

FINANCIAL MASTERCLASS SYLLABUS

This class will be made up of FOUR 90-minute lectures, and FOUR optional 60-minute office hour sessions. There will be a secret Workplace group for ongoing discussion. Lectures will be available for review in the Uncharted Online school within 48 hours, post session. Some form of "homework" will be assigned at each lecture and due by Sunday evening for office hours. Classes will be Tuesday evenings at 6pm PST/9pm EST. Office Hours will be held Sunday evenings at 4/5/6pm PST/7/8/9pm EST.

WEEK 1 - November 19

Making Sense of Our Practice Numbers (The Basics)

Overview of the basic accounting terms needed for class and the basic financial tools for practice management.

WEEK 2 - November 26

Making Sense of Our Practice Numbers (The Budget)

Budgeting From A-Z

WEEK 3 - December 10 (NO CLASS TUESDAY DECEMBER 3)

Making Sense of Our Practice Numbers (Inventory)

How to manage inventory with a staffing and process plan that supports a healthy inventory budget.

WEEK 4 - December 17

Making Sense of Our Practice Numbers (KPIs)

What are they; what should you be tracking, how often and why. Goal setting for future.

Course Instructors:

Stephanie Goss - Practice Manager, Poulsbo Marina Veterinary Clinic

Jennifer Galvin - Owner, Practice Manager and Chaos Coordinator at Advanced Animal Care

