



Career Crossroads Programme

A Programme of Career Support

Cohort 5: September 2010 to June 2011

Programme overview

Career Crossroads is a year-long programme of career support offered by the North Western Deanery. It is aimed at Staff-grades, Associate Specialists and other doctors in non-training posts who wish to give their careers a renewed sense of purpose.

The programme runs over an academic year from September to July, during which participants will be offered both career coaching sessions and relevant career skills workshops.

Career Coaching: As a participant you will attend 3, one to one personal career coaching sessions with a professional careers coach. Each session lasts approximately 1 hour and the 3 sessions are spread over the course of the programme. The Programme starts with coaching in September, 2nd sessions are in February, and a final session completes the programme in July.

The main objective of the career coaching sessions is to support you in clarifying your career goals and helping you to identify what specific action you plan to take to achieve them. The content of career coaching sessions remains confidential.

Multi-Source Feedback: a new element to the programme is a mandatory MSF feedback which will be fully supported by careers staff with results being fed back to participants at their final coaching session.

Career Support Workshops: You will also choose 5 workshops appropriate to your particular needs from the following menu:

- **How to be Successful**
- **Applying for CESR**
- **Relationship Building for Careers Success – *the Art of Networking***
- **Interview and selection skills**
- **Power, Influencing and Negotiation skills**
- **Presentation skills**
- **Improving Work-Life Balance**
- **Being Assertive, Remaining Effective**

Online support: The face to face elements of the programme are supported by online resources on the North Western Deanery's Virtual Learning Centre.

You must commit to attending the entire programme. To make the most of this opportunity, it is vital that you are personally committed to the programme and take responsibility for your own career development. Career Crossroads then provides space to consider your current situation, how you want your career to develop from here and what you have to do to achieve this.



Applying for Career Crossroads

*Please ensure you have read and agree with
all the details below before applying*

Eligibility: Participants must be doctors working within the North Western Deanery in Staff Grade, Associate Specialist or other non-consultant and non-training grade posts.

Commitment: As expressed in the general information, participants commit to the entirety of the programme. For this reason, doctors currently in the process of applying for jobs in other regions for example, or planning to move in the next year, may wish to postpone application until they are in a more stable situation.

Programme Fees: The Career Crossroads Programme is entirely free to participants, and we no longer request deposit cheques. However, participants should be aware that they will be charged a cancellation fee in the event of non-attendance. Should participants fail to attend a booked and confirmed workshop or coaching session, without giving reasonable notice or adequate justification (note from manager stating reason, sick note, proof of car break-down, etc.), they will be invoiced to the sum of £50 for a workshop or £100 for a coaching session.

Feedback: We will be requesting and encouraging feedback and information on participants' career situation throughout the programme. This information is confidential, but essential to ensure the careers section provide the best possible support. It will not be passed on to other agencies or Deanery services and will be anonymised for all reports.

How to apply: There are a limited number of places on the programme so there is shortlisting process. Initially, applicants should fill in and return the brief eligibility and contact details form at the end of this document. On a first come first served basis shortlisted applicants will then be given a password to the Crossroads registration page of the NW Deanery's Virtual Learning Centre. Here they will be asked to complete more detailed registration and application forms, including commitments to the programme, details of their reasons for applying, and a draft list of assessors for the multi-source feedback element of the programme.

Application deadlines:

- Application requests for the September 2010 (cohort 5) start of the programme will be accepted between **Monday 24th May 9am to Friday 7th June 9am**. Application requests will be accepted by post or email within this deadline only.
- Shortlisting will be notified between the 8th and 11th June 2010.
- Shortlisted participants will then have 3 weeks until Monday 28th June 2010 to complete application questionnaires and draft MSF assessor lists.
- Applications will be assessed and notified by Friday 2nd July 2010
- Successful participants will then have 3 weeks to book their workshops for the year and first coaching session.

Preparing for application: deadlines for the registration process will be strict and this is due to strong demand for previous cohorts. In order to maximise your chances of a successful application for the programme, we recommend that SAS doctors intending to apply should:

- Register on the VLC at <http://vlc.nwpgmd.nhs.uk/>
- Start compiling a list of potential assessors for their multi-source feedback

Any further questions should be addressed to Laure Meaney, Careers Project Assistant, on 0161 625 7635 or l.meaney@nwpgmd.nhs.uk



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Details of programme

Crossroads' supporting VLC pages

The Career Crossroads Programme is supported by private, password protected pages on the North Western Deanery's Virtual Learning Centre. Shortlisted applicants will use the site to complete the registration process. Successful participants will be given access to online booking functions for workshops and coaching sessions as well as resources supporting the face to face elements of the programme.

Career Coaching sessions

Each participant will receive 3 individual coaching sessions with a professional careers coach spread over the course of the programme, with 1st / Start sessions in Sept / Oct 2010, 2nd / Mid Sessions in Jan / Feb / March 2011 and 3rd / Final sessions in June / July 2011. Each session lasts 1 hour. However there will be administrative processes to complete with both first and last sessions, so participants should add ½ an hour to this time on these occasions.

The main objective of careers coaching is to support you in clarifying your career goals and to help to identify what specific action you plan to take to achieve them.

Coaching is not about giving advice; a coach's role is to facilitate the client to discover their own solutions in achieving their goals. Through a collaborative and non-directional relationship, coaching releases the potential within individuals to enable them to learn and develop in their careers.

The content of your sessions will remain confidential between you and your coach.

Multi-Source Feedback

This is a new element to the programme. MSF forms part of the new GMC revalidation process and is therefore something that all doctors must become familiar with. It also forms part of trainee assessment through training programmes. MSF has been introduced into the Crossroads programme so that participants can experience the process and understand its value. The results will also help participants assess the impact of the programme on their professional performance.

