

The Royal College of Psychiatrists in Northern Ireland

Management Development Programme

VENUE: BELFAST CASTLE, ANTRIM ROAD BELFAST

Thursday 23 & Friday 24 February 2012

PROGRAMME - DAY 1

- 09.00 Registration & coffee
- 09.30 Objectives for day 1
- 09.40 SAS career development for 2012 & beyond - What are the issues?
- 10.20 Skill 1: Personal effectiveness - influencing colleagues
- 11.00 Break
- 11.20 Skill 2: Personal effectiveness - managing time
- 12.00 Skill 3: Giving & receiving 360 (multisource) feedback
- 13.00 Lunch
- 14.00 Optional Clinical Session
- 15.00 "Problems clinic" - solving your colleague & service challenges
- 16.00 Summary & close of day 1

PROGRAMME - DAY 2

- 09.00 Coffee
- 09.30 Brief review of day 1 & objectives for day 2
- 09.40 Skill 4: Project management
- 11.00 Break
- 11.20 Skill 5: How to set up & run an audit
- 12.30 Next steps - Building a personal development plan for 2012
- 13.00 Lunch
- 14.00 How to supervise junior doctors
- 15.00 Supervision role play & discussion
- 15.30 Take home lessons
- 15.50 Programme summary
- 16.00 Close

WHILST ORGANISED BY THE SAS & AFFILIATE GROUP, THIS IS OPEN TO ALL TRAINEES AND NEW CONSULTANTS



About the Facilitator: Dr Mark Davies, Director of Res Consortium – honorary consultant psychiatrist and previous chair of College management special interest group. Left clinical practice six years ago to take an MBA and work with GPs, SAS doctors, consultants and managers on management and leadership development. Specialises in service development with a focus on performance in key areas such as appraisal, job planning, people management, service development, clinical/manager joint working, commissioning, cross agency working, and Shared Care. Recently has developed and rolled out programmes on Practice-Based Commissioning, Foundation Trusts and Payment by Results.

The course is eligible for CPD subject to your peer group approval.
Conference co-ordinator Dr Kathleen McCaffrey

For more information and enquiries please contact our Division Administrator on:

Tel: 028 9027 8793 for **e-mail:** nirelanddiv@rcpsych.ac.uk. **Fax:** 029 9031 2461

The following pharmaceutical companies will be exhibiting at this meeting: **SERVIER LABORATORIES**

The presence of exhibitors is not an endorsement of their products and exhibitors do not influence the content of the meeting.

MANAGEMENT DEVELOPMENT PROGRAMME

The Royal College of Psychiatrists in Northern Ireland

REGISTRATION FORM

HOW TO BOOK:

Book Online: www.rcpsych.ac.uk/nireland

Post: Post a completed copy of this form to:

The Division Administrator
The Royal College of Psychiatrists in NI
Clifton House, 2 North Queen Street,
BELFAST BT15 1EQ

YOUR DETAILS:

(Please complete a separate form per delegate)

Title:

First name:

Surname:

Job Title:

Department:

Organisation:

Work Address:

.....

.....

Postcode:

Email:

Tel:

Fax:

Please specify any dietary requirements:

Other special requirements (eg disabled access):

.....

COURSE FEE: includes lunch and refreshments and notes

£170 Members

£200 Non Members

Places Strictly Limited

PAYMENT METHODS:

Please note: **WE ARE UNABLE TO ISSUE INVOICES.**
WE WILL ISSUE RECEIPTS FOR ALL PAYMENTS.

By Cheque:

A cheque for £.....made payable to **The Royal College of Psychiatrists** is enclosed.

By Credit Card:

Please enter your credit card details as they appear on the

Please debit my VISA/MASTERCARD/SWITCH £.....

Cardholder's Name:

Cardholder's Billing Address.....

.....

Post Code:

Card Number _ _ _ _ _

Issue No: (switch only) _ _ _ _ CCV Security Code _ _ _ _

Start Date: _ _ / _ _ Expiry Date _ _ / _ _

CONFIRMATION OF REGISTRATION

All registrations will be confirmed in writing. Late registrations will be confirmed by fax or email.

The Royal College of Psychiatrists (RCPsych) reserves the right to change the programme without prior notice. Where for any reason beyond its reasonable control, the RCPsych cancels an event, the liability of the RCPsych shall be limited to a refund of the fee payable to the RCPsych for that particular event.

CANCELLATIONS/SUBSTITUTIONS

To be entitled to a refund, cancellations MUST be received in writing. 80% refund if written cancellation is received at least 4 weeks prior to the event. 50% refund if written cancellation is received 2 weeks prior to the event. No refund will be given to cancellations received within 2 weeks of the event. Should you be unable to attend, a substitute delegate may attend in your place.

DATA PROTECTION STATEMENT

I consent to the processing by The Royal College of Psychiatrists of the information contained in this form, by any means, for the purpose of informing me of other RCPsych events, products or services.

Signature:

