



RESOURCES LIBRARY

Section 1 - Planning a seminar: a step-by-step guide

This section sets out the key steps we have found helpful for organizing seminars in values-based surgical care for clinical teams. Similar steps may be helpful for seminars with other groups in other clinical areas.

The Collaborating Centre offers support with organising and running seminars: see **Handbook Introduction, Section 3, Accreditation and Shared Learning**; or contact us via the Collaborating Centre website ([valuesbasedpractice.org/Contact Us](https://valuesbasedpractice.org/ContactUs)).

STEP 1 - Identify target group

Aim for a good mix of participants representing a variety of relevant perspectives. For clinical teams this includes different professional groups (clinicians, nurses, radiographers, etc) as well as patients, carers and/or their patient representative organizations.

STEP 2 - Identify team leaders

You should have team leaders from your chosen specialty involved with the planning. This might include a consultant and/or lead nurse and where possible a representative of a patient organization. They will be able to encourage colleagues to attend and will be a useful point of contact for any questions running up to your event.

STEP 3 - Initial meeting

Organise a meeting with your seminar team leads. Explain what values-based practice is and outline the proposed aims for the workshop.

It is important to work collaboratively from the start. Discuss the possible outline programmes available (see Read More, below) but work together to agree all aspects of how your particular seminar will run.

Key points to cover at this stage include

- Date, venue (think about access including parking) and invite list (see below)
- Timing: post-work to allow as many people to attend as possible but without finishing too late to cause time stress and reduce discussion.
- Broad outline of the format

This is also when you should decide who is going to act as facilitators. It is often helpful to co-deliver seminars rather than one person acting as lead with others in a secondary role.

Working collaboratively on seminars is ‘values-based practice in action’ and supports ‘buy in’ and enhanced learning.

Read More: for outline seminars see **Template Section II.3** and **Resources Library, Section 2**

STEP 4 – Invite list

The invite list should include a range of professional and lay perspectives.

Here is a list of suggested invitees for a clinical team seminar:

- Consultants
- Trainees
- Specialists nurses
- Allied healthcare professionals (e.g. radiographers, SaLT, physiotherapists, occupational therapists)
- Patient and carer members (e.g. experienced outpatients, representatives of patient groups)
- Students (from different professional backgrounds)

Your invite does not need to outline all details. It should however be sufficient to spark interest in values-based practice and make your invitees research the topic. A link to the Collaborating Centre website (valuesbasedpractice.org) is helpful for those who like to ‘read up’ in advance.

The invite should be personalised: the lead clinicians and other organisers should sign it electronically.

Read More: for a draft invite see **Resources Library, Section 5**

STEP 5 - Write cases

This task should be delegated to a specific team member. Often a trainee who is interested to present will be willing to take this on.

To ensure embedding in everyday practice cases should be routine rather than presenting obvious legal or ethical difficulties.

Confidentiality should be secured (unless consent has been obtained from the people concerned) but sufficient detail given to allow participants to engage with the values arising in context. With seminars for clinical teams the experience of participants (as professionals and patients) allows quite short cases to be used although longer cases may also be helpful.

Read More: for example cases see **Resources Library, Section 3**

STEP 6 - Book venue

Check the availability and suitability of the venue. Ideally this should be within or close to participants' working environment rather than in an off-site facility.

There should be space for 20-30 attendees and you should ensure the following are available:

- Seating
- Projector and PC/plug in point
- Flip chart/white board
- Refreshments
- Parking or transport links

Read More: for more on venues see **The Importance of Context**, p xx, Template Section II.1

STEP 7 - Chase invitees

It is worth sending reminder email invites about 4 weeks and then 2 weeks before the event.

Ensure you include information on the planned format and information about values-based practice.

STEP 8 - Confirmation

A number of points are worth confirming in the run up to the seminar

- Check the venue is booked and equipment available.
- If you wish to record the event, ensure necessary devices are hired or present at venue. Participants will need to sign a release form agreeing to this.
- Send a confirmation email once all details are finalised, approximately 7 days before the event.
- Check all hand outs and other seminar materials are available at the venue
- Make sure refreshments have been ordered (consider any dietary requirements)

Another item to remember at this stage is to produce certificates for your attendees.

Read More: for a sample Certificate of Attendance, see **Resources Library, Section 5**

STEP 9 - Facilitating the workshop

Practical points to bear in mind in running the event include

At the start of the event

1. Arrive 30 minutes before start with feedback forms (see example) and all equipment
2. Check rooms & equipment
3. Set-up power point
4. Welcome attendees
5. Note any points re recording discussion points and plans on going feedback

At the end of the event

1. Collect cases and data from exercises
2. Give out and collect in feedback sheets
3. Give out certificates to attendees

Read More: for details of how the interactive exercises and other seminar content are delivered please see the **Training Template, Section II.1 and Section II.2**. For samples of a feedback sheet and certificate of attendance, see the **Resources Library, Section 5**. Seminar outlines are given in **Resources Library, Section 2**, example cases in **Resources Library, Section 3**, and other seminar materials (power point presentations, hand outs, etc) in **Resources Library, Section 4**.

STEP 10 - Follow-up

Within a few days of your event, send individual thank you emails to organisers including any overview or key points from the feedback forms.

Please also write a short report for The Collaborating Centre and send feedback and cases for the Resources Library. This is important for building our free online database of values-based practice educational resources.

Besides publication on the values-based practice website (by way of the Resources Library), you may want to consider write up the event for a speciality conference/educational journal. Joint authorship with your organising team gives a strong 'VBP message'!

Read More: for a sample follow up email see the **Resources Library, Section 5**

Need Advice or Help?

Please do not hesitate to contact us at The Collaborating Centre for any questions or assistance (see valuesbasedpractice.org/Contact Us)