

Inspire Change Workshops



Inspire Change Limited

Inspiring people, Inspiring change

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Home Strait

25/35 words:

What is it?

A practical, hands on course, which gives the delegates interview practice in front of a panel comprising real Consultants, Professors and other key NHS personnel.

150 words:

What is it?

This is a practical, hands on course, which gives the delegates practice in front of an interview panel. The candidates get individual feedback with their CV, and interview practice in front of a panel comprising real Consultants, Professors, and other key NHS personnel.

Preparing for an interview can be very stressful at any time. It is especially nerve wracking when a key career move depends upon a successful outcome. At interview, candidates will be expected to condense years of experience and skill into a short amount of time and create the right impression.

Delegates start the interview with a presentation, followed by the interview itself. At the end of the interview they get feedback from all of the panel members. The whole thing is filmed, and each delegate gets their tape to keep after the course.

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CV and Interview Skills

25/35 words

What is it?

A practical, hands on course, which gives the delegates insight into what interests an interview panel. They get help with their CV, lectures on preparation, dress code and how to answer difficult questions.

150 words

What is it?

A practical, hands on course, which gives the delegates insight into what interests an interview panel. They get help with their CV, lectures on preparation, dress code and how to answer difficult questions.

Delegates get advice, handouts and useful tips on:

- Likely Interview questions
- How to construct a winning CV
- Writing a successful letter of application
- Who to visit before the Interview, and what questions to ask
- How to present at the Interview
- Who makes up panels, and their favourite topics for questions
- The three things most people forget that will double their chance of getting the job

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Chairing National and International Meetings

25/35 words

What is it?

Chairing a large meeting is a great challenge, which if met successfully can develop your management and leadership skills. This workshop will explore the personal attributes and skills needed to be a successful Chairman.

150 words

What is it?

Chairing a large national or international meeting may seem like a daunting task when first asked. It is also a great challenge, which if met successfully can add to management and leadership skills.

This workshop will explore some of the personal attributes and skills needed as an individual to help in the role of Chairman:

- How to make welcome comments and give 'housekeeping' advice.
- How to start and finish on time.
- How to keep speakers to time.
- How to fill in between speakers.
- How to take charge if there is a problem.
- How to facilitate an equal and unbiased airing of opinion without getting personally involved.
- How to end the meeting.

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Negotiating and Influencing Skills

25/35 words

What is it?

This workshop will show how to use practical techniques to ensure lasting, successful negotiations and how to ethically influence a wide range of people – colleagues, trust management, team members and even teenagers!

150 words

What is it?

What can you do when you all you hear is 'No'? How can you persuade others to your point of view? Do you leave negotiations feeling that you got too little and the other party got too much? This workshop will show how to use practical techniques to ensure lasting, successful negotiations and how to ethically influence a wide range of people – colleagues, trust management, team members and even teenagers!

This workshop also examines why we “follow the crowd”, how we can gain real commitment from others, and how to add value to our goods and services. In our experience, delegates really enjoy this course, which is highlighted with real life examples from both the NHS and the wider world. They are encouraged to work interactively to develop their own techniques and case studies and to share ideas with other delegates.

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How to Speak Management

25/35 words

Increasingly, Consultants have to deal with managers who work in the hospital and in the PCT. In this fun workshop, we teach you how to speak 'management', and what drives this much misunderstood species!

150 words

What is it?

Driving change forward and improving your service means much more communication with that much maligned and often misunderstood species, the 'manager'. Frighteningly, they seem to speak a different language from us, and are apparently driven by different things, like budgets and targets.

Even more frightening is that managers seem to speak a different language from us, one that is full of jargon and three letter acronyms. In this fast paced, fun and interactive workshop, delegates will:

- Learn what drives managers, and where we can most effectively work with each other
- Learn 'manager speak', including a handy glossary of over three hundred manager terms and what they really mean
- Help develop a system of working with managers that helps both them and us achieve our aims

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Innovating in Practice

25/35 words

What is it?

