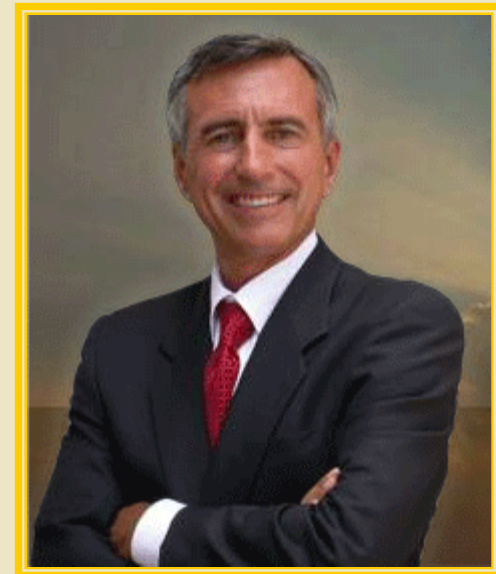


# DAVID SINGER ENTERPRISES

**Presents:**

# The Keys to Success



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# Keys to Success

This program shows you  
how to implement the tools  
that will put  
**order and sanity**  
into office management and  
control your staff with  
*less effort.*



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# Take Charge

- Put *yourself* into more control of staff production and behavior.
- Learn the tools necessary to grow a business *without confusion and chaos*.
- Learn **THE** tools to improve production, handle non-producing staff, know who to keep, who to fire, when to hire, what jobs need to be done and by who.



# Staff

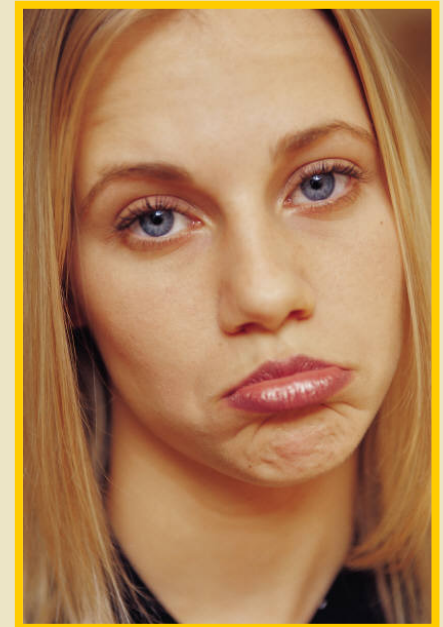
- How do you find an ideal staff member?
- How do you interview?
- What is the candidate's success potential?
- How do you motivate staff?
- What does it take to build a productive and competent team?



# The Cost of Replacing a Staff Member

According to the Resource Development Group, "the cost to replace one staff member earning \$18,000 annually is nearly \$58,000".

A study by the [Institute for Research on Labor and Employment, University of California, Berkeley](#) evaluating the effects of the US Family Medical Leave Act found that "turnover costs for a manager average 150% of salary, including tangible costs of hiring new workers and relocation, and intangible costs such as the new worker's inefficiency and lost productivity while the job is vacant."

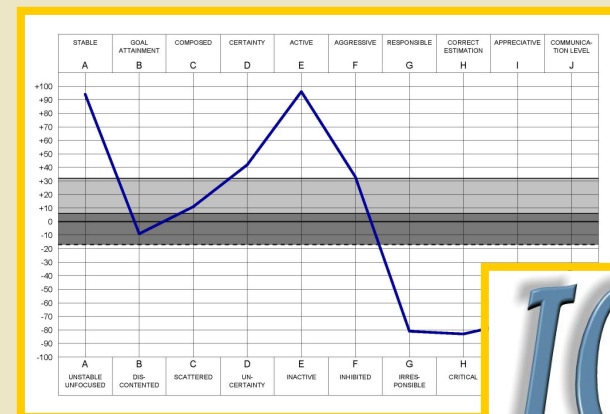


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# Know *Before* You Hire

The Keys to Success Program will show you how to test I.Q., Aptitude and Personality of potential employees, helping you to put together a successful team to build your practice to new levels.



**IQ**



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# Prediction and Control

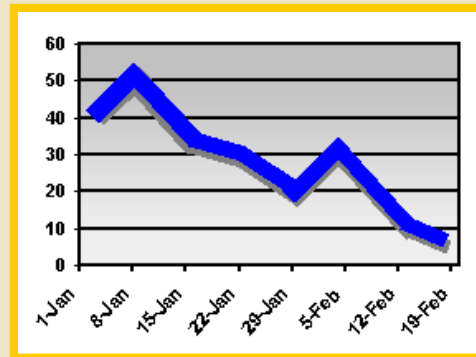
Stable, sustained growth requires *prediction*. To predict and control the growth of a business you need to know what is happening.



