Management: Portfolio Organising a training event (2021)'s Preview

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Fields marked with ★ are required.

Section 1

Project Description

Date

Any Comments/Reflections ★

Section 2

Assessor Name: ★

Assessor registration number (GMC if applicable): ★

Grade of Assessor: ★

Assessor's email ★

1. Please note the trainee's performance on the following areas:

Development of programme: ★

(Concerns - Random selection of programme more about convenience than requirements.) (Good practice - Bespoke programme which fits appropriate curricular need and appropriate to level of audience. Variation. Fits training time allocated.)

Booking appropriate venue/online platform ★

(Concerns - Late booking, inappropriate size or cost. No thought about catering. Online – Platform not suitable and not user friendly) (Good practice - Planning appropriate venue, IT, catering and parking. Well located for attendees Online – Ease of access. Good attendee experience. Ability otobe interactive.)

Selection and briefing of speakers: ★

(Concerns - Convenience selection, no particular educational value) (Good practice - Appropriate selection, invitations and briefing. Speakers aware of attendees' requirements. Use appropriate senior support to signpost. Arranged in advance.)

Communication with attendees: ★

(Concerns - Last minute, inadequate information) (Good practice - In advance allowing time to book SL, advice re parking and catering. Programme distributed.)

Communication with lead consultant: ★

(Concerns - Last minute, heavy reliance on them to organise) (Good practice - In advance, sensible and with clear understanding of expectations and role)

Hosting and introducing speakers: ★

(Concerns - Poor time keeping, no introduction doesn't thank speakers) (Good practice - Clear leadership, time keeping, thanks speakers and able to signpost needs for speakers and attendees)

Management of any no shows/setbacks: ★

(Concerns - No thought given to this, no contingency plan) (Good practice - Contingency plan, ensures setbacks do not detract from the training or day)

Management of evaluation process: ★

(Concerns - No feedback, irrelevant or too late to be of value) (Good practice - Timely collation and dissemination of feedback to attendees, speakers and lead consultant.)

Feedback: Assessor rating

1 – What was done particularly well? ★

2 – Learning points – What could have been done differently? ★

3 – Recommendation for further learning or development ★

4 – Overall: Please indicate the level of the trainee's performance in this episode: ★

Signed by Assessor ★

Selecting Yes represents the assessor's signature.