

CAREER PROGRESSORS PROGRAMME

FOR NHS FINANCE STAFF IN BAND 5-7 ROLES

DAY ONE - YOURSELF

09.30 Registration and refreshments

10.00 Welcome and introduction to programme

Edward John, Facilitator

10.10 Getting to know each other – Icebreaker

Edward John, Facilitator

10.30 Refreshment break

11.00 Identifying my barriers to progression and how to overcome them

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.

11.50 Understanding Identity at work

Edward John, Facilitator

In this session, participants will learn about the complex topic of "Understanding Identity at Work." The session navigates through the metaphorical 'Identity Cupboard,' uncovering the layers of privilege, systemic oppression, and compounded disadvantages that fuel workplace inequalities. Attendees are encouraged to reflect on their roles as potential leaders who acknowledge the influence of identity dynamics in the workplace, fostering a deeper understanding of how to influence meaningful change in senior leadership positions.

12.40 Lunch and Networking

13:20 Creating a development path – Career Story

TBC

In this session you gain valuable insights into crafting a development path as we explore a Deputy Finance Directors career story. Discover how intentional planning and choices can help to develop your career. This session aims to inspire attendees by demonstrating the tangible benefits of a well-structured development path.

14:10 Refreshment Break

14:40 The importance of Personal Development Planning

Edward John, Facilitator

Using outcomes and ideas from the facilitated discussions, we will look at, how creating personal development plans (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.

15.40 Feedback and Round-up of day one – group discussion and feedback

16.00 Day one close

DAY TWO - ROLE AND SYSTEM

09.30 Registration and refreshments

10.00 Welcome and introduction to Day two

Edward John, Facilitator

10.10 Updates from day one – group feedback

An opportunity for participants to discuss and share any progress since Day 1, and to share how their PDP is coming along and any issues faced.

10.25 Developing my leadership skills and authentic style

Edward John, Facilitator

Explore the dynamic world of strengths-based leadership through theory and interactive exercises. Experience the benefits of group coaching to support high-performance by leveraging individual strengths. Understand your authentic leadership style and empower yourself to lead with impact and authenticity.

11.25 Refreshment Break

11:55 Courageous Conversations

Edward John, Facilitator

An interactive session to learn how to navigate challenging conversations. We'll delve into the complexities that make these conversations tough and identify essential leadership behaviours for success. Introducing the '3 Conversations' model, we'll give you the tools to gain mutual respect, understanding, and actionable outcomes. To put theory into practice, participants will form group coaching circles, providing support and guidance for those facing difficult conversations.

12.45 Lunch and networking

13.25 NHS Speaker – System working

An ICS Director of Finance will share their experience as a leader in system working. They will share the challenges and benefits of working as a system and how you as a leader can use your position to ensure the system works effectively.

14.25 Refreshment break

14:55 Starting to think about PDP and how you can get experience

Edward John, Facilitator

This session is designed to get you started with your personal development planning (PDP). Explore the fundamental concepts of PDP and learn practical strategies for gaining the hands-on experience you need to thrive in your field. Whether you're a novice or a seasoned professional, this session offers actionable insights to help you work towards a successful and fulfilling career.

15.50 Feedback and Round-up of Day two – group discussion and feedback

16.00 Close

DAY THREE - PROGRESSION

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

Seymour John / Hunter healthcare tbc

In this session delegates will hear first-hand from a recruitment manager on how best to prepare an application for the next step in their career, including helpful tips and examples for interviews.

11.45 Refreshment break

12.15 CV Writing & Navigating NHS jobs

Edward John, Facilitator

This session will be highly practical, so please ensure you bring a printed copy of your CV with you. Together, we'll work through a facilitated session that will focus on enhancing your CV and identifying key elements that should be included. You'll leave this session with a clearer understanding of how to make your CV stand out and effectively communicate your skills and experience to potential employers.

12.55 Lunch and networking

13.35 Positively presenting yourself

Edward John, Facilitator

In this session we will work through the different types of interview and presentation skills that will be needed to conduct a successful interview.

14.30 Comfort break

15:00 Interview and presentation skills - Role play

Edward John, Facilitator

An interactive session where attendees will be able to practice the skills learnt throughout the day.

16.00 Feedback and 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