

CAREER SHAPERS – BAND 2 – 4 DEVELOPMENT PROGRAMME

DRAFT AGENDA

Career Shapers provides a structured approach to support Band 2-4 finance professionals to develop the non-technical skills they need to progress. It also offers a safe space for you to share experiences and challenges while helping others in similar positions. The programme is a fantastic opportunity for individuals in the early stages of their careers to increase confidence, meet like-minded others and establish strong professional networks across NHS Finance. Throughout this programme you will attend 1 face to face event and 4 online modules.

DAY ONE – INTRODUCTION TO THE PROGRAMME

09:30 Registration and refreshments

10:00 Welcome and Introductions

10:10 Overview of the Programme

This session aims to provide participants with a broad understanding of the opportunities and challenges associated with career progression in finance within the NHS. The session will cover various topics, including making a sideways step in your career as well as upward progression, the benefits of gaining experience in different types of NHS organisations, exploring different career routes and understanding where you fit into the bigger picture. The session will be interactive, providing an opportunity for participants to ask questions and share their own experiences.

10:40 Career Story (someone who has been involved with our networks/programmes)

In this session, you will hear from an NHS Finance professional who has been involved with some of the networks that are offered through One NHS Finance. They will share how these networks have helped with their career progression and the variety of different opportunities available across the finance function.

11:20 Refreshment Break

11:50 Getting the most out of building your network

In this session we will explore the importance of building networks in career development. Discussing the advantages of having a strong network and the practical steps that participants can take to build their network. Participants will also learn how to leverage their network to access new opportunities and gain support from others. The session will conclude with setting actions and goals to help participants take the first steps in building their network.

12:40 Lunch

13:20 Building Confidence and planning for progression

In this session, participants will explore strategies for building confidence in various workplace situations. Practical techniques will be provided to help individuals address self-doubt and increase their confidence. The session will look at maximizing the benefits of appraisals, utilising personal development plans (PDPs), and setting goals and objectives for professional growth. Participants will have the opportunity to build a 12–24-month career plan to guide them in achieving their career objectives.

14:20 Refreshment Break

14:50 CVs and Interviews

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 within the interview process.

15:50 Feedback and closing remarks

16:10 Close

ONLINE SERIES

1. Understanding 'the business', how you fit into the wider picture

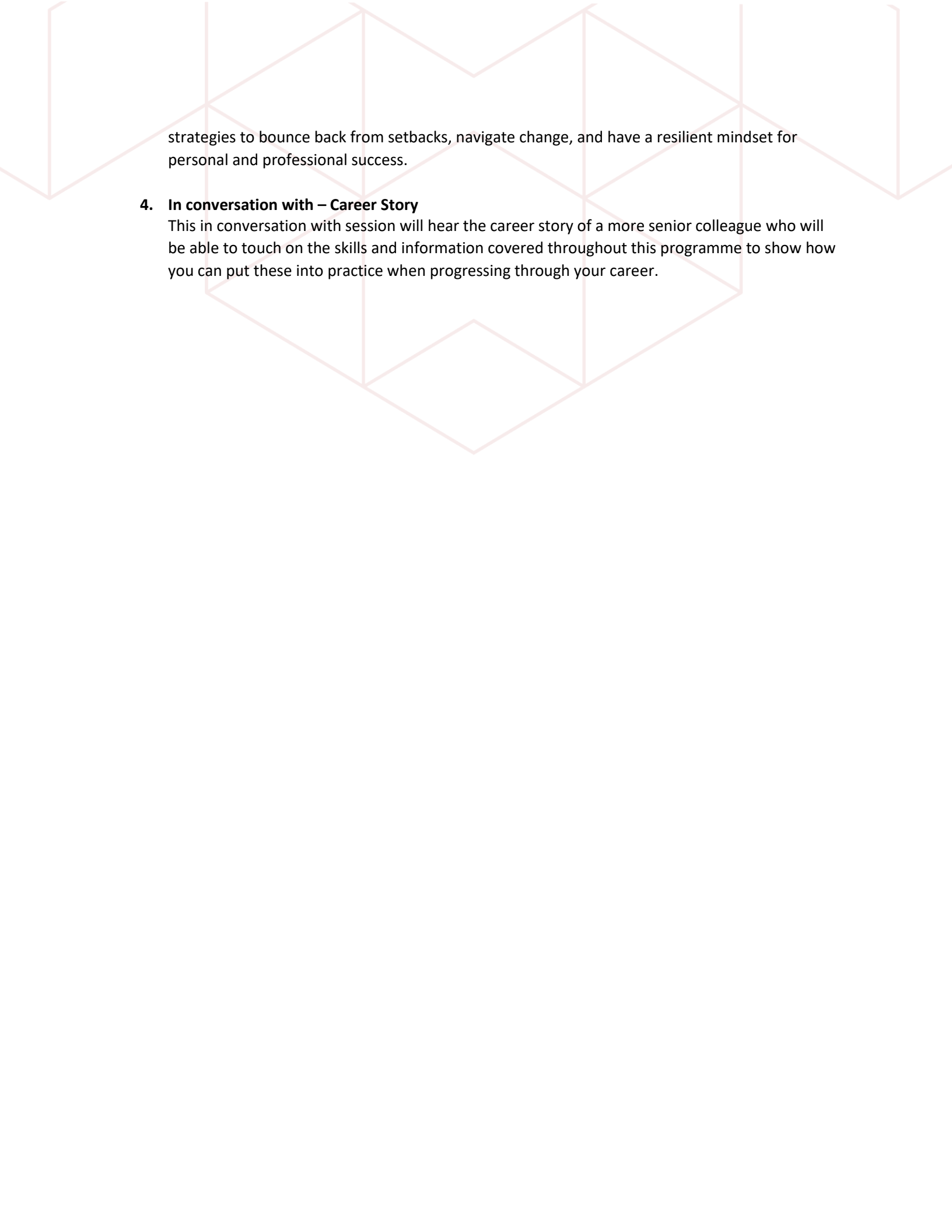
This session will provide a high-level overview of the role of finance in healthcare. Participants will learn about how money flows within healthcare organisations, the impact of finance on patient care, and the links between clinical practice and finance. The session will cover topics such as the funding of healthcare services, budgeting, financial reporting, and the management of financial risk. Participants will also gain an understanding of how finance professionals work with clinical staff to ensure the efficient use of resources and the delivery of high-quality care.

2. Self-Awareness and Self-Management

This focused session dives into the essential skills of self-awareness and self-management. Participants will learn to recognise and harness their emotions, strengths, and weaknesses, enabling more effective stress management, improved decision-making, and enhanced interpersonal relationships. Through interactive activities, discussions, and practical techniques, attendees will gain valuable insights into self-awareness and develop strategies for better self-management. This will encourage growth and resilience in both personal and professional contexts.

3. Resilience

This session is dedicated to the art of resilience. Participants will explore the power of resilience in facing life's challenges and setbacks. Through stories, interactive discussions, and practical exercises, attendees will discover ways to strengthen their resilience, adapt to adversity, and maintain a positive outlook. By the end of the session, participants will have valuable tools and



strategies to bounce back from setbacks, navigate change, and have a resilient mindset for personal and professional success.

4. In conversation with – Career Story

This in conversation with session will hear the career story of a more senior colleague who will be able to touch on the skills and information covered throughout this programme to show how you can put these into practice when progressing through your career.