

**Bringing out the best in yourself and others**  
8-9 November, Ramada Birmingham Solihull

Programme co-chairs: Clare Cook and Stephen Gaduzo  
Facilitators: Noel Baxter, Melissa Caravan and Deirdre Siddaway  
Speaker: Catherine Blackaby  
Research: TBC

[View the faculty profiles for this programme](#)

## PROGRAMME BLURB

### Friday 8 November

|           |   |                               |
|-----------|---|-------------------------------|
| 1230-1315 | Arrive and buffet lunch   |                               |
| 1315-1345 | <b>Introduction and aims of the programme</b><br>In this session you will have an opportunity to get to know your fellow delegates so you can make the most of networking throughout the programme  | Clare Cook and Stephen Gaduzo |
| 1345-1415 | <b>Hopes and fears</b><br>Working with members of the faculty who are all experienced leaders and respiratory clinicians, you will share with colleagues your hopes and fears for these two days, so that you leave feeling your time has been well spent | Clare Cook and Stephen Gaduzo |
| 1415-1515 | <b>Leadership qualities: What qualities do we admire in a leader?</b><br>How might these differ to the qualities which makes us a good facilitator? Empowering others to take responsibility without the feeling of abandonment                           | Catherine Blackaby            |
| 1515-1545 | Coffee break and check in (from XXXX hours)   |                               |
| 1545-1700 | <b>Using the findings from research/audit to help structure a working group</b>   | Researcher TBC                |
| 1700-1800 | <b>How to motivate yourself and others in a working group</b><br>Reflection on the audit session and the importance of communicating the drivers to the working group. How to write an agenda for a meeting, making it meaning for different people       | Catherine Blackaby            |
| 1930-2000 | Drinks  | All                           |
| 2000      | Dinner  | All                           |

### Saturday 9 November

|           |  |                    |
|-----------|--|--------------------|
| 0830-0930 | <b>Being the Boss without being bossy</b><br>Improved confidence to offer support other with their work without fear of monitoring. To better understand how to share responsibly across a working group; the tools of good delegation. Facilitating a meeting to encourage engagement without it turning into chaos | Catherine Blackaby |
|-----------|--|--------------------|



|           |  |                                  |
|-----------|--|----------------------------------|
| 0930-1000 | Coffee break and checkout (no later than XXXX hours)   |                                  |
| 1000-1100 | <b>Skills workshop: Effective communication when not face to face</b> <ul style="list-style-type: none"><li>• Utilising Teleconference to share ideas and updates</li><li>• Emails how to avoid the pitfalls of email communication</li><li>• Communication skills</li><li>• Developing action plans: ensuring that everyone is aware of what actions are needed from the meeting, who is responsible for what and by when</li></ul> | Catherine Blackaby               |
| 1100-1200 | <b>PCRS/Policy Update</b> <p>In this session, Noel will share the latest thinking and direction of the society. It's an opportunity to be the first to hear about opportunities available within PCRS, ways in which you can get involved in making a difference through our various expert groups and committees</p>  | Noel Baxter                      |
| 1200-1300 | <b>Self-care: Managing the stress of accountability</b> <p>We are increasingly encouraged to be a supportive flexible leader who delivers on time, on budget and on a reduced workforce. How to do we protect ourselves to have the headspace to be a best we can be?</p>  | Melissa Caravan                  |
| 1300-1400 | Lunch and networking   |                                  |
| 1400-1500 | <b>Group sessions</b> <p>Interactive table sessions on chairing a meeting</p>  | Table teams                      |
| 1500-1530 | <b>Reflection: revisit hopes and fears</b> <p>Revisit hopes and fears from day 1 to check objectives achieved and fears avoided</p>  | Clare Cook and<br>Stephen Gaduzo |
| 1530      | Summary and close  |                                  |