

Future Leaders Programme Bi-Monthly Meetings Terms of Reference

Introduction

This document aims to allow effective planning and delivery of Future Leaders Programme bi-monthly meetings.

This meeting aims to promote networking with colleagues, encourage collaborative working, contain an educational content relevant to leadership and encourage group cohesion amongst fellows of the Future Leaders Programme.

Logistics

- The bi-monthly meeting should be held every two months during the odd numbered months.
- The location should be rotated across the deanery.
- The dates for the meeting for the year should be set in advance.
- The agenda should be agreed and circulated prior to the meeting.
- The meeting should be chaired or facilitated by the Fellow to the Fellows or, with prior agreement, a fellow(s) of the Future Leaders Programme.
- Minutes of the meeting will be kept and evaluated, and information shared with all fellows in a timely manner.

Structure of the day

0900 – 0915	Arrival and welcome
0915 – 1000	Open committee meeting (optional)
1000 – 1045	'Area of Experience' presentation
1045 – 1100	Break
1100 – 1115	'My Journey' (15 minute presentation)
1115 – 1145	'My Project' (30 minute presentation including questions)
1145 – 1200	Break
1200 – 1215	'My Journey' (15 minute presentation)
1215 – 1245	'My Project' (30 minute presentation including questions)
1245 – 1330	Lunch
1330 – 1600	Seminars in Leadership (optional session)

The above is designed as a basic outline only and changes such as bringing in external or internal speakers to cover specific issues or changes to timings to accommodate individual requests are allowed. It's intended that the structure for each day is agreed amongst the speakers and facilitator of that day.

Components of the day

Open committee meeting

This committee meeting allows for current fellows of the Future Leaders Programme to contribute to the running of the programme.

Area of Experience

A fellow will share an area of their experience or knowledge that may be of interest to the group. This will be a 45-minute session to incorporate a presentation and time for asking questions. The area of interest may be quality improvement, leadership or healthcare education. Examples of titles could be “an introduction to health inequalities” or “simulation in healthcare education”.

My Journey

These short presentations will allow two fellows to share an aspect of their leadership journey. Each will give a 15-minute presentation with a short time for solution focused questions or group discussion. This presentation should be related to their personal development and reflections. Examples of topics could be leading without authority, navigating difficult relationships, managing workload or self-confidence.

My Project

These short presentations will allow two fellows to share an aspect of their project work. This presentation could be a proposed project or idea, a work in progress or a completed project. This showcasing of fellow work will allow for collaboration and the sharing of contacts, ideas and experience.

Seminars in Leadership

The seminars in leadership will provide an optional programme with specific leadership lessons. Fellows could attend seminars of interest. These sessions may involve expert speakers, alumni fellows or local collaborations. For example, seminars may focus on conflict management, an introduction to quality improvement, understanding funding.

Rationale

This programme supports the aims of collaboration and personal development. It also promotes group interaction and coherence. Regular, short breaks encourage conversations with multiple colleagues and maintain attention. A 45-minute lunch break allows for possible overrun while ensuring adequate rest.

The use of a fellow led and delivered morning programme encourages development of presentation skills, engagement in collaborative conversations and learning from the experience of others. The optional afternoon seminars provide a leadership-focused educational programme that Fellows may attend according to their needs and interests.