



Primary Care Academy

(South West)

Educational facilitation skills course for primary and community care educators – Managing groups and presentation skills

The Primary Care Academy (South West) would like to invite you to attend the regional educational facilitation skills course for primary and community care educators – Managing groups and presentation skills course.

Lead by Dr Steve Holmes and Dr Jill Wilson (Leads) Co-facilitator from Training Programme Director team in south west

This course is a “blended” course which will combine a half day virtual learning experience (mainly provision of the core knowledge, evidence and some tips on managing a group of learners and presentation skills followed by a whole day regional supportive educational experience with a mix of groups to put theory and learning into practice with a chance to facilitate, present and learn with colleagues with more feedback and tips on developing educational skills.

Dates	Time	Location	Invite
31 st March 2022	09.00 - 12.30	Microsoft Teams	To Follow
31 st March 2022	13.00 - 16.30	Microsoft Teams	TO FOLLOW
8 th April 2022	09.00 - 16.00	China Fleet Country Club, Plymouth, Saltash PL12 6LJ	Please see link for directions https://goo.gl/maps/PSqfemYi8h4xVind7
27 th April 2022	09.00 - 16.00	Engineers House Clifton Down Avon BS8 3NB	Please see link for directions https://goo.gl/maps/NLd6LZLkk9K2AYzRA
28 th April 2022	09.00 - 16.00	Future Inns, International Business Park, 1 William Prance Rd, Plymouth PL6	Please see link for directions https://goo.gl/maps/r43

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Facilitators	<p>Steve Holmes Jill Wilson (Leads) Co-facilitator from Training Programme Director team in south west</p> <p>Steve and Jill have been involved running the regional small group facilitators course for Health Education England since 2015 and are active in a variety of areas of presentation, facilitation across differing boundaries in the south west and nationally.</p>		

Homework

Pre-half day virtual meeting

Consider which presentations that you have been to which were particularly useful to you – and which were of little use.

Consider which small group meetings you have been to which were particularly useful to you and which were of little use.

What were the key factors that made useful / less useful? (We hope to collate this thinking)

Face to face day session

Plan a very rough outline of a half day session you might want to deliver to your educational group

Reflect on energisers / icebreakers / use of video clips that you have seen work well and work badly – bring a favourite with you

Prepare a maximum 5-minute presentation on a topic for learners (can be a summary of your half day – or something non-clinical, you can use powerpoint but this is not required) – the presentation should be something that you want to deliver and will help in small group discussion with colleagues.

Aims

To increase the knowledge, skills and positive attitudes of primary care educators in group facilitation.

To develop skills in facilitating small groups in an experiential manner

To enhance the ability of educators to plan and deliver structured educational sessions.

Objectives

To understand appropriate use of “energising and other strategies”

To develop skills in facilitating small groups.

To be able to identify behaviours in a small group setting that disrupt and enhance group performance.

To understand reasons for disruption and disengagement in group work.

To recognise “in action” characteristics of a successful educational session

To practice and develop skills to deliver successful educational sessions

To explore and apply relevant educational theory in group work

Registration

To register your interest for this event, please complete the MS Form by clicking on the link below.
Please ensure that you have completed the form by Friday 4th March 2022

https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyg56gJbduz3JJohOvgZ8oczBUOTUzODBD0VZETkIEQ0kwTDgzV00xNjNRUi4u

PROGRAMME

	Half Day Virtual Session (Starts at 09.00 and 13.00) (rough times)
00:00	Introduction and outline of course <ul style="list-style-type: none">• Aims and objectives – and concerns or questions• Quick suggested group rules• Short presentations with time for discussion in larger group
00:15	<u>Educational Principles</u> - how do we learn? what is important to adults? What is the best way to learn? (Learning styles, VARK, androgogy and pedagogy, how much do we remember?)
01:00	<u>Presentating in small and larger groups</u> (on line and face to face) – use of slides breaks etc.
01:30	Morning break
01:45	<u>Working in small groups – what is happening</u> Stages of group learning (group processes theory) Unconscious bias Family dynamics (Button) and Group dynamics Parenting styles One off groups and long life groups
02:15	<u>Working in small groups – behaviours that enhance and disrupt?</u> What are the behaviours? What are some of the options? On line behaviour and rules
02:45	What are the priorities for our face to face day for you? Conclusions and house keeping for face to face day
03:00	Finish
	Face to Face Day
09.00	Welcome Refreshments
09:30	Welcome, Introduction, Hopes & Fears and Group Rules (Large Group) Hopes and Fears

	A way of introducing aims, objectives, addressing concerns and getting groups on side. Group Rules - why are they important?
10:00	Ice breakers, energisers and video clips Use and misuse – why would I use these interventions?
10:30	Morning Break – and a chance to network
11:00	Presentation skills in the small groups (and discussion about the rough plan for a half day session) suggest be prepared with any queries in case time is short
12:30	Lunch time and networking
13:15	Working in small groups – behaviours that enhance and disrupt? When to intervene? (Large group discussion)
13:45	Working in small groups – practical skills practice (part 1) Managing behaviours that disrupt and how to intervene?
14:45	Afternoon break
15:00	Working in small groups – practical skills practice (part 2)
15:30	Summary – feedback and forward planning
16:00	Finish

Steve Holmes (January 2022)