

Turning plans into action

6th and 7th June 2025. St Johns Hotel, Solihull

Workshop Co-chairs: Catherine Blackaby and Siobhan Hollier
Facilitators: Clare Cook, Adele Godbolt and Katherine Hickman

Friday 6th June

1230-1315	Registration and lunch	
1315-1410	Welcome, introductions & expectations A chance to get to know fellow delegates as well as sharing hopes and fears for the programme, and how we will manage that	Catherine Blackaby and Siobhan Hollier
1410-1510	What is the plan? While we may start out with great plans, reality doesn't always follow suit. What kinds of plan do you have that you want to deliver? What gets in the way? How do we manage in the face of these challenges?	Catherine Blackaby and Siobhan Hollier
1510-1525	Afternoon tea/coffee	
1525-1700	Tools for delivery? We will start to explore some tried and tested approaches that can help us respond to challenges, prioritise action and get things moving	Catherine Blackaby and Siobhan Hollier
1700-1710	Break	
1710-1830	Policy update & implications An overview of what is currently on the cards and a chance to consider what this might mean for our own work.	Catherine Blackaby and Siobhan Hollier
1930-2000	Drinks followed by dinner	All

Saturday 7th June

08.30	Recap and reconnect Reflections from Day 1	
08.50 - 10.30	Commitment & accountability – Part 1: presenting effectively How do we come across to others and how can we improve our communication, presentation and persuasion skills?	
10.30 – 11.00	Coffee break and checkout (no later than 1100 hours)	
11.00 – 12.30	Commitment and accountability – Part 2: managing meetings A great deal of time can be spent in meetings - sometimes with apparently limited impact or outcomes! We will explore some of the principles of effective meetings and how these can be applied to make our own meetings more productive, relevant and timely.	
12.30- 13.45	Working Lunch	
13.45- 15.00	Feedback from group activity How will we prioritise, action plan and gain commitment for our plan?	
15.00- 15.30	Recap and reflections: We will revisit our hopes and fears from Day 1 and confirm our next steps as well as share personal reflections on what we have learnt.	Catherine Blackaby and Siobhan Hollier
15.30	Close of session	Catherine Blackaby and Siobhan Hollier

NB Activity timings are approximate but we will start and finish each day promptly

We are grateful to Chiesi for providing sponsorship to allow us to run this course free of charge for PCRS members. Chiesi have had no input to the development, content or delivery of this programme.