

# 1-Day Practical Leadership & Management Course for Doctors

Formed in 2004 Oxford Medical Training is one of the oldest and now one of the largest medical career development companies in the UK, offering a portfolio of training courses including Interview Skills, Teach the Teacher, Leadership and Management, Communication and Presentation Skills Courses.

## Overview of the Practical Leadership & Management Course for Doctors

It can feel like the daily advances in healthcare with limited available resources are accompanied by ever increasing workloads,

pressures and deadlines. The ability for doctors of all levels to effectively manage time, people and resources is therefore imperative.

Inevitably things can, and do, go wrong in healthcare. When they do, the consequences can range from the inconvenient through to the tragic. So lessons must be learned and actions taken to ensure issues

are resolved and improvements implemented. Our Practical Leadership & Management Course for Doctors supports your development in order to meet these challenges. We focus upon getting things done through the management of people, projects and resources.



## What will I learn?

During this one-day course your tutor introduces you to a variety of concepts and models. We know that you want to be able to apply what you learn. We have therefore carefully selected each model to be simple enough to learn quickly, yet powerful enough to adapt to a broad range of situations: from research projects to audit; taking control of your personal development and revalidation process to developing a business case; preparing an essay to critical incident investigation; running an effective meeting and much, much more. **(see over for the key topics covered during the course).**

## The key topics are:

- Root cause analysis
  - establishing what has happened and why it has happened
- Developing aims and objectives
  - defining what you want to achieve as a result of your analysis
- Developing robust, realistic plans
  - preparing how both yourself and others will take action
- Delivery and implementation
  - making it happen through effective delegation, addressing procrastination and managing interruptions
- Time management and personal effectiveness

## Is this course right for me?

Your ability to effectively manage time, people and resources becomes increasingly important throughout your career. These skills take time to develop so it is never too early to begin learning and it is never too late to refresh and explore something new. We therefore recommend this course as suitable for doctors of all levels. In some situations you have a formal, leading role. At other times you are a participant in someone else's project. In addition there are times when you are working entirely on your own. Your tutor takes care to make the various models, concepts and examples relevant to your experience and requirements.

## What is the format?

The course is highly interactive, enabling you to learn from both your experienced tutor and your fellow delegates. This is made possible through our structure, maximum of 18 delegates, hands-on exercises, discussion groups and fresh input. The variety of activities holds your attention from the 09:00 start time through to the end of the day. (Typically 16:30-17:00 dependent on delegate numbers and interaction).

You also receive a copy of our comprehensive new book *Practical Management for Doctors* as part of your delegate package. This supports your learning during the event and also provides an excellent resource for future reference.

## Accredited for 6 CPD points

Our course content is constantly updated ensuring you receive the best and latest information.

## Programme – Practical Leadership & Management Course for Doctors

08:30 Registration and coffee

09:00 **Introductions and clarifying focus for the day**

The course begins with an opportunity for personal introductions, a presentation of the course aims and objectives and some exploration of your own individual learning goals.

### **An overview of time management and getting things done**

After an interactive exercise you will be introduced to the key concepts and frameworks which will be referred to through the day.

### **Conducting an effective review**

Presentation, discussions and activity where you will explore the relevance, processes and challenges involved in conducting a thorough review, (will continue after the break).

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10:40 Mid-morning coffee break - 15 minutes

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### **Conducting an effective review – continued**

Further exploration of the topic.

### **Clarifying Aims – what is required?**

Exploring the importance, approaches and challenges involved in developing effective 'Aims' of all types and levels, including targets, goals, objectives etc.

### **Planning – how will you achieve your Aims?**

You will now build on your learning so far through presentations, discussions and activities focused on methods of developing robust and realistic plans.

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12:45 Lunch break – 45 minutes

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### **Planning – continued**

You will have further opportunity to investigate the subject of planning including all the various aspects to be considered, along with tools and models which can be applied. How will you know your plans are fit for purpose? How do you include others in your plans?

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15:00 Afternoon break – 15 minutes

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### **Taking action**

This sounds like it should be the easy bit.....in this session you will put subjects including procrastination, managing interruptions and delegation under the microscope to find practical solutions to our everyday challenges.

### **Return to review**

Taking stock of what you have experienced, discussed and learned so far we turn our attention to decision making in difficult circumstances and what must be considered when changes are being proposed.

### **Consolidating your learning**

A combination of personal reflection and sharing with your fellow delegates

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17:00    Close

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Please note: all timings are estimates and will be dependent upon group size and levels of interaction.