

## **Course Programme**



### **Oxford Medical Management and Leadership 3 day course**

Medical management is of growing importance to today's doctors and also tomorrow's consultants. This has been recognised by each of the Royal Colleges with each advocating the relevance and importance of management training during the CCT training programme.

This three-day course provides doctors with an insight into their current skills for managing, whether or not they have a current management role. It focuses on the skills and awareness required to lead and manage within a medical team by varying management/leadership style, communicating and negotiating effectively and understanding how to make best use of the diversity of individuals in the team.

#### **The course venue for our Oxford based course is:**

##### ***The Devere Milton Hotel***

Milton Hill, Steventon

Abingdon, Oxford

OX13 6AF

Tel: +44(0)1235 831474

Plenty of free parking is on site and a hotel booking discount can be obtained if you mention us when you book your accommodation

#### **The course venue for our London based course is:**

##### ***Holiday Inn Hotel***

Coram Street

London

WC1N1HT

**Nearest tube station:** Russell Square 50 meters

**Nearest train station:** Kings Cross, 5 mins walk

For parking and accommodation please contact the hotel which also holds the conference centre

# Oxford Medical 3 Day Management Course for Doctors

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## **Pre-course preparation**

Delegates will receive and be asked to perform two questionnaires on People/Task focus and Leadership style. This will enable you to establish the way you interact in a team environment and understand your preferred leadership and management style

## **Management Course Programme Day 1**

**08:30-9:00** Registration and Coffee

**9.00 – 1.00** Introductory session and personal objectives

Characteristics of successful teams

Team activity

Differences between management and leadership in a medical context

Leadership and management styles

Motivation and engagement

A coffee break will be incorporated into the morning session

**1.00-2.00** **Lunch**

Managing diversity in the team

Using the strengths of personality differences and avoiding conflict

Managing through effective communication and negotiation

Self-awareness – how emotions and attitudes colour behaviour

Communication styles and negotiating strategies

Scenarios for practice

A coffee break will be incorporated into the afternoon session

**5.30** Summary Close of Day 1

## Course Programme Day 2

- 9.00** Recap of Day 1
- Your personal effectiveness – time management
- Performance management
- setting objectives
  - giving feedback
- Effective delegation and situational leadership
- Using a coaching style of management
- A coffee break will be incorporated into the morning session
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- 1.00-2.00** **Lunch**
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- 2.00-5.00** Developing a service – case study
- gathering information
  - making decisions
- Business planning – case study
- what is required in a business plan?
- Action plans
- Group discussion
- A coffee break will be incorporated into the afternoon session
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- 5.00** Summary Close of Day 1

## Management Course Programme Day 3

### **9.00 Leadership and management in the NHS- Understanding the principles from days 1 and 2 and applying them to the medical environment**

Small group tutorials on many essential NHS topics with an expert covering

Choose and book Clinical governance CNST Tooke Report Shipman Alderhey Managing a drunk colleague Risk management Managing stress The NHS plan Nurse practitioners and nurse consultants Practice based commissioning The Bristol scandal. Lessons learnt Change management Revalidation Conflict management NHS Equity and Excellence	The Darzi report The Donaldson report The Eighteen week target The European working time directive Foundation trusts The hospital at night project Assessment of competency NHS structure and finance GMC, affiliates Medical regulation ISTC's NPFIT NICE The Care Quality commission The National Patient Safety Agency MMC 2011 NHS Health Bill
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The objectives of these tutorials are to give delegates an understanding of the current organisational structure of the NHS and the involvement of many regulating and associated bodies. Detailed information on structure, funding and purchasing arrangements within the NHS will be discussed.

Case studies of previous errors that have occurred within the NHS and how these have led to subsequent changes will be addressed

A coffee break will be incorporated into the morning session

### **1.00-2.00 Lunch**

### **2.00- 4.00 Building an alternative NHS – activity session**

- small group activity
- building a NHS from scratch exercise
- followed by a group discussion

A coffee break will be incorporated into the afternoon session

### **4:00-4:30 Course Summary and Close- Certificates and feedback**