

Saturday 24th February 2001 (Session is full) Location: Saville on Russell, 222 Russell Street, Melbourne For a map of the location and other information regarding the venue please refer to web page. http://www.savillesuites.com.au/melbourne.html Parking Available next to the Hotel \$12 per day, (drive in take a ticket and then pay at reception where they will stamp your ticket and you can drive straight out) Transport Closest Train Station Melbourne Central, trams anything that runs down LaTrobe or Collins Street. Accommodation Available at the Saville on Russell for \$145 per delegate. Please indicate if you require accommodation on the fax back.	Saturday 3rd March 2001 Location: Pastel's Sandown Regency, 477 Princes Highway, Noble Park For a map of the location and other information regarding the venue please refer to web page. http://www.sandownregency.com.au Accommodation Available at the Sandown Regency Motor Inn for \$122 per room for conference delegates including continental breakfast. Please indicate if you require accommodation on the fax back.	Saturday 24th March 2001 Location: Saville on Russell, 222 Russell Street, Melbourne For a map of the location and other information regarding the venue please refer to web page. http://www.savillesuites.com.au/melbourne.html Parking Available next to the Hotel \$12 per day, (drive in take a ticket and then pay at reception where they will stamp your ticket and you can drive straight out) Transport Closest Train Station Melbourne Central, trams anything that runs down LaTrobe or Collins Street. Accommodation Available at the Saville on Russell for \$145 per delegate. Please indicate if you require accommodation on the fax back
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GPDV has developed a new workshop for GP trainers and Program workers who are involved in training GPs in the use of the EPC MBS Items. The facilitator for the program is David Ellis from Response Training and Consulting, who has extensive experience in Trainer Training at Swinburne University and has been working with GPDV and Divisions on these areas.

There will be an opportunity to debrief and reflect with other GP Trainers on the EPC training already undertaken, and to further extend participant focussed training methods and approaches to conducting training on the EPC MBS Items.

This experiential workshop will focus on the process of leading small groups, working with challenging audiences, and using a variety of methods to engage and work effectively with those involved in training sessions. There will be an expectation that participants will be familiar with the content of the EPC items. This workshop is available to both experienced and new EPC GP trainers and to division EPC program workers.

Objectives

1. Participants will review and debrief about the training activities they have undertaken.
2. Participants will develop methods to be able to design effective training sessions, which are suitable for their audience.
3. Participants will identify training strategies that effectively engage the audience, increase their active participation and manage challenging behaviour.
4. Participants will experience a range of training strategies relevant to Care planning and Case conferencing
5. Participants will investigate and apply a range of presentation techniques and approaches

Draft Agenda

9.45	Registration, Coffee
10.00	Welcome and introductions Session outline and objectives Warm up
10.20	Current trends and experience in EPC training Participant experience and survey results
11.00	Training Adult Learners in the EPC context
11.30	Morning tea
11.45	Presentation skills with groups
12.30	Planning and designing effective training sessions
1.00	Lunch
1.30	Participation and engagement skills Strategies for managing difficult behaviours
2.15	Afternoon tea
2.30	Training strategies for Care planning and Case conferencing Using Case Studies, role plays, demonstrations etc
3.30	Evaluating training
4.00	Conclusion and close

FAX BACK

Please register your attendance at the above workshop by filling in all details and **faxing back to Ms Judi Blennerhassett on (03) 9348 1375 strictly by 4:30pm Friday 23rd February 2001** as places will be allocated to those on the waiting list.

I would like to register for the Training Skills for EPC GP Trainer's workshop

• Saturday 3rd March 2001

Location: Sandown Regency **or**

• Saturday 24th March 2001

Location: Seville on Russell

Additional Information

Place Limits

The maximum number for this workshop will be 20 participants.

Funding

GPDV will fund the attendance by one GP trainer per division. If a GP trainer is unable to attend

GPDV will fund a program worker for expenses other than salary.

GPDV claim forms can be downloaded from the epc web page (in what's new) on the GPDV website.

GPDV funded delegate

Please provide GPDV with the relevant claim form within 30 days of training.

Name/s _____

Position/s _____

Division/s: _____

GPDV will fund one night accommodation if required. GPDV will book on your behalf.

Do you require accommodation at the conference facility? _____

Date accommodation is required? _____

2nd delegate

Name/s _____

Position/s _____

Division/s: _____

Would you like GPDV to book accommodation for you at the conference facility? The conference rate for accommodation is \$145 Saville/\$122 Sandown Regency for a standard room. *Please settle account prior to departure.*

Do you require accommodation at the conference facility? _____

Date accommodation is required? _____

3rd delegate (waiting list) GPDV will notify whether place is available by Monday 26th February

Name/s _____

Position/s _____

Division/s: _____

Would you like GPDV to book accommodation for you at the conference facility? The conference rate for accommodation is \$145 Saville/\$122 Sandown Regency for a standard room. *Please settle account prior to departure.*

Do you require accommodation at the conference facility? _____

Date accommodation is required? _____

Training Skills for EPC GP Trainers

Pre Workshop Questionnaire

Purpose

This information will assist GPDV to:

- confirm the number of participants
- gauge the activities currently being undertaken by participants
- gain an indication of participant learning needs and expectations

Division name:.....

Name and program title of participant(s):

Participant 1:

Participant 2:

1. What are your learning expectations for the “Training Skills for EPC GP Trainers” Workshop?

Please list below.

Participant 1

Participant 2

2. To which of the following groups do you currently provide EPC educational activities?

Please indicate:

	Participant 1	Participant 2
General Practitioners	☐	☐
Practice managers / staff	☐	☐
Allied health staff	☐	☐
Division staff	☐	☐
Hospital staff	☐	☐
Other: please specify		

3. Educational Activities

Participant 1

Educational Activity	Use most consistently	Most confident	Would like to develop further
Presentation			
Large Group discussion			
Small Group discussion			
Individual, pair and triad work			
Case Study			
Role Play			
Academic detailing			
Other Activities			

Comments

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Participant 2

Educational Activity	Use most consistently	Most confident	Would like to develop further
Presentation			
Large Group discussion			
Small Group discussion			
Individual, pair and triad work			
Case Study			
Role Play			
Academic detailing			
Other Activities			

Comments

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4. In which aspects of your role in education would you like to develop further skills? Please indicate by ticking the appropriate boxes below for each participant. Please specify if there are particular aspects of these areas that you would like to focus on.

Participant Details	Training Adults effectively	Dealing with challenging audiences	Training Needs assessment	Designing effective training sessions or programs	Making a session interesting and interactive	Developing appropriate evaluation strategies	Other: please specify
Participant 1							
Participant 2							

5. Any other comments?

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Many thanks for taking the time to respond.

This information will assist GPDV in planning relevant and effective programs for members.