

Top Tips for Facilitating HDR Teaching Sessions

Prior to the Session:

- Early contact with your GP/Consultant resource - not less than 4 weeks
 - Are they still able to attend the session? (if you do not receive a reply contact the GP Training Office ASAP)
 - Clarify what they expect you to contribute to the session
 - Clarify what their contribution will be to the session
- Prepare a plan for the session, including a timeline
 - Don't forget comfort breaks!
 - Allow time at the end to review key themes/ideas/summarise +/- questions
- Review the session objectives (found on Moodle)
 - Has your session addressed these objectives?
- Try to make the session interactive
 - Quiz (to review themes/ideas)
 - Review clinical scenarios in smaller groups (feedback answers as a large group)
- Try to incorporate as many different learning styles
 - Honey & Mumford: Reflector/Theorist/Pragmatist/Activist
 - Visual/Auditory/Kinaesthetic
- Have a copy of your presentation available in two independent locations
 - Your NHS mail
 - USB
 - Email to the GP Training Team
- Email any documents requiring printing in advance to the GP Training Team

The Day of the Session:

- Arrive Early to the session
 - Is the room set up appropriately?
 - Is the IT working?
 - Is the sound working?
 - Upload your presentations to the desktop
 - Are the links to websites/videos working?
- Monitor the room throughout
 - Is the pace appropriate?
 - Is a comfort break required?

General Advice:

- It is a Derby tradition for the facilitators to bring some 'goodies' for the group to enjoy.
- If you can't facilitate a session you have been assigned:
 - Attempt to swap a session with another trainee in your year group.
- Don't panic!
 - If you have any issues with your HDR session contact the GP Training Team.
- The HDR sessions are intended for GP trainees to acquire/refresh the knowledge expected in order for us to obtain CCT.
 - Review the RCGP curriculum.