The MSF process will be fully supported by career staff; participants need only provide a list of a minimum of 20 assessors, including email address and professional relationship to participant. All responses will be collated and anonymised by careers staff and results discussed at their final session in June/July 2011. Note that feedback on clinical elements of the feedback will not be discussed and if desired should be organised locally. All data collated will remain entirely confidential at all times, although participants may of course decide to use their results in their portfolio if they wish to.

Career Support Workshops

Participants will select 5 of the following workshops. Dates given here are indicative only and will be confirmed on the online booking function on the VLC once pre-registration is completed.

1. How to be Successful

October 2010

This one day workshop by Peter McNab of [Excellence For All](#) will give you an understanding of what success means for you, tips and techniques for setting goals and planning achievements and an exploration of the consequences of your success. You will also receive a workbook to support you in achieving success.

During the day we shall be introducing and exploring some of the key concepts of NLP (Neuro Linguistic Programming) and helping you to apply them to your understanding of "Success". By the end of the day you should have a clearer idea of what constitutes "Success" for you and also the first steps to help you to achieve it. The skills that you will be learning can also be used in any context where you are interacting with others; for example, interviews, consultations, meetings, coaching, and supervising. The day is designed to be interactive, with participants working in pairs on practical exercises.

2. Applying for CESR

November 2010

A full day workshop led by Maire Shelly and Pramod Luthra (Associate Postgraduate Deans, North Western Deanery), including a presentation by a successful CESR candidate.

If Doctors wish to practice as a substantive consultant or GP in the NHS, they must be on the specialist or GP register. One route to registration is for doctors who have completed a full GMC¹ approved training programme. These doctors are eligible to apply for a [CCT](#). The second route is open to doctors who have not followed a full GMC approved training programme and wish to have their training, qualifications and experience assessed for eligibility for entry to the specialist or GP register. Doctors who find themselves in this scenario are eligible to apply for a [CESR or CEGPR](#). CESR is the Certificate of Eligibility for Specialist Registration – also known as the article 14 route to specialist registration - CEGPR is the GP equivalent. For more information on this, visit the [GMC website](#).

The Crossroads' CESR workshop aims to help you understand the application process and guide you towards filling the criteria for a successful application. You will be given information on the process itself as well as guidance on developing your Portfolio, workplace based assessments and other elements you will need to include in your application.

3. Relationship Building for Careers Success

– the Art of Networking - December 2010

A half day workshop led by Caroline Hopkins, Careers Coach. An interactive and experiential workshop to demystify the "art of networking" within the context of medical career development based on a variety of proven tools and techniques to enhance networking skills.

Networking is often regarded with suspicion or dread, rather than being perceived as a useful career management tool. Participants will also learn about the importance of developing their individual style to communicate with people and build their network of contacts. The workshop will aim to develop and enhance participants' existing skills and natural communication styles as the basis for successful networking.

¹ Note that CESR was first lead by the PMETB, which has now merged with the GMC. The process however remains the same.

4. Interview and selection skills

January 2011

A half day led by Dr Maire Shelly (Associate Dean) and a trainer from *Windmills*, this workshop will give you knowledge of the structure of selection as well as tips on preparing for specialty training and other selection processes. You will be given tips and techniques for building rapport with interviewers, managing anxiety and building your confidence, as well as experience of dealing with selection questions. Schedule for the day is broken up as follows: selection processes, preparing for your interview, how to make the most of yourself, interview experience and confidence hints & tips.

5. Power, influencing and Negotiation skills

February 2011

A one day workshop led by [Julian Bond](#), Senior Fellow and Head of Executive Education Innovation, Management and Policy at Manchester Business School. This workshop will explore the nature of power, and how to exercise that power appropriately in the work place. We will look at the typology of power, and explore the nature of both the participants' own power, and the power of those they work with. This will then lead into exploring how to exercise power appropriately. Sometimes influencing skills are appropriate, but some circumstances call for negotiation. We will explore the differences between these two approaches through group work based on personal experience.

6. Presentation skills

March 2011

A one day workshop by [Skillstudio](#). As a doctor, there are many situations throughout your career in which you will be called upon to present information to colleagues, patients and superiors, whether in an interview or on ward-rounds. In this workshop you'll learn a number of simple practical techniques to help you relax when under pressure and to take control of your nervous energy before you present. You'll learn voice exercises to help build vocal confidence. And as your trainer is also a voice coach they will provide you with the personal coaching you need to succeed. Your trainer will have a strong background in drama. So they are expert in helping you to use body language to develop a stronger more confident presence. You'll be surprised at how much you can progress during this one day of intensive training.

7. Improving Work-Life balance

April 2011

A one day workshop run by John Gilbert of the Work-Life Balance company, this is a new element of the programme and details have yet to be confirmed – further information will be distributed as soon as possible. In an increasingly busy world it is often difficult to separate work from life outside of work. This workshop will look at how you currently balance work and life and how this balance can be made more sustainable.

8. Assertiveness

May 2011

A one day workshop by Caroline Hopkins. This workshop will help participants to gain a clear appreciation of the benefits of being assertive at work and provide useful techniques to developing and maintaining assertive behaviour, including 'how to say no' and dealing with 'difficult' people. This interactive session will combine theory with experience and provide opportunities to explore natural styles of assertiveness and blocks to assertive behaviour, particularly in the workplace. We will also cover beliefs, values and how to develop greater confidence as the foundation of assertiveness at work.

Any further questions to l.meaney@nwpghd.nhs.uk or 0161 625 7635