



AndrewSimsCentre
for professional development



Leeds and York Partnership
NHS Foundation Trust



Workshop

Introduction to Coaching & Mentoring Skills

Friday 20th January 2023

Virtual Event via Zoom

9.00am Registration/Log in, 9.30am Welcome and 4.30pm, Close

This course outline:

- Describe the similarities and differences between Coaching & Mentoring approaches
- Apply a coaching model to structure coaching conversation
- Develop enhanced skills including active listening, supportive & challenging questioning techniques, reframing and developmental feedback.
- Build rapport and respectfully challenge assumptions, perceptions and limiting beliefs to enable wider perspective and generate more options
- Opportunity to reflect on strategies to support the wellbeing of others and yourself
- Use coaching models and tools to ensure you use an effective approach in your relationships with trainees and trainees.

About our speaker:

Emily Muirhead is a GP, educator and an executive ILM qualified coach in West Yorkshire. She is a senior appraiser for RO's and Medical Directors through NHS E&I. Emily is passionate about communication and using these skills to facilitate a better work life balance to avoid stress and burnout.

Course Fees:

£210.00

All learning materials are included

Reservations:

Please complete the reservation form email to: andrewsimscentre.lypft@nhs.net

If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 6 CPD hours subject to your peer group approval.

This conference is suitable for:

All healthcare professionals

www.andrewsimscentre.nhs.uk
andrewsimscentre.lypft@nhs.net
0113 85 55638





Andrew Sims Centre Reservation Form

Course Title: **Introduction to Coaching & Mentoring Skills**

Date: **Friday 20 January 2023**



Leeds and York Partnership
NHS Foundation Trust

YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title First Name

Surname Job Title

Speciality

Trust / Organisation

Preferred Mailing Address

..... Postcode

Work Telephone Mobile

Email

Dietary Other

Signature Date

NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please click [here](#).

COURSE FEES

[] One Place £210.00

BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 5)

- 1. ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT with credit or debit card
- 2. TELEPHONE:** 0113 855 5638 with credit or debit card
- 3. BACS:** Account Number: 10003312 Sort Code: 60-70-80
Please use ref ASC200123-DELEGATENAME
- 4. INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net
Trust

Purchase Order Number

- 5. LYPFT Internal Transfer:**
Budget Holder Name.....

Budget Holder Email

Budget Code:

Budget Holders signature

Budget Transfer will occur in **January 2023**

All Payment must be received in advance of event.

HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and email it to andrewsimscentre.lypft@nhs.net. Please check individual courses for venue details.

PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

ACCREDITATION

This course is eligible for **6** CPD hours subject to your peer group approval.

VIRTUAL EVENT

This event will be conducted virtually via Zoom, please ensure that you have the software downloaded and a free account created prior to the day of this course. You can sign up to Zoom [here](#). More information regarding Zoom and how to join the course will be emailed 2 weeks prior to the event.

CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

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 (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ('GDPR'). 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.

If you would like to keep up to date with our events and activities, please tick []

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here []

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick []