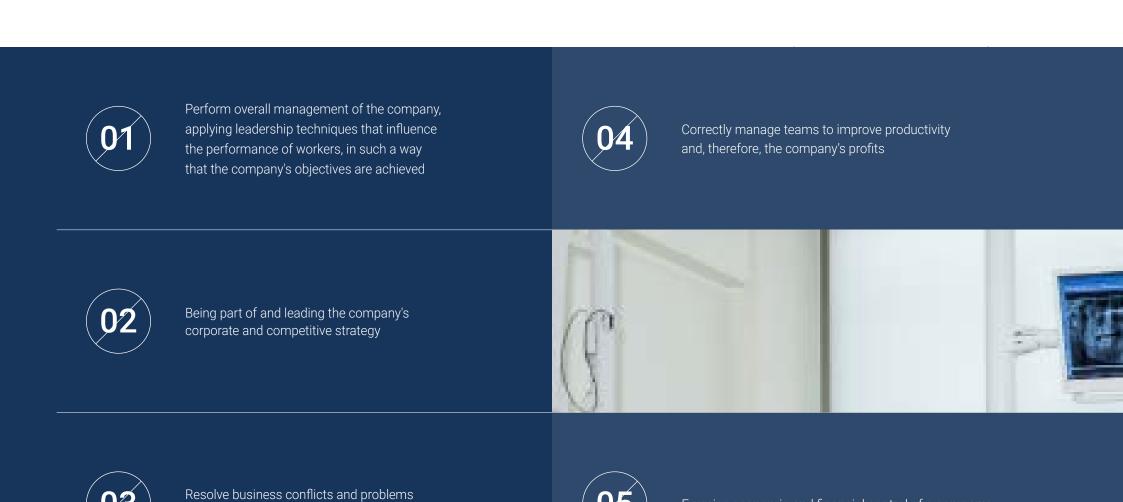


Have an in-depth knowledge of the legal regime of international trade

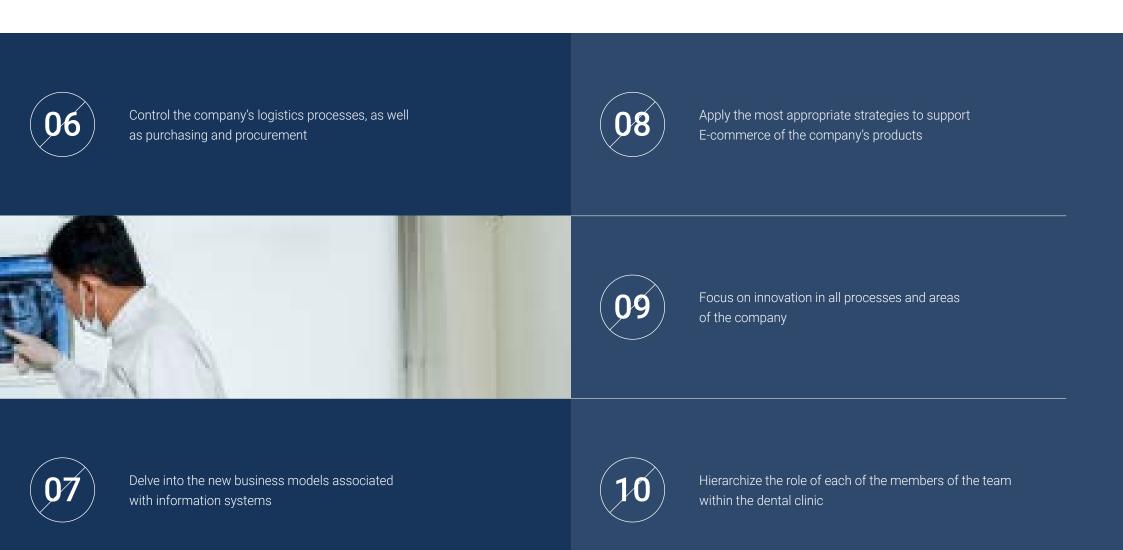




between workers



Exercise economic and financial control of a company





Adequately manage existing strategies for the incorporation, remuneration and attraction of human capital talent



Conduct satisfaction surveys to develop and implement improvements that meet the needs of patients in the dental clinic



Effectively apply the hiring modalities to manage the payroll and thus achieve a correct formalization of the remuneration of the members of the dental clinic team





Define action protocols that allow a correct performance of the tasks in the dental clinic, incorporating monitoring tools for the control and evaluation of applying these protocols



Detect and anticipate new management trends in the clinical-dental sector



Know how to manage and lead a work team in the clinical-dental environment



Define and evaluate supplier, sourcing and supply selection processes, contributing to ensure the flow of materials necessary for the proper functioning of the clinic



19

Control stocks in an efficient way, thus improving the management of fixed capital

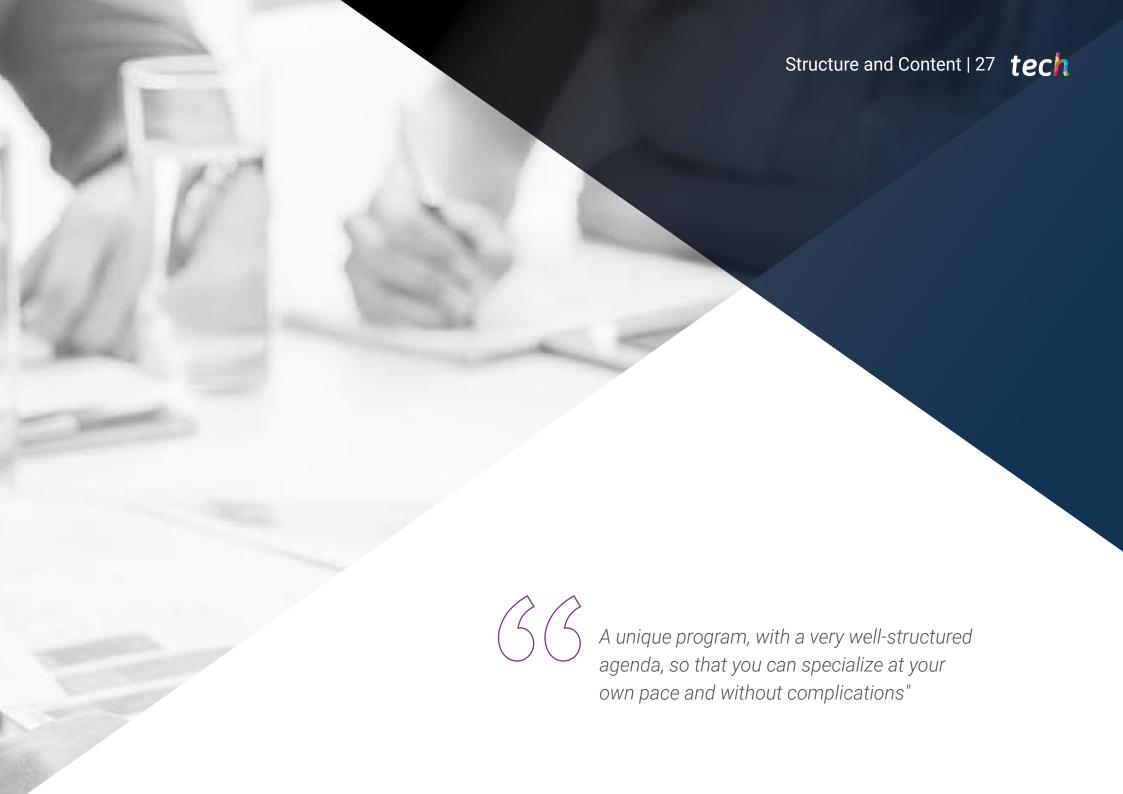


Organize and implement the purchasing function in a clinic



Negotiate in an intelligent and simple way to obtain the most favorable conditions for the correct development of the dental clinic





### tech 28 | Structure and Content

### **Syllabus**

This Professional Master's Degree MBA in Dental Clinics Administration and Management of TECH Technological University is an intensive program that prepares students to face challenges and business decisions both nationally and internationally. Its content is designed to promote the development of managerial skills that enable more rigorous decision-making in uncertain environments.

Throughout 3,000 hours of study, the student will analyze a multitude of practical cases through individual work, achieving a contextual learning that can later be applied to their daily work. It is, therefore, a real immersion in real business situations.

This Advanced Master's Degree MBA in Dental Clinics Administration and Management deals in depth with different areas of the company, and is designed for managers to understand business management from a strategic, international and innovative perspective.

A plan designed for students, focused on their professional improvement and that prepares them to achieve excellence in the field of leadership and management of dental clinics. A program that understands your needs and those of your company through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the competencies to solve critical situations in a creative and efficient way.

This program takes place over 24 months and is divided into 18 modules:

Module 1	Leadership, Ethics, and CSR
Module 2	Strategic Direction and Executive Management
Module 3	People and Talent Management
Module 4	Economic and Financial Management
Module 5	Operations and Logistics Management
Module 6	Information Systems Management
Module 7	Commercial Management, Marketing, and Corporate Communication
Module 8	Innovation and Project Management
Module 9	Pillars of Dental Clinic Management
Module 10	Designing Your Dental Clinic
Module 11	Introduction to Marketing
Module 12	Marketing 2.0
Module 13	The Value of Human Capital
Module 14	Team Management
Module 15	Quality and Time Management in the Dental Clinic
Module 16	Purchasing and Storage Management
Module 17	Costs and Finances Applied to Dental Clinics
Module 18	Dental Deontology



### Where, When and How is it Taught?

TECH offers you the possibility of taking this program completely online. During the 24 months of training, will be able to access all the contents of this program at any time, which will allow the student to self-manage study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

# tech 30 | Structure and Content

Mod	ule 1. Leadership, Ethics, and CSR						
1.1. 1.1.1. 1.1.2. 1.1.3.	Governance	<b>1.2.</b> 1.2.1. 1.2.2. 1.2.3.	Leadership Intercultural Environment Leadership and Business Management Management Roles and Responsibilities	1.3. 1.3.1. 1.3.2. 1.3.3. 1.3.4.	Business Ethics Ethics and Integrity Ethical Behavior in Companies Deontology, Codes of Ethics and Codes of Conduct Fraud and Corruption Prevention	1.4.1. 1.4.2. 1.4.3.	
1.5. 1.5.1. 1.5.2. 1.5.3.	Corporate Social Responsibility Corporate Social Responsibility Roles and Responsibilities Implementing Corporate Social Responsibility						
Mod	<b>ule 2.</b> Strategic Direction and Executive	Mono	aamant				
Mout	ule 2. Strategic Direction and Executive	IVIdila	gement				
<b>2.1.</b> 2.1.1. 2.1.2.	Organizational Analysis and Design Organizational Culture Organisational Analysis	<b>2.2.</b> 2.2.1. 2.2.2.	Corporate Strategy Corporate Level Strategy Types of Corporate Level Strategies	2.3.	Strategic Planning and Strategy Formulation	<b>2.4.</b> 2.4.1.	
2.1.3.	Designing the Organizational Structure	2.2.3. 2.2.4.	Determining the Corporate Strategy Corporate Strategy and Reputational Image	2.3.1. 2.3.2. 2.3.3.	Strategic Thinking Strategic Planning and Formulation Sustainability and Corporate Strategy	2.4.2. 2.4.3.	Methodologies Corporate Strategy Growing and Consolidating the Corporate Strategy

4.12. Analyzing and Solving Cases/

4.12.1. Problem Solving Methodology 4.12.2. Case Method

**Problems** 

<b>3.1.</b> 3.1.1. 3.1.2. 3.1.3.	Organizational Behavior Organizational Theory Key Factors for Change in Organizations Corporate Strategies, Types, and Knowledge Management	3.2.1. 3.2.2. 3.2.3. 3.2.4.	Strategic People Management Job Design, Recruitment, and Selection Human Resources Strategic Plan: Design and Implementation Job Analysis: Design and Selection of People Training and Professional Development	3.3.2. 3.3.3.	Management and Leadership Development  Management Skills: 21st Century Competencies and Skills Non-Managerial Skills Map of Skills and Abilities Leadership and People Management	3.4.1. 3.4.2. 3.4.3.	Change Management Performance Analysis Strategic Approach Change Management: Key Factors, Process Design and Management Continuous Improvement Approach
3.5.2. 3.5.3.	Negotiation and Conflict Management Negotiation Objectives Differentiating Elements Effective Negotiation Techniques Conflicts: Factors and Types Efficient Conflict Management: Negotiation and Communication	3.6.1. 3.6.2. 3.6.3.	Performance Analysis Leading Change. Resistance to Change Managing Change Processes Managing Multicultural Teams	3.7.2. 3.7.3.	Team Management and People Performance Multicultural and Multidisciplinary Environment Team and People Management Coaching and People Performance Management Meetings: Planning and Time Management	3.8.2.	Knowledge and Talent Management Identifying Knowledge and Talent in Organizations Corporate Knowledge and Talent Management Models Creativity and Innovation
					Time Management		
Mod	<b>ule 4.</b> Economic and Financial Manage	ement			ппе мападетені		
<b>4.1.</b> 4.1.1. 4.1.2.	ule 4. Economic and Financial Manage	<b>4.2.</b> 4.2.1. 4.2.2. 4.2.3.	Executive Accounting International Accounting Framework Introduction to the Accounting Cycle Company Financial Statements Analysis of Financial Statements: Decision-Making	<b>4.3.</b> 4.3.1. 4.3.2. 4.3.3.	Budget and Management Control Budgetary Planning Management Control: Design and Objectives		Corporate Tax Responsibility Corporate Tax Responsibility Tax Procedure: A Case-Country Approach

4.11. Money and Capital Markets

4.11.1. Fixed Income Market

4.11.3. Valuation of Companies

4.11.2. Equity Market

4.10. Strategic Financing

4.10.1. Banking Business: Current Environment 4.10.2. Risk Analysis and Management

4.9. Macroeconomic Context4.9.1. Macroeconomic Analysis4.9.2. Economic Indicators

4.9.3. Economic Cycle

### tech 32 | Structure and Content

Module 5. Operations and Logistics M	anagement				
<ul><li>5.1. Operations Management</li><li>5.1.1. Define the Operations Strategy</li><li>5.1.2. Supply Chain Planning and Control</li><li>5.1.3. Indicator Systems</li></ul>	5.2.1. Stock Mar 5.2.2. Warehous	se Management 5.3	3.1. Costs and Efficiency of the Operations Cha	ain 5.4.1 5.4.2	Supply Chain Management(II). Implementation Lean Manufacturing/Lean Thinking Logistics Management Purchasing
<ul> <li>5.5. Logistical Processes</li> <li>5.5.1. Organization and Management by Proces.</li> <li>5.5.2. Procurement, Production, Distribution</li> <li>5.5.3. Quality, Quality Costs, and Tools</li> <li>5.5.4. After-Sales Service</li> </ul>	sses 5.6.1. Demand A 5.6.2. Sales Fore	tive Planning, Forecasting,			Competing through Operations Innovation in Operations as a Competitive Advantage in the Company Emerging Technologies and Sciences Information Systems in Operations
<b>Module 6.</b> Information Systems Mana	gement				
<ul><li>6.1. Information Systems Managem</li><li>6.1.1. Business Information Systems</li><li>6.1.2. Strategic Decisions</li><li>6.1.3. The Role of the CIO</li></ul>	Busines 6.2.1. Company 6.2.2. Online Bus	and indiletry Sector Analysis	3	<b>6.4.</b> 1 6.4.2 6.4.3	Intelligence CRM and Business Intelligence Business Intelligence Project Management
<ul> <li>6.5. New ICT-Based Business Model</li> <li>6.5.1. Technology-Based Business Models</li> <li>6.5.2. Innovation Abilities</li> <li>6.5.3. Redesigning the Value Chain Processes</li> </ul>	6.6.1. E-Comme 6.6.2. Logistics I Service in 6.6.3. E-Comme	rce Strategic Plan 6 Management and Customer 6 E-Commerce	7.1. Social Media Strategies	er 6.8.2	Digital Business  Mobile E-Commerce Design and Usability E-Commerce Operations

6.6.3. E-Commerce as an Opportunity for Internationalization

Mod	<b>lule 7.</b> Commercial Management, Marl	keting, a	and Corporate Communication				
<b>7.1.</b> 7.1.1. 7.1.2. 7.1.3. 7.1.4.	Sales Management	7.2.1. 7.2.2. 7.2.3.	Strategic Marketing Management Sources of Innovation Current Trends in Marketing Marketing Tools Marketing Strategy and Communication with Customers	7.3.1. 7.3.2.	Digital Marketing Strategy Approach to Digital Marketing Digital Marketing Tools Inbound Marketing and the Evolution of Digital Marketing	7.4.1. 7.4.2.	Sales and Communication Strategy Positioning and Promotion Public Relations Sales and Communication Strategy
<b>7.5.</b> 7.5.1. 7.5.2. 7.5.3.		7.6.1. 7.6.2.	Corporate Communication Strategy Corporate Communication Strategy Communication Plan Press Release/Clipping/Publicity Writing				
Mod	lule 8. Innovation and Project Manage	ment					
8.1. 8.1.1. 8.1.2. 8.1.3. 8.1.4.	Continuous and Discontinuous Innovation	<b>8.2.</b> 8.2.1. 8.2.2. 8.2.3.	and Management	8.3.2. 8.3.3. 8.3.4.	3	8.4.2. 8.4.3. 8.4.4.	Project Management Innovation Opportunities Feasibility Study and Proposal Specification Project Definition and Design Project Execution Project Closure
8.1.1. 8.1.2. 8.1.3.	Macro Concept of Innovation Types of Innovation Continuous and Discontinuous Innovation	8.2.1. 8.2.2.	Innovation and Corporate Strategy Global Innovation Project: Design and Management	8.3.1. 8.3.2. 8.3.3. 8.3.4.	Validation The Lean Start-up Methodology Innovative Business Initiative: Stages Financing Arrangements Model Tools: Empathy Map, Canvas Model, and Metrics	8.4.1. 8.4.2. 8.4.3. 8.4.4.	Innovation Opportunities Feasibility Study and Proposal Specification Project Definition and Design Project Execution
8.1.1. 8.1.2. 8.1.3. 8.1.4.	Macro Concept of Innovation Types of Innovation Continuous and Discontinuous Innovation	8.2.1. 8.2.2. 8.2.3.	Innovation and Corporate Strategy Global Innovation Project: Design and Management	8.3.1. 8.3.2. 8.3.3. 8.3.4.	Validation The Lean Start-up Methodology Innovative Business Initiative: Stages Financing Arrangements Model Tools: Empathy Map, Canvas Model, and Metrics	8.4.1. 8.4.2. 8.4.3. 8.4.4.	Innovation Opportunities Feasibility Study and Proposal Specification Project Definition and Design Project Execution

### 9.5. Knowing the Clinical-Dental Sector

# 9.6. Terminology and Key Concepts in Business Management and Administration

# 9.7. Current Models of Success of Dental Clinics

# tech 34 | Structure and Content

10.1. Introduction and Objectives	<ul><li>10.2. Current Situation the Clinical-Dental Sector</li><li>10.2.1. National Scope</li><li>10.2.2. International Scope</li></ul>	<ul><li>10.3. Evolution of the Clinical-Dental Sector and its Trends</li><li>10.3.1. National Scope</li><li>10.3.2. International Scope</li></ul>	10.4.1. Price Analysis 10.4.2. Differentiation Analysis
10.5. DAFO Analysis	10.6. How to Design the Canvas Model of Your Dental Clinic  10.6.1. Customer Segments 10.6.2. Requirements 10.6.3. Solutions 10.6.4. Channels 10.6.5. Value proposition 10.6.6. Income Structure 10.6.7. Cost Structure 10.6.8. Competitive Advantages 10.6.9. Key Metrics	<ul> <li>10.7. Method to Validate Your Business Model: Lean Start-up Cycle</li> <li>10.7.1. Case 1: Validating Your Model at the Creation Stage</li> <li>10.7.2. Case 2: Application of the Method to Innovate With Your Current Model</li> </ul>	10.8. The Importance of Validating and Improving the Business Model of Your Dental Practice
10.9. How to Define the Value Proposition of Our Dental Clinic?	10.10. Mission, Vision, and Values 10.10.1. Mission 10.10.2. Vision 10.10.3. Values	10.11. Defining the Target Patient	10.12. Optimal Location of My Clinic 10.12.1. Plant Layout
10.13. Optimal Staff Sizing	10.14. Importance of a Recruitment  Model in Line With the Defined  Strategy	10.15. Keys for Defining the Price Policy	10.16. External financing vs. Internal financing

11.1. Main Principles of Marketing 11.1.1. Basic Marketing Variables 11.1.2. The Evolution of the Concept of Marketing 11.1.3. Marketing as an Exchange System	<b>11.2. New Trends in Marketing</b> 11.2.1. Evolution and Future of Marketing	<ul> <li>11.3. Emotional Intelligence Applied to Marketing</li> <li>11.3.1. What is Emotional Intelligence?</li> <li>11.3.2. How to Apply Emotional Intelligence in Your Marketing Strategy</li> </ul>	11.4. Social Marketing and Corporate Social Liability
11.5. Internal Marketing 11.5.1. Traditional Marketing (Marketing Mix) 11.5.2. Referral Marketing 11.5.3. Content Marketing	11.6. External Marketing 11.6.1. Operational Marketing 11.6.2. Strategic Marketing 11.6.3. Inbound Marketing 11.6.4. E-mail Marketing 11.6.5. Influencer Marketing	11.7. Internal Marketing vs External Marketing	11.8. Patient Loyalty Techniques 11.8.1. The Importance of Patient Loyalty 11.8.2. Digital Tools Applied to Patient Loyalty

