



## Job Planning and Negotiation Skills, With Effectiveness, Decision Making and Communication webinar

**6** external CPD points

We are working with NHS England, East of England to provide this webinar, and this course is open to all SAS and LED doctors ONLY from this region.

### Introduction

The morning part of this programme includes many of the key elements of job planning and negotiation. It also contains exercises designed to demonstrate how to put theory into practice.

The afternoon will address many of the issues faced by trainees around self-management to ensure efficiency and effectiveness by working through the 4 quadrants of time management. Specifically, this interactive and engaging course will help to improve communication skills by applying a model of breaking bad news whilst recognising the barriers and solutions of the key elements of effective communication. The process of decision making and involvement of the multi-disciplinary team will be discussed including observation of group dynamics.

### Course Structure

- Live webinar
- Date and timings: 19<sup>th</sup> March. 10am – 12.30pm AND 1.30pm – 4pm.
- Link: <https://www.eventbrite.co.uk/e/job-planning-negotiation-skills-effectiveness-and-decision-making-tickets-793074967577>

### Course Objectives

- To review the principles and purpose of job planning: good practice and national guidance.
- To understand how job planning fits into the SAS doctors' contract
- To understand the process of job planning, including objective setting, annual review and how this links to appraisal
- To understand the role and principles of negotiation in obtaining the best outcomes for doctors and the service. To discuss the importance of preparation prior to the job planning meeting
- To consider potential problems and solutions to these
- To review the key principles of negotiation and how to manage a challenging job planning discussion
- To understand the importance of improving effectiveness and managing our time effectively
- To review the process of decision making and involvement of the MDT, recognising group dynamics
- To understand the key elements of communication, discussing the barriers and solutions
- To practise breaking bad news, having worked through a basic model

To book onto this programme please use the eventbrite link. For technical queries please contact:

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