

'CAREER PROGRESSORS' PROGRAMME

FOR NHS FINANCE STAFF IN BAND 7-8B ROLES

DRAFT AGENDA

DAY ONE (North – 24th May, South – 26th May 2022)

09.00 Registration and refreshments

09.30 Welcome and introduction to programme

Sally Baines, OD, transformation, leadership and executive coach.

09.40 Getting to know each other – ice breaker

10.40 Break and networking

11.00 Knowing the business and your important role within it

Finance Board rep and clinician TBC

- Importance and impact of finance on patient care
- System working and how different organisations work
- Present state of the NHS and implications for managing change through finance
- Effective finance and clinical collaboration and hints / tips to do this practically and well

12.00 Lunch and networking

12.45 Identifying my barriers to progression - facilitated 'open-house' discussion

Sally Baines, OD, transformation, leadership and executive coach.

- Working in groups, identify different challenges and barriers currently facing whilst trying to progress. Using question and discussion points to brainstorm and identify solutions together.

14.45 Break and networking

15.00 Exploring ways to overcoming my barriers to progression - facilitated 'open-house' discussion

Sally Baines, OD, transformation, leadership and executive coach.

- Groups to use identified barriers to come up with actions to take forward. Building into a plan of action to take away as homework / build into PDPs etc.

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

- What has been most useful?
- What actions will I take from now until Day two?

16.30 Day one close

DAY TWO (North – 14th June, South 22nd June 2022)

09.00 Registration and refreshments

09.30 Welcome and introduction to Day two

Sally Baines, OD, transformation, leadership and executive coach.

09.40 Updates from day one – group feedback

Participants to discuss on their tables in groups what they have achieved / delivered / undertaken since Day 1. Groups on tables to then feedback to room after discussions. Ice breaker. Opportunity to raise any challenges faced since Day one.

10.25 Break and refreshments

10.45 Developing my leadership skills and authentic style

Inclusive Leadership facilitator TBC

Facilitation sessions with interactive group and discussion-led exercises, covering topics:

- How to performance manage and get the best out of your team
- Inclusive management and working
- How to have difficult conversations – *role play*
- Confidence / gravitas building – whilst being your authentic self
- Influencing and negotiating – *role play*
- Managing stress and wellbeing – personal and of team
- Spotting the signs and what to do - awareness of personal issues affecting staff (domestic violence, addictions, harassment etc)

12.45 Lunch and networking

13.30 Developing my leadership skills and authentic style - *continued*

Inclusive Leadership facilitator

15.30 Break and networking

16.00 Round-up of Day two

16.30 Close

DAY THREE (North – 12th July, South 14th July 2022)

09.00 Registration and refreshments

09.30 Welcome and introduction to Day three

Sally Baines, OD, transformation, leadership and executive coach.

09.40 Application and interview planning

Sally Baines, with a Recruiting manager (deputy level?)

To share what they expect in an interview and application. Sharing practical tips and advice with interactive / discussion-led elements.

10.55 Break and networking

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

Different Duck theatre group

- Interview scenarios with examples – group to discuss & feedback
- Presenting your unique selling point
- Knowing yourself and owning your own 'style'

12.45 Lunch and networking

13.30 Interview and presentation skills - *continued*

Different Duck theatre group

15.30 Comfort break

15.45 Closing group discussion – round up of programme

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

16.30 Programme close