

CAREER PROGRESSORS PROGRAMME

FOR NHS FINANCE STAFF IN BAND 7-8B ROLES

DAY ONE

09.30 Registration and refreshments

10.00 Welcome and introduction to programme

Edward John, Facilitator

10.10 Getting to know each other – Ice breaker

Edward John, Facilitator

11.00 Refreshment break

11.30 Identifying my barriers to progression

Edward John, Facilitator

A facilitated 'open-house discussion' that will provide participants the space to identify and talk through the different challenges and barriers they are facing in their roles, and to discuss solutions together.

12.30 Lunch and Networking

13.30 Exploring ways to overcome my barriers to progression

Edward John, Facilitator

'Open-house discussion' continued.

14:30 The importance of Personal Development Planning

Edward John, Facilitator

Using outcomes and ideas from the facilitated discussions, how PDPs, mentoring and sponsorship can help overcome barriers. Group table discussions to begin planning aims, goals, and ambitions for the next 12-24 months and feedback to wider group.

15:15 Refreshment Break

15:45 Personal Development Planning continued

Edward John, Facilitator

16.15 Round-up of day one – group discussion and feedback

16.30 Day one close

Homework

Encourage attendees to look for a Sponsor/Mentor throughout the programme. Attendees must come up with initial ideas for a PDP plan based on discussions and bring to the next session and share.

DAY TWO

09.30 Registration and refreshments

10.00 Welcome and introduction to Day two

Edward John, Facilitator

10.10 Updates from day one – group feedback

Edward John, Facilitator

An opportunity for participants to discuss and share what they have achieved and implemented since Day 1, and to share how their PDP is coming along and any issues faced.

10.40 Developing my leadership skills and authentic style

Debbie Danon, integral coach, leadership facilitator and inclusion expert

An interactive session where participants will learn how to harness the power of strengths-based leadership:

- Strengths-based Leadership Theory
- Group coaching exercise to practice supporting others' high performance through their strengths.
- 'Overcooking and Undercooking' – a new approach to managing weaknesses.
- Which strengths are valued, which are maligned?
- Learning to embed Strengths-led Inclusion in your teams.

11.30 Refreshment Break

11.50 Developing my leadership skills and authentic style - continued

Debbie Danon, integral coach, leadership facilitator and inclusion expert

12.45 Lunch and networking

13.35 Developing my leadership skills and authentic style - continued

Debbie Danon, integral coach, leadership facilitator and inclusion expert

Understanding identity at work

- Exploring the 'Identity Cupboard'
- Unpacking how privilege, systems of oppression and compounded disadvantages drive inequalities.

- Considering how we might show up differently as 'rebel leaders' who recognise identity and its impact at work.

14.40 Refreshment break

15:00 Developing my leadership skills and authentic style – *continued*

Debbie Danon, integral coach, leadership facilitator and inclusion expert

Courageous conversations: Group coaching circle

- Exploring what makes challenging conversations difficult to navigate, and what leadership behaviours are needed for them to go well.
- Introducing 'The 3 Conversations' model for building mutual respect, understanding and action
- Forming group coaching circles to support 1-2 participants with upcoming difficult conversations.

16.15 Round-up of Day two – group discussion and feedback

16.30 Close

Homework

Continue to work on PDP but incorporate take aways from today's session around leadership skills and developing an authentic leadership style. Aim to come to the next session with a completed PDP.

DAY THREE

09.30 Registration and refreshments

10.00 Welcome and introduction to Day three

Edward John, Facilitator

Within this session we will look at the completed PDPs, with attendees learning from each other on what they could include within their own plan.

10.05 Application and interview planning

Edward John, Facilitator

In this session delegates will hear first-hand from a recruitment manager on how best to prepare an application for Band 8a+ roles, including helpful tips and examples for interviews.

11.40 Refreshment break

12.00 Interview and presentation skills: 'selling' your authentic self

Nick Myles, *Different Duck*

Actors from Different Duck will perform various scenarios for the group to discuss and feedback on. This will look specifically at different interview and presentation techniques to help participants learn how to present themselves authentically but with confidence and gravitas.

12.45 Lunch and networking

13.30 Interview and presentation skills - *continued*

Nick Myles, *Different Duck*

14.30 Comfort break

14:50 Interview and presentation skills - *continued*

Nick Myles, *Different Duck*

15.45 Closing group discussion – round up of programme

Edward John, Facilitator

- What have I learnt about me?
- What else do I need to explore?
- What next?

16.30 Programme close