Coming up with what needs changing is one thing. Carrying it out is quite another! This workshop gives you tools to help you manage stakeholders, lead meetings and work effectively in multi-disciplinary teams.

150 words

What is it?

You have discovered what you need to do to improve your service. You have involved all stakeholders, budgeted, planned effectively and communicated widely. This workshop covers the 'what happens next?' section: It is all very well planning change, but how do we carry it out? In a fast-moving workshop full of hints and tips we give you the tools to manage stakeholders and their expectations, lead meetings (even when you may not be in charge) and work effectively in multi-disciplinary teams. By the end of the workshop, you will be able to:

- Develop stakeholders' expectations and communicate progress with them so they feel involved.
- Plan and carry out meetings that will achieve the desired results, even though you may not be chairing the meeting.
- Ensure Multi-Disciplinary teams set and achieve their objectives without falling out with each other!

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Motivating and Getting the Most Out of People

25/35 words

What is it?

What can you do when your team has run out of energy or motivation? This workshop will give you an insight into team roles and how the wrong mix can be disastrous.

150 words

What is it?

We all work as part of a team, but sometimes it can feel as though the team is working against your interests. This is an insightful, fun and outcomes orientated workshop, which examines how teamwork develops, how it fails and how to build a successful team. We will use a series of interactive team building exercises to demonstrate the pitfalls of ineffective teamwork and to explore the differences between a team and a group. After a lively, interactive feedback session, we will highlight the 10 influences that typically exist within a team and highlight positive working practices for every member of the team.

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Meeting the Challenge of Change

25/35 words

What is it?

In this highly interactive workshop we learn to how enable change by initiating audits, benchmarking, managing budgets and meeting the challenge of payment by results and practice-based commissioning.

150 words

What is it?

Planning and meeting the challenge of change in our service involves many complex areas, some not traditionally seen as part of the nurse's role. In order to ensure that the right change is implemented, we need to learn how to carry out some things and learn about others. In particular, the fast changing world of primary care will affect us as never before.

In this case study based, fun and highly interactive workshop, delegates will learn:

- How to plan for and carry out effective audits that make a real difference to patients and their experience of our service.
- How to ensure that we are communicating with, and 'keeping up' with what is going on elsewhere.
- How to make the best case for primary care and the new impact of practice-based commissioning.
- How patient choice and payment by results can be used to enhance our service and protect us from the 'competition'.

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Creating an Effective Business Case

25/35 words

What is it?

Creating an effective business case is a challenge. This workshop will help you to assess your strategic direction and approach and will give you the basic structure of a new business plan to develop.

150 words

What is it?

Creating an effective business case is a challenge. This workshop will help you to assess your strategic direction and approach and will give you the basic structure of a new business plan to develop.

A workshop full of insights, this effective planning workshop will help teams work together to ensure that they have planned effectively for the future. We work on many aspects, including one we hear all too often from NHS customers - "Why bother planning? The rules will only change anyway". We cover why, even in an environment where the goalposts are constantly shifting, it is crucial to plan effectively- or you risk losing your influence and things start to go downhill.

The workshop also covers such key areas as communication, cost control, patient throughput, working in multi-disciplinary teams and using your team members most efficiently to get the best results.

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Chairing Meetings for Success

25/35 words

What is it?

We spend a lot of our working lives at meetings. Often these meetings seem to be a waste of our valuable time. So, how can you effectively manage a meeting (even when you're not in charge)?

150 words

What is it?

We spend a lot of our working lives at meetings. Often these meetings seem to be a waste of our valuable time. Meetings start late, there is no published agenda, the people who really need to be there often aren't, no decisions are made and the meeting never seems to have an end in sight. So, how can you effectively manage a meeting (even when you're not in charge)?