12.1. The Importance of Branding for	12.2. The Dental Clinic's Website and	12.3. Effective Use of Social Networks	12.4. Use of Instant Messaging
Differentiation  12.1.1. Visual Identity 12.1.2. The Stages of Branding 12.1.3. Branding as a Differentiation Strategy 12.1.4. Junk Archetypes to Give Your Brand Personality	Corporate Blog  12.2.1. Keys for an Effective and Functional Website 12.2.2. Choice of the Tone of Voice for the Communication Channels 12.2.3. Advantages of Having a Corporate Blog	12.3.1. The Importance of Strategy in Social Networks 12.3.2. Automation Tools for Social Networks	12.4.1. The Importance of Direct Communication With Your Patients 12.4.2. Channel for Personalized Promotions or Mass Messages
12.5. The Importance of Transmedia Storytelling in Communication 2.0	12.6. How to Create Databases Through Communication?	12.7. Google Analytics to Measure the Impact of Your Communication 2.0	12.8. Analysis of the Situation 12.8.1. Analysis of the External Situation 12.8.2. Analysis of the Internal Situation
12.9. Establishing Goals 12.9.1. Key Points for Establishing Goals	12.10. Strategy Selection 12.10.1. Types of Strategies	12.11. Action Plan	12.12. Budgets 12.12.1. Budget Allocation 12.12.2. Forecast of Results

Module 13. The Value of Human Capital			
13.1. Introduction to the Management of Human Resources	13.2. Corporate Culture and Work Environment	13.3. The Team 13.3.1. The Dental Team 13.3.2. The Auxiliary Team 13.3.3. Administration and Management	<ul> <li>13.4. Organization Chart in Our Dental Clinic</li> <li>13.4.1. Organization Chart of the Clinic: Hierarchy</li> <li>13.4.2. Description of the Organization Chart's Departments</li> <li>13.4.3. Description of the Positions at Each Department</li> <li>13.4.4. Assigning Tasks for Each Position</li> <li>13.4.5. Department Coordination</li> </ul>
13.5. Introduction to the Labor and Human Resource Management	13.6. Strategies for Adding Human Capital  13.6.1. Strategies for Selecting Staff 13.6.2. Recruitment Strategy	13.7. Remuneration Policies 13.7.1. Fixed Remuneration 13.7.2. Variable Remuneration	<ul> <li>13.8. Strategy for Retaining Talent</li> <li>13.8.1. What is Talent Retention?</li> <li>13.8.2. Advantages of Retaining Talent in a Denta Clinic</li> <li>13.8.3. Ways of Retaining Talent</li> </ul>
13.9. Strategy for Managing Absences 13.9.1. The Importance of Planning for Managing Absences 13.9.2. Ways of Managing Absences at a Dental Clinic	13.10. The Labor Relationship 13.10.1. The Work Contract 13.10.2. Working Hours	13.11. Recruitment Modalities 13.11.1. Work Contract Types and Modalities 13.11.2. Substantial Modifications of the Work Contract 13.11.3. Ineffectiveness, Suspension and Termination of the Work Contract	13.12. Payroll Management 13.12.1. Consultancy: The Dentist's Intelligent Ally 13.12.2. Social Security Contributions 13.12.3. Withholding of Personal Income Tax
13.13. Legal Regulations 13.13.1. The Social Security System 13.13.2. Social Security Regimes 13.13.3. Registrations and Withdrawals			

Module 14. Team Management				
14.1. What is Personal Leadership?	14.2. The Importance of Applying the 33% Rule	14.3. Advantages of Implementing a Culture of Leadership at the Dental Clinic	<ul><li>14.4. What Type of Leadership is Better to Manage Your Dental Clinic?</li><li>14.4.1. Self-Critical Leadership</li><li>14.4.2. Objective-Based Leadership</li><li>14.4.3. Value-Based Leadership</li></ul>	
14.5. Personal Leadership Skills 14.5.1. Strategic Thinking 14.5.2. The Importance of the Leader's Vision 14.5.3. How To Develop a Healthy Self-Critical Attitude?	14.6. Interpersonal Leadership Skills 14.6.1. Assertive Communication 14.6.2. The Ability to Delegate 14.6.3. Giving and Receiving Feedback	<ul> <li>14.7. Emotional Intelligence Applied to Conflict-Solving</li> <li>14.7.1. Identifying the Basic Emotions Involved in Taking Action</li> <li>14.7.2. The Importance of Active Listening</li> <li>14.7.3. Empathy as a Key Personal Skill</li> <li>14.7.4. How to Identify Emotional Hijacking?</li> <li>14.7.5. How to Achieve Win-Win Agreements?</li> </ul>	14.8. The Benefits of the Organizational Constellation Technique	
<ul> <li>14.9. Motivational Techniques for Retaining Talent</li> <li>14.9.1. Recognition</li> <li>14.9.2. Assigning Responsibilities</li> <li>14.9.3. Promoting Labor Health</li> <li>14.9.4. Offering Incentives</li> </ul>	14.10. The Importance of Evaluating Performance			

