

THE CAREERS UNIT

Providing careers support for London Doctors

Careers Support Training Workshops 2010/2011 – Available to book now!

The London Deanery's Careers Unit has scheduled further dates in 2010 for the Careers Support Training Workshop.

The aim of this practical half day workshop is to equip faculty with the skills and knowledge that they need to assist trainees with their choice of specialty.

You will receive 3 CPD points for your attendance.

Outline

The aim is to equip participants with

- an understanding of the 4 stage framework for providing careers support
- an understanding of the key skills that underpin effective careers support
- knowledge of relevant careers resources
- a commitment to embedding careers support in the foundation programme
- an opportunity to discuss situations where the provision of careers support has been more problematic

Who should apply?

This workshop is aimed at those who have a role in supervising trainees who are preparing to make a specialty choice. This workshop is relevant for those who supervise foundation trainees and core medical trainees as well as Directors of Medical Education, Faculty Careers Leads and Medical Education Managers.

Workshop dates

Full details of the workshop venue will be emailed to you when your place has been confirmed. All venues will be situated in central London, zone 1. **Each scheduled date has one morning (10 am-1 pm) session.** Lunch will be provided on the day (1 pm – 2 pm).

- **Wednesday 17 November 2010**
- **Tuesday 25 January 2011**

Fee

£40 –Cheque to be made payable to 'University of London No.5 Account.' Payment is accepted by cheque only. Please note that £40 is a payment and not a deposit.

How to book and pay

The booking system operates on a first come first served basis

Please return this booking form via post with your cheque payment for £40 made payable to 'University of London No.5 account' to:

Ran Lee, The London Deanery, The Careers Unit (ST203), Stewart House, 32 Russell Square, London, WC1B 5DN

Enquiries: Tel: 020 7866 3242
Email: ran.lee@londondeanery.ac.uk

Name		
Full Job Title		
Trust/Organisation		
Correspondence Address	*cheque will be delivered to this address if the course is fully booked	
Email	*all course related material will be sent to you by email	
Contact Number		
Dietary Requirements		
Available Date *Please tick the available date	Wednesday 17 November 2010 Tuesday 25 January 2011	am <input type="checkbox"/> am <input type="checkbox"/>

Confirmation and further instructions

Upon receipt of application we will confirm by email to let you know if you have secured a place. Full details of the course and joining instructions will be sent out four weeks prior to the course date starting.

If we are not able to offer a place, your cheque will be returned to you by post.

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

Signature **Date**

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.

* 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.