

# The WorkLife Balance Company

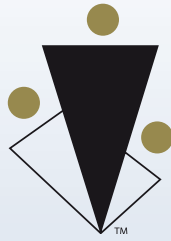


## PROFESSIONAL DEVELOPMENT COURSES FOR DOCTORS



**FOR DOCTORS OF ALL GRADES**

[www.wlbco.co.uk](http://www.wlbco.co.uk)



Email: [admin@wlbc.co.uk](mailto:admin@wlbc.co.uk)

# PROFESSIONAL DEVELOPMENT COURSES FOR DOCTORS OF ALL GRADES

Delivered on-site by our experienced consultants at your  
Trust/Deanery/Education Centre or local venue

Courses suitable for:

**FOUNDATION YEARS 1 AND 2**

**SPECIALIST TRAINING ST1 – ST7**

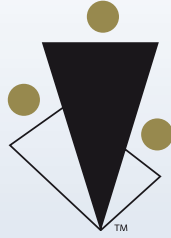
**SAS DOCTORS**

**CONSULTANTS**

**Full Day Course (Module 1)                      £595                      per course\***

**Half-day skill-specific modules                      £350                      per course\***

\*Courses suitable for up to 20 doctors



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## **PROFESSIONAL DEVELOPMENT DAY (MODULE 1)**

### **9:30am LEADERSHIP AND PROFESSIONALISM**

Leadership theory and styles assessment questionnaire.  
Qualities of effective leaders; vision and accountability,  
management by objectives and the importance of execution.

*Tea and Coffee*

### **11:00am GOAL-SETTING**

How to get what you want! This is the Master Skill of professional development.  
Why 97% of people don't set goals. Why you might decide to.  
Practical exercises: 'My perfect Day' and '10-year ideation'

Lunch

### **1:00pm TIME MANAGEMENT**

How to get control of your time and your life. The complete personal organisation system. How to get organised, overcome procrastination and start on your major life and work projects

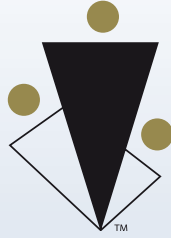
*Tea and Coffee*

### **2:15pm COMMUNICATION SKILLS**

How to influence and persuade others.  
Communication styles assessment questionnaire.  
Active listening, building rapport and interpreting body-language.

### **3:30pm SUMMARY DISCUSSION AND CLOSE**

Call on 01524 793936 for more details



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## HALF-DAY MODULES

### DEVELOPING LEADERSHIP (MODULE 2)

The modern NHS is acutely aware of the importance of leadership training and in this session, time will be spent examining the principles of effective leadership and learning how to apply them in medical practice.

### PRESENTATION SKILLS (MODULE 3)

Time will be spent looking at the principles involved in the preparation, structure and delivery of both professional and medical case presentations. Doctors will learn how to cope with the inevitable nerves these situations can initially generate.

### TIME MANAGEMENT (MODULE 4)

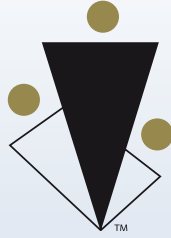
Attendees will learn how to make every minute count as they maximise preparation and planning time to get well organised, overcome procrastination and effectively manage their workload.

### CV WRITING AND INTERVIEW SKILLS (MODULE 5)

How to get your next promoted post! Doctors will learn how to write a compelling CV to become short-listed and then how to favourably impress at the interview to get the job that they really want.

**£350 PER COURSE**

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## **HALF DAY MODULES**

### **MANAGING STRESS AND IMPROVING WORK-LIFE BALANCE (MODULE 6)**

Doctors will learn the two-step approach for achieving healthy work-life balance and whilst no one is immune from the effects of stress, they will develop coping strategies to recognise and minimise negative impact.

### **TEACHING AND COACHING SKILLS (MODULE 7)**

Attendees will discover the different ways in which people learn and how to design teaching sessions to maximise comprehension and retention. Time will be spent looking at learning styles, audio visual aids, delivery techniques and one to one coaching.

### **NEGOTIATION AND CONFLICT RESOLUTION (MODULE 8)**

We all negotiate and face conflict much of the time, both at work and at home. Doctors will learn how to negotiate effectively and use powerful techniques for avoiding and resolving work-related conflict.

### **BUSINESS PLANING FOR THE NHS (MODULE 9)**

In this session, doctors will learn the 8 step plan process for producing a sound business plan within current NHS frameworks. Working in groups, they will have opportunity to produce a business plan summary based a real-life case scenarios.

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## **COMMUNICATION SKILLS (MODULE 10)**

How to influence and persuade others. In this session, attendees will develop listening skills and learn how to use primary communication modes as well as interpreting body language to improve their ability to communicate effectively with patients and colleagues.

## **CONDUCTING APPRAISALS (MODULE 11)**

As the building block of revalidation, appraisal is crucial to career development. Course members will learn how to carefully prepare and negotiate effective appraisal interviews when both appraising and being appraised.

## **MANAGING CHANGE (MODULE 12)**

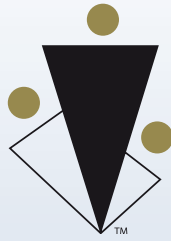
Attendees will learn the importance of the four key success areas in effectively managing change. Pressure for change, shared vision, capacity for change and the necessity of effective execution. Theory will be applied to real-life situations and help demonstrate the essential difference between 'Change masters' and 'Change victims'.

## **EFFECTIVE TEAMWORKING (MODULE 13)**

Doctors will be introduced to team and small group theory and dynamics and the 4 stages of Team development: Forming, Storming, Norming and Performing, with the development of team roles. Time will be spent looking at the characteristics of effective teams; Collective Vision followed by execution and effective intra-group communication.

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**£295 PER HALF-DAY COURSE**

\*Fees include refreshments and all course materials

**Courses are run at our office  
near Preston**

**5 minutes from Junction 33, M6**

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# The WorkLife Balance Company



## PROFESSIONAL DEVELOPMENT COURSES FOR DOCTORS

- **VALUE FOR MONEY**
- **FLEXIBLE DELIVERY OPTIONS**
- **CONVENIENT - DELIVERED ON SITE**
- **CPD CERTIFICATION AVAILABLE**
- **EXPERIENCED CONSULTANTS**
- **COURSES TAILORED FOR NHS DOCTORS**

Call now on 01524 793936 Or  
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