

Bringing out the best in yourself and others
8-9 November 2019, Ramada Birmingham Solihull

A two day programme to increase personal effectiveness in your role as you lead people and projects, focusing on how to use different communication skills and styles, manage meetings and delegate work successfully

Programme Co-chairs: Clare Cook and Stephen Gaduzo

Facilitators: Noel Baxter, Melissa Canavan and Siobhan Hollier

Speaker: Catherine Blackaby

Research: Jane Watson

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

Friday 8 November


1230-1315 Arrive and buffet lunch

1315-1345	Introduction and aims of the programme 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	Hopes and fears Working with members of the faculty who are all experienced leaders and respiratory clinicians, you will share your hopes and fears with colleagues for these two days, so that you leave feeling your time has been well spent	Clare Cook and Stephen Gaduzo
1415-1515	What brings out the best in us? When we are leading people and projects, what makes us most effective? What qualities do good leaders have? What can we learn from others about how to motivate, engage and enable people?	Catherine Blackaby
1515-1545	Coffee break and check in (from 1400 hours)	
1545-1700	Using the findings from research/audit to help structure a working group	Jane Watson
1700-1800	How to make meetings work Reflection on the audit session and planning implementation - how do we get a working group under way? What can we do to enhance our chances of making our meetings useful and effective?	Catherine Blackaby
1930-2000	Drinks	All
2000	Dinner	All

Saturday 9 November

0830-0845	Welcome back	Clare Cook and Stephen Gaduzo
0845-0945	Being the Boss (without being too bossy!) Ways of facilitating your meeting to encourage engagement and share responsibility, without losing control. We will also consider how to be heard, and how to delegate without dumping, as well as how we can ensure that others follow through on actions	Catherine Blackaby
0945-1015	Coffee break and checkout (no later than 1100 hours)	
1015-1100	Skills workshop: effective communication when you aren't face to face We don't always have the luxury of speaking to people face to face to get things done. What are the common pitfalls and how can we avoid them?	Catherine Blackaby
1100-1200	News from the NHS: using policy to your advantage In this session, Noel Baxter 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	Noel Baxter
1200-1300	Self-care: Managing the stress of accountability 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?	Melissa Canavan
1300-1400	Lunch and networking	
1400-1500	Group sessions Interactive table sessions on Charing a meeting	Table teams
1500-1530	Reflection: revisit hopes and fears Revisit hopes and fears from day 1 to check objectives achieved and fears avoided	Clare Cook and Stephen Gaduzo
1530	Summary and close	

PCRS reserve the right to change the agenda

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The Primary Care Respiratory Society UK Registered office Miria House, 1683b High Street, Knowle, Solihull B93 0LL
Registered Charity 1098117 Company No 4298947 VAT Registration Number 866 1543 09
Telephone +44 (0)1675 477600 Email info@pcrs-uk.org Website <http://www.pcrs-uk.org>

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