



**MAGUIRE**  
HEALTHCARE



## Title: Job Planning



**Venue:** Large Conference Room, Learning & Wellbeing Centre, Fieldhead Hospital, Ouchthorpe Lane, Wakefield.

**Date:** Friday 11<sup>th</sup> May 2018

**Time:** 9.30 am -4pm

### Course Description

Taking part in job planning is an agreed requirement and fundamental aspect of the new contracts for Associate Specialists and Specialty Doctors as well as an integral part of Staff Grade and pre-2008 Associate Specialist contracts.

A job plan should be a prospective agreement that sets out your duties, responsibilities and objectives. Job planning should be a systematic activity designed to produce clarity of expectation for you and your employer about the use of time and resources to meet individual and service objectives (outcomes).

Job planning should be undertaken in a spirit of partnership and balance the needs of patients, the employer and the wider NHS with those of individual doctors. Within this context it is expected that all parties will participate openly in the process, and actively consider alternative ways of working, to enable service improvements to be introduced.

**CPD Points: 6**

### The Programme Includes:

- How to influence different working types
- The essentials of effective job planning:
- Content of the job plan
- Job planning and appraisal – links and distinctions
- Evidence for job planning – the enhanced portfolio
- Cycles and timetables
- Objective setting
- Alignment of personal, team, service and organisational objectives
- Appeals and mediation process
- Action planning

### Learning Outcomes

By the end of the programme, the delegate can:

- Understanding the purpose and background of job planning
- How to align the job plan with PDP outcomes
- Understanding the skills to negotiate with higher authorities
- How to influence different working types

To book your place on this course, please contact Diane Baldwin  
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