

4Ps

Development programmes for people in healthcare

Sample Programme, 1

Creating opportunities for involvement

Session One – Why Involve? why partnership?

Detailed Programme for Facilitators

Date

Location

1.00pm Check room etc.
1.30pm Delegates registration & lunch

Timing guidelines

2.00pm	Welcome & introductions (us)	Programme sponsor
2.05pm	Purpose & aims of this session	F1
2.15pm	Roles, way of working	F2
2.20pm	lead into small groups	F2
	Introductions	F2
	OHP	
	Short and sharp feedback by facilitators to model how we want it done.	
	Draw out any issues.	
2.30pm	Why should participants be involved in service planning?	F2 intro
	Benefits/problems	
	Small groups but get them to feedback (short & sweet)	F1,F2
2.45pm	Individual exercise – post it notes	F2
	What lay involvement in cancer service planning means to me. Take in and collate notes.	
3.00pm	Draw together learning so far	F1
3.10pm	Experiences of public involvement	F2
	Outside the NHS	
	OHP	
	Small groups but get them to feedback (short & sweet)	F2,F1

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3.20pm	Experiences inside the NHS, as above	
3.30pm	Tea	
3.45pm	What have we learnt so far? What is the function of public involvement?	F1
3.50pm	Small group work a/a What is the function of the 'lay' member in service planning?	F2
4.05pm	Bringing together the learning	F1
4.10pm	Small group work a/a Is lay the correct word? What do we call our patients?	F2
4.25pm	The importance of language	F1
4.30pm	What are my key issues? Each write on a piece of paper, max 3	F2
4.35pm	Share in small groups (a/a) See if any common ground. Feedback key issues	F2 F1
4.45pm	Test out common areas, what need to work on/how might involvement fit Next session, Information to patients Any one share letters? Give out resources guide Agree work for between sessions Outline Patient Friendly assessment and accreditation	F2
4.55pm	Evaluation	F2