



Professional development for clinical teachers

## Enhancing your appraisal skills

**Dates: Wednesday 17 February 2010 (09:00 – 13:00)**

Repeated on:

**Tuesday 16 March 2010 (09:00 – 13:00)**

**Fee: £40.00**

**Venue:** This workshop will take place at a venue in central London

### Course content and aims:

This interactive, half-day workshop explores methods for increasing the effectiveness of appraisal as a developmental tool within a busy clinical environment.

*This will be relevant to anyone who has responsibility for appraising their Consultant colleagues including directors of medical education, educational leads, college tutors and programme directors.*

- A refreshing half-day on enhancing your appraisal skills
- How to be more effective in developmental conversation
- How to give difficult feedback
- An opportunity for professional development with peers

### Teaching methodology

- Interactive group work focussing on work based teaching and learning

**Eligibility:** This course will be particularly relevant for:

- Consultants with an educational supervisor role
- Directors of medical education
- Educational leads, college tutors and programme directors

**This course relates to the following areas of the London Deanery Professional Development Framework for Supervisors:**



Supporting and monitoring educational progress



Guiding personal and professional development

CPD points will be available for this course and will be stated on course attendance certificates

**Cancellation / fee policy:** Cheques will be processed in advance of the course.

Non-attendance on the day or cancellations made 14 days or less prior to the course will result in the cheque payment being retained by the Deanery.

**Enquiries:** Email: [facultydevelopment@londondeanery.ac.uk](mailto:facultydevelopment@londondeanery.ac.uk) Tel: 020 7866 3133

# Enhancing your appraisal skills

17 February 2010

16 March 2010

## How to book:

Please select above which date and session you would like to attend and return this form\* with your cheque payment to:

Faculty Development Unit, London Deanery, 2nd Floor Stewart House  
32 Russell Square, London, WC1B 5DN

**Fee:** £40.00

**Cheques:** Payment is currently accepted via cheque only, made payable to:  
"University of London, No 5 account".

**Enquires:** Tel: 020 7866 3133 Email: [facultydevelopment@londondeanery.ac.uk](mailto:facultydevelopment@londondeanery.ac.uk)  
Web: [www.londondeanery.ac.uk/facultydevelopment/short-courses](http://www.londondeanery.ac.uk/facultydevelopment/short-courses)

<b>Title:</b>	<b>First name:</b>	<b>Last name:</b>
<b>Job title (inc Speciality)</b>		
<b>Organisation name (Trust/PCT/other)</b>		
<b>Correspondence Address</b>	Your cheque will be returned to you if the course is fully booked	
<b>Email Address</b>		
<b>Contact number</b>		

**Declaration:** I confirm that (please ✓)

- I have enclosed a cheque payment for £ 40.00
- I have read and accepted the cancellation/fee policy stated below
- I am involved in teaching and training on behalf of the London Deanery.

**Signature** ..... **Date** .....

## Cancellation / fee policy:

Cheques will be processed in advance of the course.

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## Eligibility:

London Deanery – Faculty Development courses are only available to those clinicians who are teaching/training on behalf of the London Deanery.

\* Information supplied will be stored appropriately in accordance with the Data Protection Act (1998). Please note we may share information regarding your attendance record with your Trust. To request that we do not pass on this information to your Trust, or to request further clarification, please contact us at the details above.