

Supporting self care in primary care – a training package for health and social care professionals

Workshop 3 notes

PCT/other care agency

Workshop overview

Purpose of the workshop





- To review progress on implementation of the action plan developed to establish a culture to support self care
- To review progress on implementing the selected interventions to support self care
- To revise and develop the action plan so that the integrated approach to self care support maintains a high profile

To integrate – meaning that all types of self care support interventions are brought together in a comprehensive self care support resource.

Workshop delivery

Example workshop timetable

This timetable is a guide only so you will need to adapt timings and content to suit your participants' availability and requirements. A more detailed breakdown of each of the items in this timetable is provided on the subsequent pages.

Item	Suggested timing	Suggested tools	Category
Introduction and overview of workshop objectives	10 minutes		
Review of work completed in the interim period between workshops 2 and 3	20 minutes (or as required)	– Roles and responsibilities checklist	
Difficulties and gaps in establishing a culture to support selfcare	40 minutes	– SWOT analysis	
Evaluation	30 minutes	– Chapter 9 – Completing the cycle: evaluation of the Supporting self care in primary care book	





Working in Partnership Programme

This document is intended as a guide only.

© Crown Copyright September 2006.

The text in this document may be reproduced free of charge in any format or medium providing that it is reproduced accurately and not used in a misleading context or used for commercial gain. The material must be acknowledged as Crown Copyright and the title of the document specified. Where others have been referenced on specific documents and tools, the organisation must be acknowledged in full and the title of the document specified. All links to external websites have been provided for your information and the Working in Partnership Programme take no responsibility for any material or content accessed on any such websites

self care • •
...because health matters •

Item	Suggested timing	Suggested tools	Category
Summary of the 3 workshops	15 minutes		
Workshop outcomes	10 minutes	– Evaluation questionnaire	
Total time	2 hours and 5 minutes		

There is a [Blank timetable](#) for you to plan your workshop



Introduction and overview of workshop objectives

- Brief introduction and review the objectives of the training package and then focus on the objectives for workshop 3. Explain the purpose of the workshop – see box below
- The objectives need to be kept short and be delivered with clarity and enthusiasm
 - Some of the attendees may still be feeling that the training is taking away valuable time from other things



Review of work completed in the interim period between workshops 2 and 3

- Review the [roles and responsibilities checklist](#), asking the team to feed back on the outcomes and findings
- Focus on the service areas the team have covered



Difficulties and gaps in establishing a culture to support self care

- Using [Tool 3 – SWOT analysis](#), embellish the challenges that arose in the previous section. Facilitate a discussion with the group on the difficulties and gaps they have come across/are facing in respect to embedding the culture to support self care in the PCT. Draw the SWOT chart on a flipchart and fill it in as you go
 - Use the [illustrated care pathways](#) to help the group think through where the challenges may arise
- Once the challenges have been identified take each one in turn, work through a solution and develop an action plan to implement that solution. Write this information up on the flipchart
- Review the action plan with the group to make sure someone has taken responsibility for each item. Ask the team to add these actions to the [roles and responsibilities checklist](#)
- Recommend to the group that they work through [Tool 14 – Moving through change](#) if they feel it will help them.





Evaluation

- Hand out the **evaluation tool** – you will need to adapt the example so the version you give out is blank for the team to fill in
- Facilitate a discussion on monitoring the ongoing development of a culture to support self care within the PCT. Gain agreement on the design and nature of the evaluation work to be completed – use **Chapter 9 – Completing the cycle: evaluation** as an example of how they may wish to carry out their evaluation
- Agree which PCT structure/department will lead the evaluation – this may be an individual or a small group of people



Summary of the 3 workshops

- In your own words, summarise the workshop. Pick a couple of key points that have arisen throughout the workshop to highlight how the group has moved forward
- Tie in what has happened over the 3 training workshops and summarise what has been achieved
- Reiterate the importance of maintaining the momentum and sustainability of the implementation of a self care support strategy. Make some suggestions as to how they may do this, for example, regular team meetings to reflect on developments in supporting self care and any changes that are needed.

Workshop outcomes

- Ask each of the participants to fill in an **evaluation questionnaire** before they leave. This will help you to gauge whether the training and work plan was 'pitched' at the right level
- Thank the participants for attending – link back to the purpose of the training and emphasise that what you all set out to achieve has been completed
- Make the summary very encouraging and motivational
- Agree to send the delegates electronic copies of any tools or documents that have been requested throughout the training plus a summary of the comments and actions from the meeting

