As a health system trainer, it’s your responsibility to help your employees find ways to perform their responsibilities more efficiently. Here are eight easy ways trainers can accomplish this goal:

1. Provide physicians with training on how to interact and work with employees. If physicians have great relationships with employees, employees will be more productive and motivated.

2. Provide administrators with special training on how to keep employees motivated, and on how to provide performance feedback to employees.

3. Provide employees with a training session focusing on tactics they should use to get patients to use your patient portal. When more patients use it to complete simple tasks on their own, such as scheduling appointments, your employees can focus on other things.

4. Ask department managers to hold a special meeting with their team to discuss and analyze their daily tasks. The discussion may reveal overlaps that could be eliminated.

5. Ask your front-of-house employees to interact more with waiting patients. They can ask patients to update medication lists and write down problem lists. This will keep the appointment moving when the patient is in the exam room.

6. Ask each department to set aside a day to focus on getting organized. Identifying the most pressing organizational goals and then working to meet them as a department will help staff stay focused and on-task moving forward.

7. Ask department heads to identify lower-level tasks they are performing that could be delegated to other employees. Make sure their responsibilities make sense.

8. Ask employees for input on how you might be able to help them perform tasks more quickly. They might bring up a great resource or tool that has been overlooked.