<ul><li>15.1. Quality Applied to the Treatments Offered</li><li>15.1.1. Definition of Quality in Dentistry</li><li>15.1.2. Standardizing Processes in the Dental Clinic</li></ul>	<b>15.2. Quality Management Principles</b> 15.2.1. What is a Quality Management System? 15.2.2. Benefits for the Organization	15.3. Quality in Task Performance 15.3.1. Protocols: Definition 15.3.2. Protocols: Purpose of Their Implementation 15.3.3. Protocols: Benefits of Their Implementation 15.3.4. Practical Example: First Visit Protocol	15.4. Tools for Monitoring and Revising Protocols
15.5. Continuous Improvement in Dental Clinics 15.5.1. What is Continuous Improvement?? 15.5.2. Phase 1: Consultancy 15.5.3. Phase 2: Learning 15.5.4. Phase 3: Monitoring	15.6. Quality in Patient Satisfaction 15.6.1. Satisfaction Surveys 15.6.2. Applying Satisfaction Surveys 15.6.3. Improvement Reports	<ul> <li>15.7. Practical Cases of Quality at the Dental Clinic</li> <li>15.7.1. Practical Case 1: Protocol for Managing Emergencies</li> <li>15.7.2. Practical Case 2: Producing a Satisfaction Survey</li> </ul>	<ul> <li>15.8. Managing Safety and Health a Work in a Dental Clinic</li> <li>15.8.1. The Importance of defining the Main Tasks in a Dental Clinic</li> <li>15.8.2. "One Task, One Person Responsible" Productivity Technique</li> <li>15.8.3. Digital Task Managers</li> </ul>
15.9. Standardizing Time in Dentistry Treatments 15.9.1. The Importance of Gathering Time Data 15.9.2. How to Document Time Standardization?	15.10. Research Methodology to Optimize Quality Processes	15.11. Describing a Quality Management Model for Dentistry Services	15.12. Health Audit: Phases

16.1. The Importance of an Appropriate Purchasing Plan	16.2. Responsibilities of the Purchasing Duty in a Dental Clinic	16.3. Efficiently Managing our Warehouse	16.4. Stages in the Process of Purchasing
		<ul><li>16.3.1. Storage Costs</li><li>16.3.2. Safety Inventory</li><li>16.3.3. Registering the Incoming and Outgoing of Material</li></ul>	16.4.1. Searching for Information and Suggesting Alternatives 16.4.2. Evaluation and Decision Making 16.4.3. Follow-Up and Monitoring
<ul><li>16.5. Ways of Running Accounts and Account Management</li><li>16.5.1. Adjusting Order Types to Our Needs</li><li>16.5.2. Risk Management</li></ul>	16.6. Relationship With the Supplier 16.6.1. Types of Relationships 16.6.2. Payment Policy	16.7. Negotiations in Purchases 16.7.1. Necessary Knowledge and Skills 16.7.2. Stages in the Negotiation Process 16.7.3. How to Negotiate Successfully	16.8. Quality in Purchases 16.8.1. Benefits for the Clinic as a Whole 16.8.2. Measuring Parameters
16.9. Indicators of Efficiency	16.10. New Trends in Purchase Management		

7.1. Basic Principles of Economy	17.2. The Balance Sheet 17.2.1. Structure of the Balance Sheet 17.2.2. Assets 17.2.3. Liabilities 17.2.4. Net Assets 17.2.5. Interpreting the Balance Sheet	17.3. Results Research 17.3.1. Structure of the Income Statement 17.3.2. Interpreting the Income Statement	17.4. Introduction to Cost Accounting
17.5. Benefits of Its Implementation	17.6. Fixed Costs in the Dental Clinic 17.6.1. Establishing Fixed Costs 17.6.2. Fixed Costs of a Typical Dental Clinic 17.6.3. Cost/Hour of the Professional	17.7. Variables Costs in the Dental Clinic 17.7.1. Establishing Variable Costs 17.7.2. Variables Costs of a Typical Dental Clinic	17.8. Cost/Hour of a Dental Clinic
17.9. Treatment Costs	17.10. Benefit of the Treatment	17.11. Pricing Strategy	17.12. Introduction to Regression Analysis
17.13. Invoices and Other Payment Documents 17.13.1. The Invoice: Meaning and Minimum Content 17.13.2. Other Payment Documents	17.14. Managing Collections and Payments 17.14.1. Administrative Organization 17.14.2. Managing Collections and Payments 17.14.3. The Treasury's Budget 17.14.4. ABC Analysis of Patients 17.14.5. Unpaid Receivables	17.15. Modes of External Financing 17.15.1. Bank Financing 17.15.2. Leasing 17.15.3. Differences Between Leasing and Renting 17.15.4. Discounts on Commercial Items	17.16. Analysis of the Liquidity of Your Clinic
17.17. Analysis of the Profitability of Your Clinic	17.18. Debt Analysis		

#### 18.1. Basic Concepts 18.2. General Principles 18.4. Medical History 18.3. Patient Care 18.1.1. Definition and objectives 18.2.1. The Principle of Equality Among Patients 18.3.1. Dealing With the Patient 18.1.2. Scope of Application 18.2.2. Priority of the Patient's Interests 18.3.2. Underage Patients 18.1.3. Clinical Act 18.2.3. Vocational Duties of the Dentist 18.3.3. The Practitioner's Freedom of Choice 18.1.4. The Dentist 18.3.4. The Freedom to Accept or Reject Patients 18.6. Professional Secrecy 18.7. Advertising 18.5. Patient Information 18.5.1. The Patient's Right to Clinical Information 18.6.1. Concept and Content 18.7.1. Basic Requirements of Professional 18.5.2. Informed Consent 18.6.2. Extension of the Obligation Advertising 18.5.3. Clinical Reports 18.6.3. Exceptions to Professional Secrecy 18.7.2. Mentioning Titles 18.6.4. Computer Files 18.7.3. Professional Advertising 18.7.4. Actions with a Possible Advertising Effect



This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.



