



MENTAL HEALTH
Education and Training Network

Management Skills

A range of courses to develop your personal and professional effectiveness

Working in today's NHS can be demanding. As we continue to develop our roles and careers, we are faced with different challenges which make us re-evaluate our own management styles and training needs. This range of courses is designed to help you become more effective in the leadership and management aspects of your work.

Being assertive, working in multi-professional teams and managing your time effectively are all routine parts of your everyday role but are you doing them well? Are you coping with change and the stresses of the job? If your answer is no, then these courses have been designed to help you.

About our speaker

Stephen Clark has extensive experience of training mental health professionals and previously worked for many years training management skills to Psychiatrists. Stephen has also worked with other health professionals in general, primary care and ambulance trusts.

Stephen specialises in the management of people at work and in developing the personal effectiveness of individuals. He holds an MA in Human Resource Development and is a Fellow of the Chartered Institute of Personnel and Development

Assertiveness

Working in today's health service requires the skill to balance competing demands and meet challenging targets while still maintaining excellent standards of patient care. One of the key skills required to do this successfully is the ability to communicate assertively with colleagues, managers and others.

This course will cover:

- Understanding how to be assertive in a positive and constructive way
- Understanding the key skills of assertive behaviour
- How to apply these skills in a range of practical situations

Who should attend?

This workshop is for all health professionals who would like to behave more assertively while maintaining good working relationships with colleagues.

Dedicated to training mental health professionals

www.educationandtrainingnetwork.co.uk

9.30am Registration & refreshments
10.00am Courses commence
4.30pm Courses close

Course fees

£3,500.00 for group size of up to 30 delegates.

This includes course materials, speaker fees and expenses, delegate register and CPD certificates.

Who should attend?

This workshop is for health professionals at all levels who would like to be achieve more with their time.

Teaching methods

These programmes are interactive and include presentations, group discussion and exercises.

Accreditation

Each event is accredited with 5 CPD hours subject to peer group approval. You will be asked to sign in at the start and finish of the course to receive your certificate of attendance.

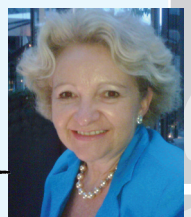
Introducing...

Mental Health Education and Training Network
A Network of Experts.....

Lynne Christopher, former Head of Training at the Royal College of Psychiatrists and Head of the Andrew Sims Centre (Leeds), has now set up an exciting new training organisation dedicated to training mental health care professionals and providing face-to-face training, on-line modules, videos and webinars.

Visit our website!

Join us, register now and help us expand our Network - I look forward to welcoming you!



For more information and enquiries please contact us on 0113 2854353 or email enquiries@etnetwork.co.uk or visit our website educationandtrainingnetwork.co.uk



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Building multi-professional Teams

Working in the modern NHS means working closely with colleagues from other disciplines and backgrounds to ensure the best care for patients. Sometimes this can be challenging and this workshop explores why difficulties arise in multi professional team working and how they can be overcome.

This course will cover:

- How to build a multi professional team
- Developing a stronger team by working with colleagues from other disciplines
- Common difficulties that arise in multi professional teams and how to overcome them

Who should attend?

This workshop is for health professionals at all levels who lead or work in multi professional teams.

Dealing with conflict

High workloads, limited resources and challenging targets are all part of working life for mental health professionals. These pressures can give rise to difficult and challenging situations with colleagues, managers and others. This workshop explores why conflicts arise and how they can be overcome.

This course will cover:

- Understanding why conflicts arise
- How to resolve common conflict situations
- Developing and deploying strategies to reduce the likelihood of conflicts arising in the future

Who should attend?

This workshop is for health professionals at all levels who would like to be able to respond professionally and effectively to challenging situations and issues.

Harnessing innovation

The challenges presented by working in today's health service require new and innovative responses. This workshop will help you develop your ability to innovate and to develop creative and effective solutions to the problems that you face

This course will cover:

- Understand how to approach innovation and creativity
- Simple but effective techniques to harness our ability to innovate
- Developing solutions to issues that can be applied immediately back at work

Who should attend?

This workshop is for health professionals at all levels who would like to be able to develop and deploy innovative solutions to challenging issues and situations.

Managing change

The only thing that is certain in today's NHS is that there will be more change. This workshop looks at how to successfully develop and implement change. It also looks at how to build your personal resilience and your ability to cope with change while still delivering excellent patient care.

This course will cover:

- Implementing effective change programmes while maintaining excellent patient care
- Understanding the effects of change on themselves and others and how to minimise them
- Coping better with the uncertainty that change brings

Who should attend?

This workshop is for health professionals who are responsible for leading teams through change or who are currently undergoing a change process at work.

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Managing performance and achieving targets

Working in today's health service requires the skill to meet challenging targets while still maintaining excellent standards of patient care. This workshop explores how leaders in the health service can manage performance, achieve targets and maintain excellent professional standards.

This course will cover:

- How to use performance management techniques
- Building a high performing team that can meet challenging targets
- Dealing effectively with performance issues either in their own team or in other teams

Who should attend?

This workshop is for health professionals who are responsible for leading teams to achieve challenging targets.

Negotiating & influencing skills

Working in today's health service requires the skill to balance competing demands and meet challenging targets while still maintaining excellent standards of patient care. A key skill in achieving this is the ability to influence colleagues, managers or others and to negotiate effectively with them. This workshop explores how to be an effective influencer and negotiator.

This course will cover:

- Understanding the key skills involved in effective influencing
- Understanding what negotiation is and when it should be used
- Developing an effective negotiating strategy and put it into effect

Who should attend?

This workshop is for health professionals at all levels who would like to be more able to negotiate with or influence colleagues, managers and others.

Managing stress at work

High workloads, limited resources and challenging targets are all part of working life for mental health professionals. These pressures can give rise to stress at work. This workshop explores why stress happens and how individuals and teams can develop the resilience to deal with it.

This course will cover:

- Understanding why stress occurs
- Identifying the early warning signs of stress in you and others
- How to cope better with stressful situations and help others to do so

Who should attend?

This workshop is for health professionals at all levels who would like to be more able to cope with the stresses and pressure of work

Time management

High workloads, limited resources and challenging targets are all part of working life for mental health professionals. Demands are constantly placed on you and it becomes difficult to find times for the things that are important to us. This workshop offers practical advice so you can get the most out of your time.

This course will cover:

- How to identify and focus on your key priorities
- Being able to use time management tools and techniques
- Coping with crises, interruptions and being overloaded
- Successful delegation

Who should attend?

This workshop is for health professionals at all levels who would like to be achieve more with their time.

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