

Booking Form

Course Title: Masterclass: Mastering Medical Appraisal – For Appraisees and Appraisers

Date: Monday 13 January 2025

Venue: LEEDS VENUE TBC

Timings:

09.00am Welcome/Registration

09.30am Start

12.30pm Lunch and Close

Course Fee: £250.00

This course is suitable for All doctors, both appraisers and appraisees and is worth 3 CPD points.

Course description:

Led by Dr Dipesh Odedra, This workshop is designed specifically for appraisees and appraisers who want to take control of their appraisals and make the process meaningful and worthwhile. Our experienced facilitators will guide participants through various practical activities and strategies to help them prepare for and engage in a successful and meaningful appraisal meeting and their colleagues.

Aims and objectives during/ after the course:

1. Articulate their achievements and areas for development effectively, setting clear and achievable goals for the upcoming year. Apply strategies to identify learning needs and create effective PDPs.
2. Enhance communication skills to convey strengths and accomplishments to their appraiser while understanding the appraisal process and managing emotions during meetings.
3. Engage in constructive dialogue with their appraiser, seeking feedback and utilising appraisal as a supportive tool for colleagues' well-being and practice challenges.

YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title.....First Name.....

Surname.....Job Title.....

Speciality.....

Trust/Organisation.....

Work Telephone.....Mobile.....

Email.....

Dietary.....Other.....

Signature.....Date.....

BOOKING & PAYMENT OPTIONS

COURSE FEE: £250.00

ONLINE: Please visit www.andrewsimscentre.nhs.uk and pick the course you would like to attend to book and pay.

TELEPHONE: With debit or credit card 0113 855 5638

INVOICE: Please send a copy of Purchase Order with delegate details/Trust/PO Number to andrewsimscentre.lypft@nhs.net

LYPFT INTERNAL TRANSFER & STUDY LEAVE Please email

andrewsimscentre.lypft@nhs.net with the following information:

Budget Holder Name & Email.....

Budget Code.....

Budget Holder Signature.....

Budget Transfer will occur in **JANUARY 2025**

ALL PAYMENTS MUST BE RECEIVED IN ADVANCE OF EVENT

RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee. We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. For further information on the conditions of booking, please [click here](#).

FURTHER INFORMATION

The Andrew Sims Centre is part of Leeds and York Partnership NHS Foundation Trust. Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law. If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.