

## SUPERVISION SKILLS FOR CLINICAL TEACHERS: CONVERSATIONS INVITING CHANGE

**05 November, 19 November & 03 December 2010**

**Delegates must attend all three days of the course**

**Fee: £150.00** (*An additional, separate cheque deposit of £150.00 will also be required, which will be returned to delegates on the 3rd day of the course*)

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






Good supervision means looking after people, not just looking over their shoulders. It is about creating time and space to help people reflect on their encounters with patients, colleagues and managers. Supervision skills depend on active listening and often on the focused use of questions in order to challenge people to think about new ways of dealing with stuck or difficult situations. Supervision skills are useful in vocational training, appraisal, mentoring, self directed learning groups, and in enhancing your own consultation skills.

This **three-day** course offers an extended introduction to 'conversations inviting change'. It is suitable for people who have completed a one-day workshop at their trust or the Deanery, or who want to do the course because of an interest in conversational skills for supervision.

As well as providing opportunities for skills practice, there is some theoretical teaching and a certain amount of set reading before the course and between sessions. The course is based on participants' own working experience. Please come expecting to talk about current cases and dilemmas with patients, trainees, colleagues and teams.

**Please note that this is not a comprehensive course in how to be a clinical or educational supervisor, but it will equip you with essential conversational skills for those roles. This course does not cover the contents of the Gold Guide (e.g. roles and responsibilities of educational supervisors) or the 'nuts and bolts' of MMC (e.g. curricula or work-based assessment).**

### The course relates to the following areas of the London Deanery Professional Development Framework for Supervisors:

- |   |  |
|---|--|
|  Ensuring safe and patient care                |  Establishing and maintaining an environment for learning |
|  Teaching and facilitating learning            |  Supporting and monitoring educational progress           |
|  Guiding personal and professional development |  |

**Cancellation / fee policy:** Cheques will be processed after the first day 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 3173

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**How to book:** Please select a course above 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: £150.00** - Payment is currently accepted via cheque only, made payable to: **“University of London, No 5 account”**. Please note that an additional separate cheque, refundable deposit is also required with the booking form. This will be returned upon completion of the course and attendance for the full three days.

**Enquiries:** Email: [facultydevelopment@londondeanery.ac.uk](mailto:facultydevelopment@londondeanery.ac.uk) Tel: 020 7866 3173

Contact details:			
<b>First name</b>		<b>Last name</b>	
<b>Job Title (Inc Speciality)</b>			
<b>Organisation (GP Surgery/Trust/PCT)</b>			
<b>Correspondence address</b> <i>Pre-course reading will be sent to this address</i>			
<b>Email</b>			
<b>Dietary requirements</b>		<b>Tel No.</b>	

Please tick the following roles that apply to you:			
<b>Prospective GP trainer</b>	<input type="checkbox"/>	<b>GP Programme Director</b>	<input type="checkbox"/>
<b>GP Trainer</b>	<input type="checkbox"/>	<b>Workshop Convenor</b>	<input type="checkbox"/>
<b>Deanery GP Tutor</b>	<input type="checkbox"/>	<b>Educational Supervisor (F2)</b>	<input type="checkbox"/>
<b>Associate Director</b>	<input type="checkbox"/>	<b>GP Appraiser</b>	<input type="checkbox"/>
<b>Other (please give details)</b>	<input type="checkbox"/>	<b>Consultant</b>	<input type="checkbox"/>
			<b>Mentor</b>
			<b>Retainer Educational Facilitator</b>
			<b>Dental Advisor</b>
			<b>Dental Trainer</b>
			<b>SpR / StR</b>

Where did you hear about the course?			
<b>Colleague</b>	<input type="checkbox"/>	<b>E-advert from London Deanery</b>	<input type="checkbox"/>
		<b>London Deanery website</b>	<input type="checkbox"/>
<b>Other (please give details)</b>			

Additional information			
<b>Reasons for wishing to attend the course</b>			
<b>Declaration: I confirm that (please ✓)</b>	<input type="checkbox"/>	<b>I have enclosed a cheque payment for £ 150.00 and another separate cheque refundable deposit for £150.00 (payable: “University of London No 5 Account”)</b>	
	<input type="checkbox"/>	<b>I have read and accepted the cancellation/fee policy stated below</b>	
	<input type="checkbox"/>	<b>I am involved in teaching and training on behalf of the London Deanery.</b>	
<b>Signature</b>		<b>Date</b>	

**Cancellation / fee policy:**

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.