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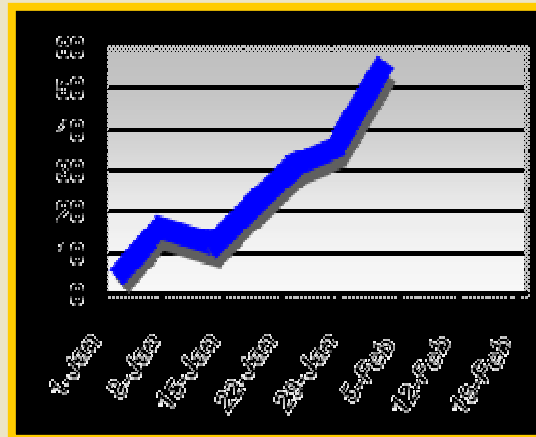
# Low Production



The area of greatest concern in a business is production. If one isn't getting a lot done, a business goes down.



# High Production



To sustain growth, you need to *monitor and control production* and be able to determine what staff you will need and also what they should and should not do.



# The Key

The key to all this is having the *tools of management*.

The Keys to Success Program will give you vital tools to grow, remove stress and maintain expansion while getting yourself and others to produce.



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# Success

“After doing the Keys to Success, I feel like I’ve been given the gift of time. I know how to handle new employees, how to train them, how to do work and not to do the same things twice, and most importantly how to delegate tasks to others to free up more of my time.”

– C.S., DC

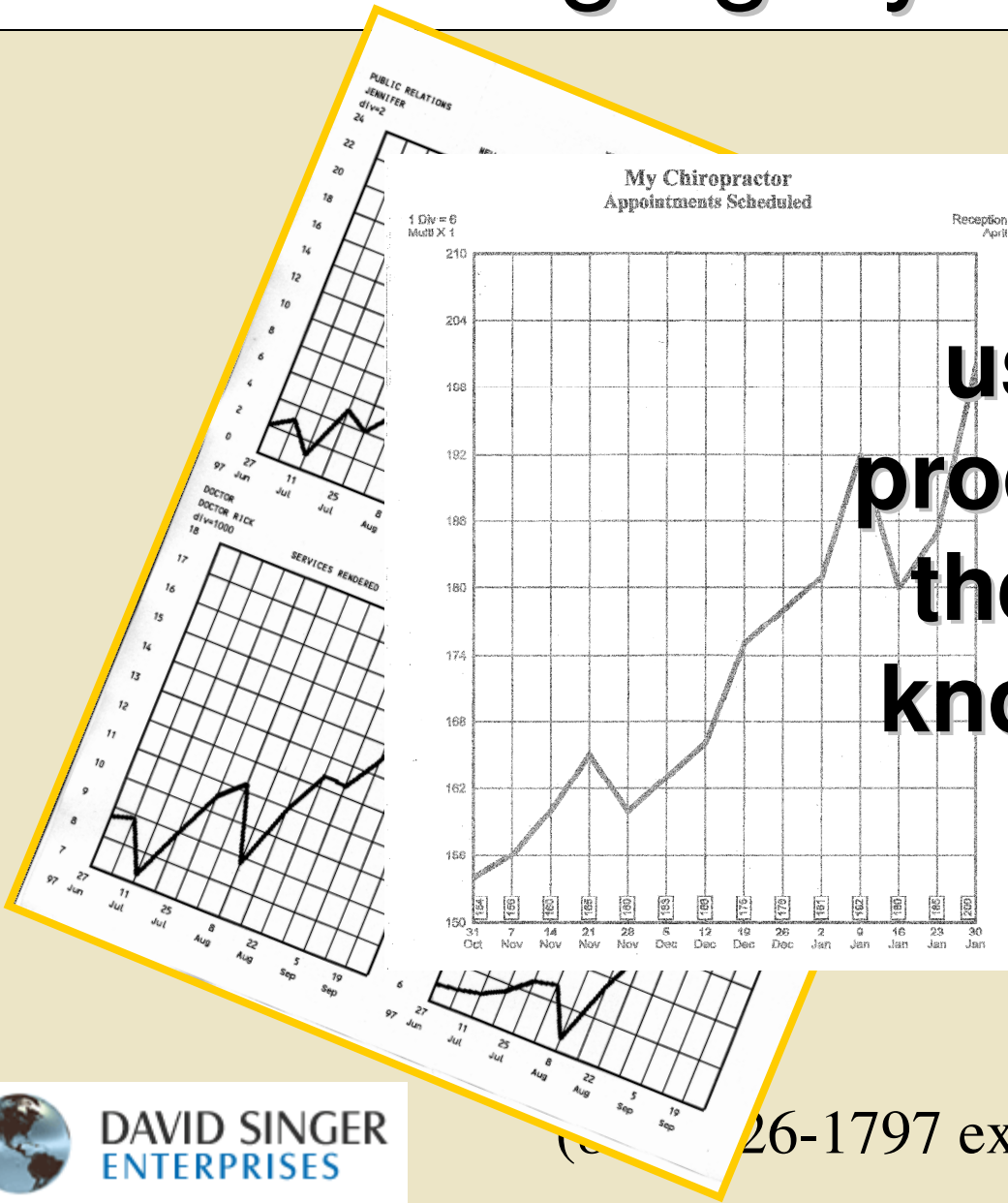


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# Managing By Statistics

**A statistic is used to monitor production. Without them, you cannot know if production is occurring.**



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# Managing By Statistics

**You will learn what statistics to measure.**

**A successful office monitors up to 35 different statistics. You will learn how to get and use this information.**

**You will also learn how to easily and quickly know what is happening in regards to production in all the vital areas of your business.**



