



Primary Locums' are proud to offer the following evening/ half day course

'The Productive GP'

DELIVERED BY

EFFECTIVE PROFESSIONAL INTERACTIONS (EPI)

Facilitator – Dr Steve Blades

**Wednesday 19 October 2016
Registration 17.45 Course Start 18.00
Course End 21.00 (3 hrs)**

**Venue – Oakfields Health Centre, Hamsterley Colliery, Newcastle
Upon Tyne NE17 7SB**

Cost - £75 + VAT

The evening aims to help you

- Have a clear sense of how you can be more productive in your daily work
- Have examined how your beliefs and behaviours impact on your productivity
 - Have learnt top tips on time management and e-mail management
 - Have shared ideas on working productively with practice teams
- Have identified ways in which your consultations could be more productive

To *book or for more information please contact:

Louise Swinburne

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Tel: 01207 566120

** Full payment will be required at the time of booking.*

www.primarylocums.com and www.effectivepi.co.uk/

See below for programme



Programme

- 18.00 Welcome and Introductions**
- 18.10 What does the Productive GP look like? How am I doing?**
- 18.30 Beliefs; behaviours; productivity – assertiveness, saying no and procrastination**
- 18.50 Principles of time management**
- 19.20 E-mail management**
- 19.35 Tea**
- 19.50 Working productively with practice teams**
- 20.10 Productivity in consultations**
- 20.45 Personal action planning and evaluation**
- 21.00 Finish**