After attending this workshop, you will be able to:

- Know how to make meetings more effective and productive.
- Agree what is proper behaviour during meetings, and know what to do about bad behaviour when it happens.
- Know how to make outcomes drive our meetings, rather than inputs.
- Have in place a personal action plan which will help to make meetings more effective immediately.
- Appreciate and utilise the benefits of facilitating meetings, rather than just chairing them.

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Time Management

25/35 words

What is it?

There are only 24 hours in each day and so what we need to improve is our self management and our management of others. What 'steals' our time and what can you do about it?

150 words

What is it?

It is a symptom of today's NHS that we often find ourselves going from one crisis to the next. So much so, that we begin to pride ourselves on the ability to handle problems, difficulties and crises. In doing so, we lose sight of our priorities. We may even spend time fulfilling objectives set by others who may have little idea about our workload.

This workshop will provide an opportunity for the objective assessment of your time management skills and help you develop a Personal Action Plan in order to improve the situation. You will be able to:

- Understand how you manage your work
- Understand your own personal time management issues
- Discover what 'steals' your time
- Put in place a Personal Action Plan that will be useful and practical

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Business Planning

25/30 words

What is it?

This workshop will help you to plan effectively for your business needs, even in a fast changing environment. You will be able to write an effective business plan, using the template provided.

150 words

What is it?

This workshop will help you to develop a method of business planning that can be reproduced back at work or in other bodies in which you play or work. We need to business plan so that:

- We can plan what resources we need
- We can become more proactive to changes in our environment
- We can spot trends and work with them
- We can get what we want and deliver what others need

We will show you how to use a business planning template, so that you can create effective business plans that are fully researched and have clear objectives.

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Competitive Bid Writing and Tendering

25/30 words

What is it?

Throughout this insightful and challenging workshop, we will examine the structure and processes involved in writing a compelling bid, that will achieve the outcomes you have planned.

150 words

What is it?

With 'Practice Based Commissioning', 'Payment by Results' and other changes on their way, competitive bids will soon be a routine part of the everyday business environment within the NHS. How will you make sure that you get what you need and maintain your competitive edge? Does it seem that you are always 'losing out' to someone else's business know how?

This workshop will cover how you should:

- Structure your bid
- Make sure that patients are at the forefront of your bid
- Think beyond what the decision makers want
- See the difference between a business plan and a bid
- See things from the decision makers point of view
- Build an effective partnership with 'the client'

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Team Building

25/30 words

What is it?

This interactive and fun workshop will enable you to highlight positive working practices for every member of the team through understanding their unique team role.

150 words

What is it?

An effective team is a joy to behold! They are able to work quickly together to achieve agreed objectives. They are able to support each other and seem to know just what to do when they get stuck in a rut. The team members are less likely to suffer from stress and anxiety and have a strong sense of positive team identity and purpose.

This challenging workshop will help you to understand the influences that exist within a team and know what to do when your team seems to lose energy or direction. Demoralised teams rarely function as effectively as they should; as they are tired from the constant effort of trying to make things happen.

We will show you how to develop an action plan to get your team off to a flying start and give you some interactive team building exercises you can use back at work.

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Crew Resource Management and its Applications in Medicine

25/30 words

What is it?

This workshop will examine how sometimes even the results of small individual occurrences can lead to disaster, using real examples from the aviation industry and the skills of an experienced aviator.

150 words

What is it?

The risk of dying in hospital as the result of medical error is 1 in 300* and there is a blame culture within the NHS. By contrast the aviation industry has reduced the number of human error accidents through the use of CRM and effective Project Management.

This insightful workshop will focus on how a programme of measures in the aviation industry, called Crew Resource Management (CRM), can be explored to see what lessons can be learned for today's NHS. Utilising the skills of our experienced aviator (with over 7500 flying hours), we will help you to improve your awareness of the potential dangers of your work environment and how you can develop personal, practical solutions.

** Sir Liam Donaldson, Chief Medical Officer, 20th October 2006*

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