

CPD for SAS Doctors

Time & Task Management + Giving High Impact Feedback

Morning - Improving Time and Task Management

- Can time itself be managed? What is within our control?
- Improving task prioritisation – do we give our time to the most important tasks?
- Overcoming procrastination
- Planning and organising ourselves to get the most from our day (work and personal life)

Afternoon - Giving High Impact Feedback

- Takeaway tool - How to structure feedback to ensure it achieves the desired impact
- Understanding and overcoming defensive reactions to feedback
- How to ensure our feedback is balanced and objective
- Choosing the time and place to give feedback
- Setting our mindset to receive feedback ourselves – understanding our own reactions & responses

6 CPD points provided for full attendance

Lunch and refreshments provided

Delivered by:

The Medled Team - Specialists in Human Factors & High Performing Teams

Venue: Report to Tudor Building reception for sign-in

Date: 12th December 2019

Time: Starts promptly at 0930 (please arrive 0900). Finish at 1630

Booking contact: Frances.Thurston@shsc.nhs.uk/Michelle.Goth@shsc.nhs.uk



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