

How to Organise an East Midlands South Training Day

Every ST1-3 trainee will be responsible at some point (along with another trainee) for organising one training day in the year. Our ST1-3 Training Days are trainee-led and (for the most part) consultant- delivered. Preparation in advance is key to ensuring a successful & stress-free day and below is some advice about where & when to start, & how to pull everything together.

South trainees are only responsible for organising the morning session (09:00 - 13:00). However, the face to face sessions for the South trainees will be organised entirely by the South trainees.

Timescale

4 – 6 months

As soon as you find out you are allocated a Training Day to organise, begin to plan the programme & invite speakers. Often the speakers you want will require notice 2-4 months (not weeks) in advance. Please gain consent from speakers about being recorded over Teams.

1 month

Finalise & confirm the programme with speakers.

Once speakers are confirmed, organisers should inform the teaching coordinator of this and forward them a schedule for the day. Please ensure that this is done at least 3 weeks in advance since the teaching coordinator will need to forward schedules onto HEEM to arrange Microsoft TEAMS invites for trainees and speakers.

Face to face sessions should be booked in Leicester via the following link:

<https://app.keysurvey.co.uk/f/1336753/5e85/>

The day itself

Be there early to ensure the room set-up is appropriate, welcome speakers, introduce the sessions and ensure the programme runs to time.

1 week after

Teaching coordinator will send the collated feedback to you. Send out thanks and feedback to the speakers, asking them if they would be happy to send copies of their presentation to the trainees.

Identify objectives / curriculum & competencies

Once you know the topic of your training day, it is up to you which areas you would like to cover, and which topics to focus on during the day. You may also find it helpful to look at previous training day programmes on the same topic.

Programme structure

Training days should begin at 09:00, and finish at 13:00 for South Morning sessions. You should aim to have at least 3 sessions, with mid-morning break of at least 15 minutes. The length of each session will obviously depend on the style of the session you have planned.

This can be three to four sessions with breaks.

Example 1

Session 1 at 09:00

Session 2 at 10:00

Session 3 at 11:00

Example 2

Session 1 at 09:00

Session 2 at 10:30

Session 3 at 12:00

If there is last minute cancellation, then put in self study

Speaker

Looking at previous training day programmes on your topic may give you inspiration for whom to approach. When thinking of possible speakers, also consider other allied health professionals, managers, and representatives from voluntary and patient groups, as well as consultants.

When approaching potential speakers, remember that the majority of people need **months** (not weeks) advanced notice. It is helpful to inform them of the type of audience, potential numbers (usually around 35-50 trainees for an ST1-3 day) location, style of session and curriculum competencies that you would like them to cover, well in advance of the day.

You can also contact your teaching day co-ordinator to obtain consultant emails. Please seek help early if you are struggling.

On the day

Arrive early, and ensure that the room & facilities (computer/projector/any other equipment required) are available and ready to use for the start of the day if face to face. Welcome & introduce each session & speaker. You are responsible for ensuring the day runs as closely as possible to the timings in the programme.

Feedback

Feedback forms will be provided by your Training Day co-ordinator, & they will collate them and send you a Feedback Summary Sheet that can then be sent to your speakers. You should send the individual session feedback along with a message of thanks to each of the speakers, ideally within a week of the training day.

Top tips (based on trainee feedback)

Invite a variety of speakers.

Ensure topics are relevant to clinical practice.

Plan sessions that are interactive.

Include some small group sessions.

Ensure there are enough breaks (especially if sessions are longer than 60 mins).

Ensure sessions are pitched at the right level.

Include case studies.

Keep it simple - don't overload the programme & try to cover too much.