

Office Manager Academy

The Business of Excellence

Now Accepting Applications!

Office Manager Academy, located in Portland, OR: The Office Executive is trained to understand the business of orthodontics, with the overall mission of taking care of the *people*, not *patients* while building an exceptional team. The Office Manager will be armed with the systems to hire, inspire, and track the business through detailed reports, dashboards, and benchmarks. The truly extraordinary executive will be the voice in the orthodontists' ear to guide and inspire team loyalty, trust and greatness!

The Peniche & Associates Academy is an immersion workshop taught in our conference room with personalized training. Each class is boardroom seating and limited to 8-10 students. This interactive course with informative speakers, panel discussions, and networking opportunities will fill quickly. To submit your application, please give us a call at 503-666-8538.

Each Academy is two days with a continental breakfast, catered lunch, and an afternoon reception on the first day. The course fee is \$1,480.00 per person and includes the following:

- Workbook
- Exclusive Networking
- Three months of Support

Course Hours: Thursday 8:30AM – 4:30PM and Friday 8:30AM – 2:00PM

“The course was above and beyond my expectations. Every moment of the course was completely informative.”

Dana, Bergen Orthodontics

“I feel empowered & armed with confidence!”

Charmaine, Dr. Derek Graff

“Peniche & Associates makes me want to perform at a higher level.”

Mike, Holliday Orthodontics

“You thought of everything! I am amazed!”

Amy, Dr. David McReynolds

“Thankful that I have the tools necessary to fulfill my role as an office manager with confidence.”

Sarah, Dr. David Defay

“Excellent!”

Janet, Dr. Ernest McDowell

“Each member of the Peniche Team has shown professionalism and love in each step of the process. You listen, learn and act on it.”

Neely, Dr. Randy Feldman

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June 22 & 23, 2017 July 13 & 14, 2017 August 17 & 18, 2017

The course fee is \$1,480.00 per person—to include 3 months of post-course support. Each course is two days with a continental breakfast, catered lunch, and an afternoon reception on the first day.

Personal Information		<i>please print</i>	
Name			
Title			
Cell Phone			
E-Mail			
Facebook			
Have you attended any of our private courses or lectures?	<i>If yes, please list them below</i>	YES	NO
How many years have you been with the practice?			
Practice Information		<i>please print</i>	
Doctor's Name			
Practice Name			
Address			
City, ST ZIP			
Doctor E-Mail			
Office Phone			
Website			
Age of the Practice	Number of Staff	Number of Offices/Satellites	
Number of Doctors	Average Monthly Starts		
Practice Goals:			
Are you a Private Client of Peniche & Associates?	YES	NO	
Who may we thank for referring you to the P&A Academy?			

Please e-mail your application to larissa@penicheteam.com (or) fax to 503-666-4937

Card # _____ Exp. Date: _____ CVC: _____



Cardholder Signature*: _____

**By signing, you acknowledge that you have read, understand and agree with the cancellation policy below.*

Academy Course Fee Policy: The course fee is refundable up to 30 days prior to the Academy Course. Cancellations within the 30 days prior to the course will have 50% of the course tuition transferred, one-time only, to the next available course. Your card will not be charged until you have received confirmation of your Academy acceptance.



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