# tech 42 | Methodology

# TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

# tech 44 | Methodology

### Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

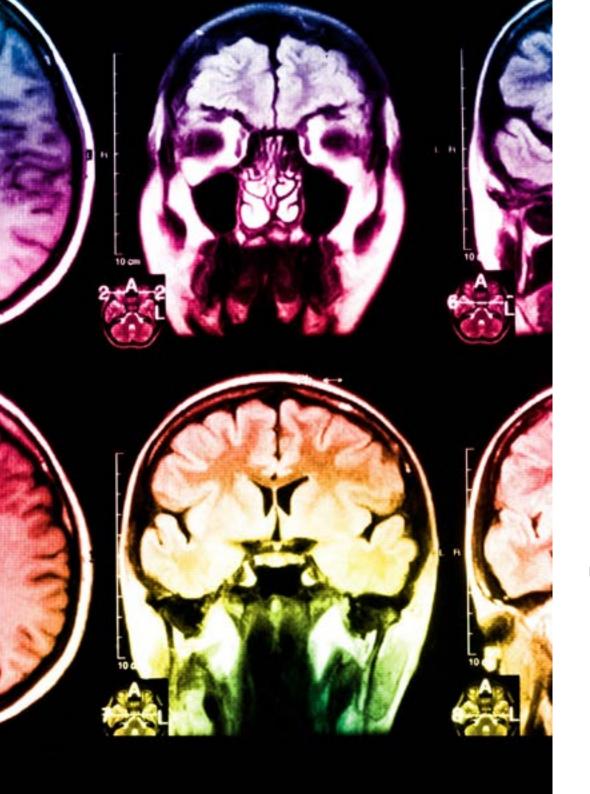
We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.





# Methodology | 45 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and relearn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent elearning, the different elements in our program are connected to the context where the individual carries out their professional activity.

# tech 46 | Methodology

This program offers the best educational material, prepared with professionals in mind:



#### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



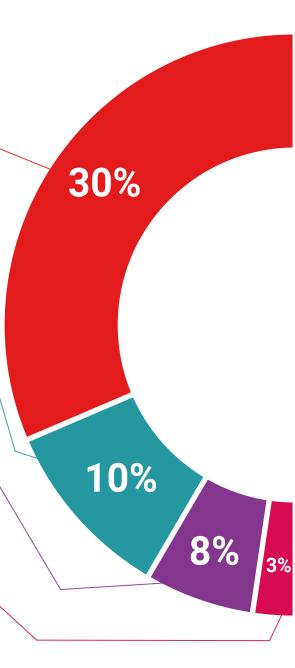
#### **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



#### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

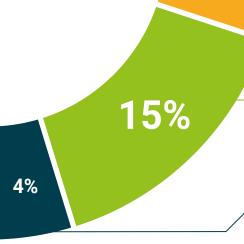


This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

#### **Testing & Retesting**

 $\bigcirc$ 

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.

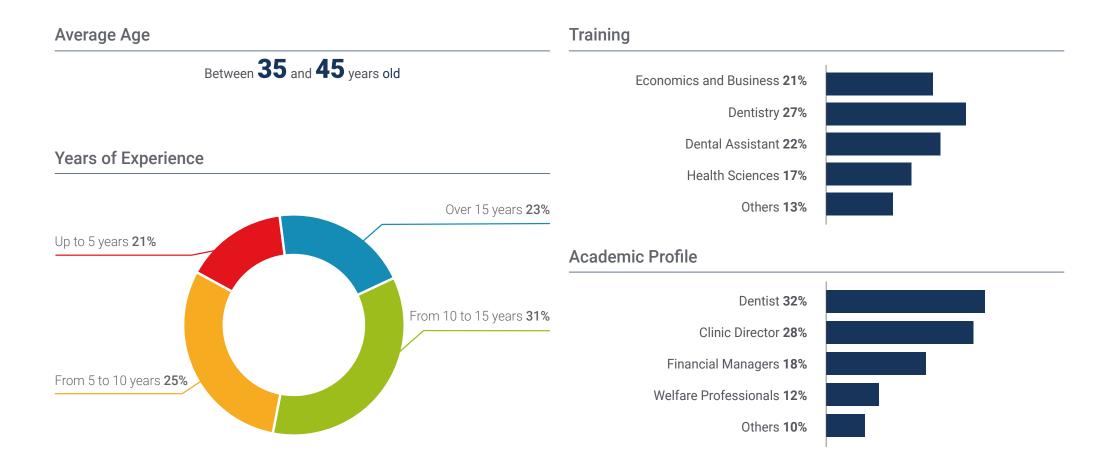


30%

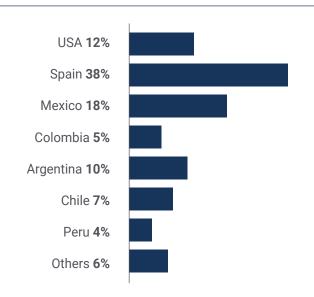




# tech 50 | Our Students' Profiles



## **Geographical Distribution**





# Ms. Elena Jiménez

Director of a dental clinic

"This Professional Master's Degree MBA in Dental Clinic Management has given me the opportunity to specialize in this exciting field, combining it with the rest of my daily duties This has been the step I needed to give my career a boost and, thanks to this, today I run my own dental practice"





#### **International Guest Director**

Chyree Heirs-Alexandre is a Public Health Management Specialist with extensive experience in managing medical office operations. As Director of the Worcester Family Medical Center in the United States, she has worked to improve the health and well-being of Worcester residents. In particular, she has offered her assistance to culturally diverse populations by providing access to social services and primary care. Its goal is to ensure affordable, quality and comprehensive care, regardless of patients' ability to pay.

Her ongoing commitment to Public Health has led her to advocate that health services and policies are geared towards ensuring well-being and quality of life. Following this line, she held the position of Assistant Director in Office Management at Brockton Neighborhood Health Center. In this position, she furthered her skills in coordinating the activities carried out in medical centers.

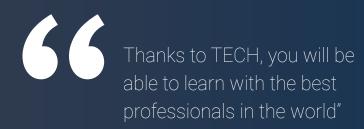
As a specialist in this field, Heirs-Alexandre aims to provide efficient healthcare administration based on the latest organizational tools and strategies. In this regard, she has worked in a wide variety of areas to promote health and prevent disease in communities. In line with this, in 2020 he participated in the vaccination efforts during the COVID-19 pandemic, ensuring access for all people to immunization against this disease.

Some of her main functions have been to collaborate in disease prevention programs and promotion of healthy habits, among others. On the other hand, Chyree Heirs-Alexandre serves as Associate Director and Chief Operating Officer at Harvard School of Dental Medicine. In this position, she is responsible for managing the day-to-day activities and support staff of the center.

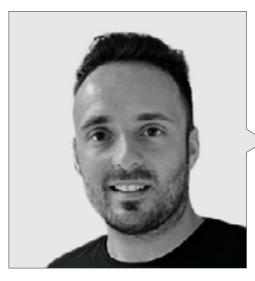


# Dña. Heirs-Alexandre, Chyree

- Chief Operating Officer, Harvard School of Dental Medicine, Boston, United States
- Founder of Orchids in Bloom Credentialing company
- Director of Clinical Operations at the Family Health Center of Worcester, Worcester
- Assistant Director of Practice Management at the Brockton Neighborhood Health Center
- Credentialing Coordinator at Stamford Health
- Credentialing Specialist at NextGen Healthcare
- Healthcare Operations Coordinator at Vein Restoration Center Corporate Medical Industry
- · Clinical Assistant at Stamford Hospital
- Master's Degree in Public Health from Southern New Hampshire University
- Graduate in Healthcare Administration from Charter Oak State College



### Management



#### Mr. Guillot, Jaime

- Entrepreneur and Web3 Investor
- CEO Mergelina Investments
- Chief Operating Officer of Demium Startups
- Co-founder and Chief Strategy Officer of Hikaru VR Agency
- Co-founder and CEO of Drone Spain
- Co-Founder of IMBS Business School
- Founder of the Internet & Mobile Business School
- Founder and CEO of Fight Technologies
- Highly experienced in business creation
- Professor at Bankinter's Master's Degree in Innovation and Business Creation
- Executive Coach certified by the European School of Leaders (EEL)
- Operational Manager. BBVA
- Trainer in leadership and emotional management programs for companies
- Degree in Business Administration and Management UPV
- Industrial Specialization
- Trained in languages such as English, German and Chinese
- Volunteer for the Association of Educational Attention to People with Specific Needs



### Mr. Gil, Andrés

- Postgraduate Diploma in Innovation and Strategic Management
- Director-Manager at Pilar Roig Odontology Clinic
- Co-founder and CEO at MedicalDays
- Postgraduate Certificate in Dental Management and Clinical Management. DentalDoctors Institute
- Postgraduate Diploma in Cost Accounting Valence Chamber of Commerce
- Agricultural Engineer UPV
- Professional Master's Degree in Management and Direction. Michigan State University
- Course in Accounting. Centre for Financial Studies
- Course in Leadership and Team Management. César Piqueras





# Are you ready to take the leap? Excellent professional development awaits you

This Professional Master's Degree MBA in Dental Clinics Administration and Management of TECH Technological University is an intensive program that prepares students to face challenges and business decisions both nationally and internationally. Its main objective is to promote your personal and professional growth helping achieve success

Therefore, those who wish to improve themselves, achieve a Generating Positive Change at a professional level and interact with the best, will find their place at TECH.

A unique program to improve your training in this field.

Achieve the promotion you desire by improving your competitiveness with the completion of this program.

### When the change occurs



### Type of change



# Salary increase

This program represents a salary increase of more than **25%** for our students.

\$57,900

A salary increase of

25.22%

\$72,500





# tech 64 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



### **Intellectual Capital and Talent Growth**

The executive will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.



# Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.



## Building agents of change

The manager will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.



## Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets of the world economy.







# **Project Development**

The manager will be able to work on a current project or develop new projects in the field of R&D or Business Development within their company.



## **Increased competitiveness**

This Advanced Master's Degree will equip students with the skills to take on new challenges and drive the organization forward.





# tech 68 | Certificate

This **Advanced Master's Degree in Dental Clinic Management and Direction** contains the most complete and updated program on the market.

After the student has passed the evaluations, they will receive their corresponding **Advanced Master's Degree** issued **by TECH Technological University** via tracked delivery\*.

The diploma issued by TECH Technological University will reflect the qualification obtained in the Advanced Master's Degree, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional from career evaluation committees.

Title: Advanced Master's Degree MBA in Dental Clinics Administration and Management

Official N.º of Hours: 3,000 h.





<sup>\*</sup>Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

technological university Advanced Master's Degree MBA in Dental Clinics

Administration and Management

» Certificate: TECH Technological University

» Modality: online» Duration: 2 years

» Exams: online

» Dedication: 16h/week

» Schedule: at your own pace