# Formulas for Success

- **You will learn how to manage staff to improve their production *without* emotional stress or anxiety!**

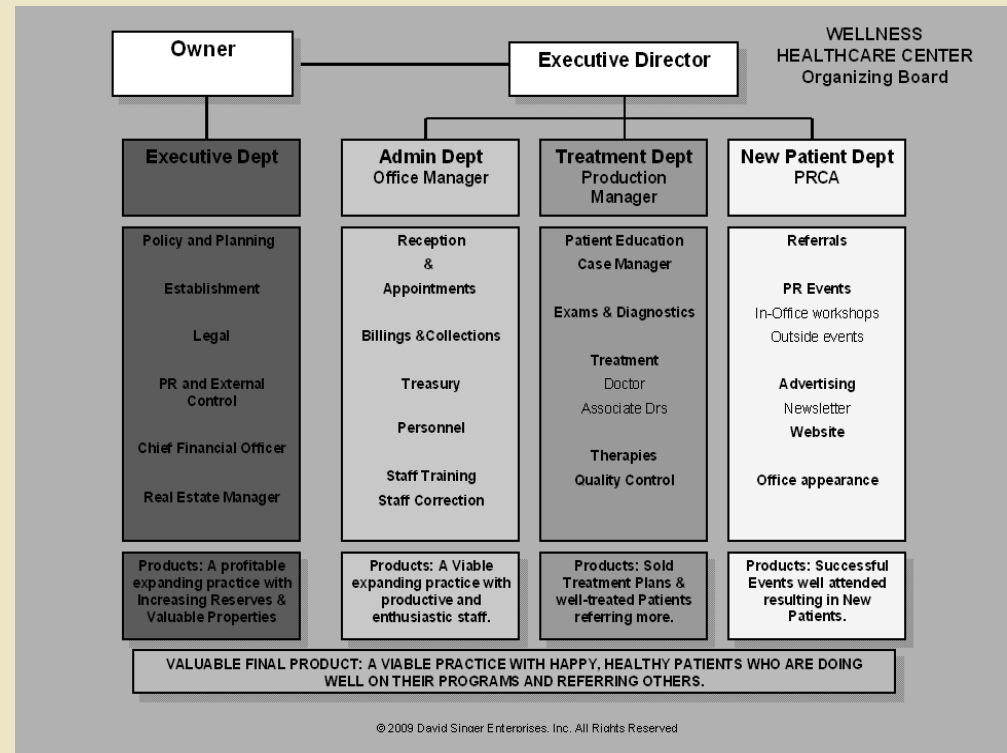
Once you have learned how to determine *what* is happening in your office, we will then introduce you to step-by-step formulas to apply to your staff, yourself and your business to change or improve the conditions of the different people and areas of production.



# Staff Organization

You will have a chart that goes on the wall and shows all the different functions that occur in your business so nothing ever gets dropped out.

From this chart, you will place your staff in different zones or areas so that they can have duties that allow for the MOST production.



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# Success

This weekend blew even my expectations away! If there is any doctor in practice who feels as though his patients are running the practice, if there is chaos at the office, if he or she feels out of control, then this is the program to do! As the wife and Public Relations Manager, I am so thankful for the tools we have learned this weekend. Implementing these tools will revolutionize our practice and our lives!”

- M.D., Office Manager



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You may feel stressed out, not willing or not able to expand, experience staff problems or you may be disheartened with your practice and management in general if you don't have the above mentioned tools established in your practice.



# The Keys to Success

Upon completion of the Keys to Success Program, you will *know* that you can ***successfully*** own any business and ***handle*** any staff you hire.



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# Meet Your Instructor



**GRAHAM PAYNE** is the Deputy Executive Director of David Singer Enterprises, consultant and Public Speaker. Graham is a businessman of wide and varied practical experience which ranges from creating one of the largest roofing companies in Australia, building up various other business, opening offices in Hong Kong and Taiwan to being one of the top business dispute mediators on the planet. For the past 10 years, Graham has been highly successful as a Hubbard® Management Consultant in the USA consulting doctors and traveling to different countries delivering business management seminars.



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# Dr. Daryl Mitruska



This program really helped me gain certainty with my staff. I have hired 2 new associates and I'm again in control of my team instead of the staff controlling me.



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**Would you like to learn how to run a  
Multi-Million dollar practice?**

**Please call Liz to receive a  
consultation and establish if this  
program is right for you.**

**(800) 326-1797 ext. 300**



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