

A Joint HC-UK and Playout Masterclass

Developing your skills as an

Effective Chair/Facilitator

Thursday 13 October 2016 Hallam Conference Centre, London

10% card payments discount*
15% Group booking discount**



The Masterclass will be facilitated by
Becky Simpson and David Schaal
Professional Actors, Trainers and Presenters
Playout



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This one day event is an interactive drama based workshop in which participants practice chairing meetings and events and receive constructive feedback on their skills. The workshop focuses on how to positively and confidently lead and chair a group. It is fun and informative training session, which encourages participants to develop an engaging and empathic personal style. It will also consider how to manage difficult situations, groups and individuals.

By the end of the programme participants will have had an opportunity to:

- Practice introducing themselves to a group
- Practise leading or facilitating a group.
- Receive constructive feedback on their skills.
- Identify methods and styles of engaging participants
- Consider how to deal with difficult group dynamics
- Develop methods of dealing with a diverse range of personality types including the withdrawn, the over domineering and the disinterested.

The Masterclass will be facilitated by:

Becky Simpson is a professional actor and presenter. She originally trained at the Guildford School of Acting after which she worked both as a professional actress in repertory theatre and as a television and radio presenter for independent TV companies and the BBC world service.



David Schaal is also a professional actor, teacher and trainer. He has made numerous television and film appearances including Eastenders, The Bill, Lock Stock, Grange Hill, The Inbetweeners and The Office. He directs, and has taught voice and acting skills at Italia Conti Theatre School.



Programme

9.30 Registration & Coffee

10.00 Introductions

10.15 Opening a meeting or event

11.00 Practical tips on chairing and facilitating

11.15 Coffee Break

11.30 Chairing workshop

12.30 Lunch Break

13.30 Chairing workshop continued

14.30 Coffee Break

14.45 Chairing workshop continued

15.45 Questions and evaluations

16.00 Finish

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Download

How to book

Book with credit card and receive a 10% discount*

www.healthcareconferencesuk.co.uk

Fax the booking form to
0208 181 6491

Post this form to Healthcare Conferences UK
8 Wilson Drive, Ottershaw, Surrey, KT16 0NT

> Your Details (please complete a new form for each delegate. Photocopies are acceptable)

Dr Mr Mrs Ms (Please Circle)

First Name

Surname

Job Title

Department

Organisation

Address

Postcode

Telephone

Fax

Email

Please write your address clearly as confirmation will be sent by email, if you prefer confirmation by post please tick this box, ☐
Please also ensure you complete your full postal address details for our records.

Please specify any special dietary or access requirements

This form must be signed by the delegate or an authorised person before we can accept the booking

(By signing this form you are accepting the terms and conditions below)

Name

Signature

Date

> Payment

☐ **By Cheque** A cheque for is enclosed

Please make Cheques Payable to: Healthcare Conferences UK Ltd.

☐ **By Invoice** Please send an invoice to

Name

Organisation

Address

Postcode

PURCHASE ORDER NUMBER
(If Applicable)

Please note if you are requesting an invoice many NHS organisations now require a Purchase Order Number to be provided. If you do not provide this number this may slow down the processing of this delegate place.

☐ **By B A C S**

For Payments in £:

Sort Code 40-46-22

Account No. 21553690

☐ Please send your BACS remittance form as confirmation of payment

☐ Your BACS Reference

☐ **By credit card** Please debit my Visa/Mastercard/Switch **All sections must be completed**

Cardholder's Name

Card No.

Valid From

Expiry Date

Issue No. (switch only)

You will be contacted during the processing of your booking to confirm the payment card security code. (this is the last three digits of the number printed on the back of your card)

Signature

Card billing address

Promotional Code

Venue

Hallam Conference Centre, 44 Hallam Street, London, W1W 6JJ. A map of the venue will be sent with confirmation of your booking.

Date

Thursday 13 October 2016, London

Conference Fee

- ☐ £395 + VAT (£474.00) for NHS, Social care, private healthcare organisations and universities.
- ☐ £549.00 + VAT (£658.80) for Commercial organisations

The fee includes lunch, refreshments and a copy of the conference handbook. VAT at 20%.

*Card Discount

10% discount when you book via credit or debit card. This offer is exclusive to card bookings and cannot be used in conjunction with any other Healthcare Conferences UK offer.

**Group Rates

A discount of 15% is available to all but the first delegate from the same organisation, booked at the same time, for the same conference.

Terms & Conditions

A refund, less a 20% administration fee, will be made if cancellations are received, in writing, at least 4 weeks before the conference. We regret that any cancellation after this cannot be refunded, and that refunds for failure to attend the conference cannot be made, but substitute delegates are welcome at any time.

Accommodation

On confirmation of your booking you will receive information for booking accommodation should you require it.

Confirmation of Booking

All bookings will be confirmed by email, unless stated otherwise. Please contact us if you have not received confirmation 7-10 days after submitting your booking.

Credits

CPD Certified. This conference is recognised by the Good Governance Institute.

For more information contact Healthcare Conferences UK on **01932 429933** or email jayne@hc-uk.org.uk

The information provided will be held on the Healthcare Conference UK's database and may be used to update you with details of other events that we organise. If you DO NOT wish to receive this information, please tick this box ☐

We occasionally release your details to companies sponsoring or exhibiting at our events. If you DO NOT wish to receive information from these companies, please tick this box ☐

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