

CONTINUAL PROFESSIONAL DEVELOPMENT FOR MANAGERS

DRAFT (half day) PROGRAMME

- 01.30 An Introduction to CPD (what is it? Who's responsible for it?); the Programme and each other. Individuals complete a CPD form as part of this exercise.
- 01.45 **Benefits**
- [15m] Each cell highlights up to five, main benefits of CPD for one of the following groups:
- Practice Managers
 - The Practice
 - The Patients (and the Public)
 - Others e.g. the NHS, Local Authorities, Private Industry, Local Neighbourhood
- [30m] Groups present ideas; Facilitator adds/confirms with four pre-prepared slides
- 02.30 **Process**
- [15m] Each cell produces a 'best practice' flow chart on the wall of the process involved in effective CPD [using a series of words and phrases provided by the facilitator e.g. Personal Development Plan, Record learning, review practice]
- [15m] Facilitator provides an option for the ideal process. Cells lend additional learning or alterations as they see fit
- | | |
|-----|----------------|
| 3pm | Tea and Coffee |
|-----|----------------|
- 03.15 **Practice – Tools, Techniques and Tips**
- [10m] [Group share their thoughts on the pitfalls and opportunities for CPD in practice. Others are lent by the Facilitator.]
- [15m] Cells present a single, three point, flip-chart poster of their best ideas for solving the practical challenges of one of FOUR major headings e.g.
1. Developing the Expertise
 2. Identifying and Prioritising Your Needs
 3. Finding the Resources
 4. Making CPD Worthwhile.
- If more than four headings are produced, an 'open space' forum might be run.
- [15] Facilitator reviews advice with the group, lending any additional ones.
- [20] Together / Individuals produce 'top tips' for their practice.
- 04.15 **Your Outstanding Question: Speed Counselling**
- Delegates highlight one burning question they have around 'making CPD work'. Delegates split into two groups. On a one-to-one basis and only for one minute, the first group 'counsels' the other, and vice versa.
- 04.25 Summary of Learning, Evaluation & Individual CPD (take away actions)
- 04.30 Close of Workshop

