



AndrewSimsCentre
for professional development



Leeds and York Partnership
NHS Foundation Trust



Workshop

Plain English and Report Writing

Presented by Plain English Campaign

Tuesday 19th November 2019

Radisson Blu Hotel, The Light, The Headrow, Leeds, LS1 8TL

9am Registration, 9.30am Welcome and 4.30pm, Close

Plain English is a style of communication which your intended readers will find clear, helpful and polite. It doesn't mean using 'baby talk' and it does not mean you can not use the jargon of your profession with your work colleagues. During this course you will go through the techniques of plain English and demonstrate how these techniques can be applied to your own communications, with an emphasis on report writing.

This course aims to provide delegates with:

- Understand the features of a plain English style
- Avoid wasting time and money by using a clear and concise style of writing
- Identify the most appropriate report writing style for intended audience
- Be able to write and set out a model report

Programme:

		12.30pm	~ Lunch ~
9.00am	Registration	1.30pm	Afternoon session includes: Righting some writing wrongs Revealing hidden verbs Using lists Organising and planning reports Outlining a short report Discussion on drafting a short report
9.30am	Welcome and Introduction		
9.50am	Morning session includes: Is the information as clear as possible? Is the style appropriate for the audience? Shortening sentences Suggestions for clear writing Being active about passives	3.00pm	~ Afternoon refreshments ~
11.00am	~ Morning refreshments ~	3.20pm	Afternoon session continues
11.20am	Morning session continued	4.30pm	Evaluation and Close

Course Fees:

£185.00

All learning materials, lunch and refreshments are included. Training packs are included. If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

Reservations:

Please complete the reservation form overleaf and post or scan to: Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, LS15 8ZB. (Please note this is our correspondence address only.)

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 health care professionals who wish to improve their written communication skills and report writing

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





Andrew Sims Centre Reservation Form

Course Title: **Plain English and Report Writing**

Date: **Tuesday 19 November 2019**

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 tick []

COURSE FEES

[] One Place £185.00

Promotional Code Making Course Fee £.....

BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 6)

- ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT with a credit or debit card
- TELEPHONE:** 0113 855 5638 with a credit or debit card
- POST:** Administrator at Andrew Sims Centre, 2150 Century Way, Thorpe Park Industrial Estate, Leeds, LS15 8ZB
- BACS:** Account Number: 10003312 Sort Code: 60-70-80
Please use ref ASC191119DELEGATENAME
- INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net
Trust

Purchase Order Number

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

Budget Code:

Budget Holders signature

Budget Transfer will occur in **November 2019**

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 either post to: **Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB** or Email it to **andrewsimscentre.lypft@nhs.net**.

Please note this is our correspondence address only. 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.

THE VENUE

Radisson Blu is located in Leeds city centre, just a 5 minute walk from Leeds train station.

If you are travelling by car, they do offer discounted parking at QPark, The Light, a large car park with long and short stay parking. For SatNav, please use postcode LS15JW.

OVERNIGHT ACCOMMODATION

Please contact the venue directly to arrange accommodation.

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, Pure360 and Attercopia Ltd 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 []