



# Time Management For Consultants

Exceptional Training Designed To Create Exceptional People



medicology  
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# Course Programme

## Introduction

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Welcome to probably the most powerful Medical Time Management Course there is ... and it's specifically for Consultants

Many consultants today feel like they are wading through treacle trying to achieve, whilst the work piles in at a much faster rate than they can get through it. This leaves people feeling tired, frustrated and can even lead to long term sickness and absence. Medicology has been synonymous with helping clinicians regain control of both their work and their work-life balance, resulting in renewed enthusiasm, reduced stress and greater output. After an action-packed day they'll leave with clear goals and objectives, a planning & prioritisation method that copes with the uniqueness of clinical life, stress coping mechanisms and a vast array of techniques to work more effectively. They'll feel more in control and attain much greater work-life balance, resulting in more energy and happier people.

## Benefits & Objectives For Participants

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- Increase your personal effectiveness
- Plan and prioritise effectively, based on role purpose
- Achieve greater work-life balance
- Drive your career instead of it driving you
- Effectively balance task, team, management & self
- Regain energy and enthusiasm
- Enhance both personal and team performance
- Regain self-esteem
- Relax more

## Target Audience

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Aimed firmly at Consultants and the unique set of time pressures they have at the moment from balancing clinical & managerial workload, to leading change, achieving targets and dealing with low morale, including their own!



## Programme Elements

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### Content

- Philosophy of time management at a Consultant level
- Psychology of time management - impact on self
- Rationalising the vocation with the contract
- Long term effects of a frenetic lifestyle
- Defending against the pressure - rules & strategies
- Coping with interdependent systems - the NHS
- Defining and understanding effective work-life balance
- Achieving work-life balance by 'taking charge' before a major life event
- Creating the space to achieve work & life goals
- Achieving more through effective goals & objectives
- Effective planning & prioritisation for consultants
- Utilising a priority grid to balance importance & urgency
- Successfully managing the unexpected
- Increasing personal productivity
- Tips & techniques from the rich, famous and busy
- Saying 'No' and delegating effectively
- What to do when it genuinely does not all fit
- Strategies for effecting personal change
- Impact of team on personal time management
- Making improvements last

## Practical Information

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**Duration:** 1 day

**Start:** 0945 (registration 0915)

**Ideal (Maximum) Numbers:** 15 (25)

**CPD Points:** 5

**Finish:** 1615

# Why Bring It In-House?

## Benefits To The Trust

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There are immense benefits of bringing this course in-house, not least of which is the value placed upon the course by the participants. For the Trust directly, the following create a compelling argument:

- Gain greater efficiency and effectiveness from consultants, resulting in higher output with less stress
- Reduce sickness and absence by ensuring consultants feel more in control
- Have work planned & prioritised with greater emphasis on Trust and job plan priorities
- Improve job satisfaction, morale and collaborative working
- Reduce the cost of training by removing the need for newer consultants to attend open courses

The price of a struggling, fatigued and frustrated consultant is much greater than the valuable investment in this very powerful programme.

## How Can You Trust That We'll Do A Good Job?

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Firstly, we approach every programme with the same passion, whether it is a single day or an extensive programme for a large number of people. However, you don't need to take our word for it because here's our better solution:

- Review the testimonials, in here, online or ask for more if you'd like them
- See how we handle your enquiry. Are we professional? Do you feel informed? Is it clear that we understand your issues?
- If we do run a programme and we get it wrong for you - you can have your money back! (yes, a 100% money-back guarantee)

We know that we won't be asked back if we get it wrong for you and we do like to be asked back! However, even though our intentions are obviously positive, you need the reassurance that if we don't get it right then you haven't wasted your budget. Our 100% money-back guarantee on in-house training is quibble free. In our eyes we either delivered, or we didn't. It's that simple!

## We Make It Easy Too!

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Medicology have state of the art event management systems and we make these available to you as part of the programme. What does that mean?

- Your participants can register directly on our system, automating all of the admin functions from joining to badges
- We provide you with beautiful PDF posters or brochures at no extra cost (we want your event to be successful)
- Once you have a venue, we take over the full management role, leaving you free to do the day job



## How Much Does It Cost?

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The final cost will depend on a number of factors, including the following:

- The degree of completely new material that needs to be brought in
- The degree of travel involved (yes, you will pay more for Stornaway, sorry!)

We realise that some guidance would be helpful. A standard, 1-day programme using a single facilitator delivering the core components without alteration, in a location that is relatively accessible would cost £1,650 + VAT + trainer travel expenses (with you providing the venue and catering). Ironically, that's not far off what you'd end up paying in travel alone for 15 people to attend a 1-day open course, demonstrating the true value of in-house training.

When you enquire, we'll prepare a full, transparent quotation based on your specific requirements, taking all factors into account.

## Who Have We Worked For?

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Medicology has run literally hundreds of days of training and we'd struggle to know where to begin. We have worked for individuals, departments, whole organisations, networks, medical schools, NHS Trusts, PCTs, SHAs and many of the left-of-centre organisations too. Without going into tiny specifics, the following recent examples should give you reassurance:

- NHS London - creation & delivery of a London PCT-wide programme on service reconfiguration
- Welsh Assembly - creation & delivery of a wales-wide leadership programme for Hospital at Night teams
- A Scottish NHS Acute Trust - creation and delivery of a series of one-day events covering leadership, team-working & conflict
- That just about covers the length and breadth of the country and these are all 2008 programmes. Furthermore, our experience spans from a single person to hundreds through a more extensive multi-day, multi-site programme. We can provide more examples on request, tailored around your actual needs.

## How To Take This Forward

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We make this bit really easy:

- Contact Nick Hall on 01332 821260
- Email him on [nick@medicology.co.uk](mailto:nick@medicology.co.uk)

We'll take the rest from there.

# Who Are Medicology?

## About Us

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Whether you are seeking to develop yourself, a team, a board, a department or a whole organisation, you are about to discover a highly committed group of professionals entirely devoted to your success through human performance in the healthcare sector. We specialise in the foremost cornerstone of organisational effectiveness; people and how they work together.

### Our Core Areas Of Expertise Are:

- Leadership development
- Management development
- Personal development
- Consultancy services specifically around resolving people issues

Medicology isn't new and although we are extremely committed to each and every individual we engage with, we aren't small either. We run over 200 days of open training per annum and a considerable amount of bespoke programmes too. We are trusted by some of the foremost healthcare organisations in the UK, such as NHS London (SHA) and the Welsh Assembly (running their country-wide Hospital-at-Night Leadership Programme). The breadth and depth of our work ensures we are always current with the NHS change agenda, Darzi, Carruthers and the raft of issues that occur in operational healthcare. You'll find us insightful, positive and solution-orientated. We are very passionate about what we do, reflected throughout the organisation.

## Some Useful Information

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- Course numbers tend to range from 10 to 20 persons on average – always low, never crammed in
- We utilise a full range of approaches including formal presentations, case studies, individual & group exercises, discussions and brainstorming, as well as live projects in an interactive, fun and engaging way
- We don't use role play and we believe that learning should be non-threatening

## Engaging Consultants In The Business Of Health

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Medicology is renowned for positively engaging clinical staff in the business reality of health, whether that's a proactive and collaborative approach to meeting targets, breaking down the walls between clinicians and managers or helping to drive forward service improvements, reconfigurations, positioning and promotion to ensure a steady flow of patients and a service that meets the needs of commissioners.



## Meet The Team

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To reassure you, our training team is entirely employed by Medicology, not freelancers, so that we can ensure a consistent approach, a quality result and the same passion irrespective of who delivers.

### Andrew Vincent DipM MCIM DMS - Managing Director & Lead Consultant/ Trainer

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Andrew has a senior management background across healthcare encompassing pharmaceuticals, biotechnology, medical devices and training! An energetic leadership, management & personal performance specialist, his particular fortes include leadership development for senior health service staff, including consultants, clinical directors & boards, management development across all levels of health service staff, with an emphasis on alignment with key organisational goals and resolving complex challenges, including low morale, significant change, disengagement, conflict, clinical/managerial divides, inertia and crises.

### Sara Watkin MD MBChB FRCPCH - Medical Director

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Sara's healthcare experience spans 20 years encompassing tertiary care, secondary care, primary care and managed clinical network level. This gives rise to enormous insight into the healthcare environment, the current reconfiguration agenda and increasing emphasis on clinical quality & safety. As Consultant Neonatologist for 12 years and Clinical Director for 7 years, she has considerable experience at the sharp end of healthcare delivery, accountability and organisational infrastructure.

### Bruce Martin - Leadership & Management Development Specialist

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Bruce has a 15 year history in public sector leadership & management development, coupling an animated and passionate style with considerable organisational performance insight. His own training encompasses the Certificate of Education (Middlesex University), 'Coaching through Change' and 'Performance Coaching' (Newcastle). During his 31 years in Public Service he has dealt with many difficult situations first hand; and has the skills and expertise to turn these experiences into the best quality of training for Medicology, having already done so for the Metropolitan Police Leadership Academy.

# Testimonials

## What Others Are Saying About This Course

“Great course. Once again have learnt loads and can't wait to put it into practice. Many thanks.”

Anne Spedding, Consultant Histopathologist, Portsmouth Hospital

“I now have the incentive to take steps now - Particularly to increase home time, working effectively with my secretary and how to use other team members effectively.”

Peter Wardle, Consultant Gynaecologist, Department of Womens' Health, Southmead Hospital

“One of the most enjoyable courses and this is likely to be one of the most effective if I use it well”

Barry Salkin, SpR Microbiology, Royal Devon and Exeter Hospital

“Excellent organisation and an enjoyable course”

Alpa Shah, Consultant O&G, Newham General Hospital

“Excellent, best I have attended”

Dalia Nield, Consultant Plastic and Reconstructive Surgeon, The London Clinic, Harley Street

## Course Aggregate Scores

Rating	Excellent	Good	Average	Poor	Terrible	Total %
<b>Course Overall</b>	5	4	3	2	1	95
<b>Speakers Knowledge</b>	We produce the aggregate score as a percentage by allocating 5 for excellent down to 1 for terrible.					95
<b>Speakers Delivery</b>	As an example, let's say we have 4 evaluations for course overall, being excellent x 2 and good x 2. That means $(2 \times 5) + (2 \times 4) = 18$ out of a possible 20 i.e. 90%					96



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## Contact Details

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### Key Individuals

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