

Organisation Training Event WPBA Benchmark Sheet

	Concerns	Good practice	Trainer Comments
Development of programme	Random selection of programme more about convenience than requirements.	Bespoke programme which fits appropriate curricular need and appropriate to level of audience. Variation. Fits training time allocated.	
Booking appropriate venue and catering	Late booking, inappropriate size or cost. No thought about catering.	Planning appropriate venue, IT, catering and parking. Well located for attendees	
Selection and briefing of speakers	Convenience selection, no particular educational value	Appropriate selection, invitations and briefing. Speakers aware of attendees' requirements. Use appropriate senior support to signpost. Arranged in advance.	
Communication with attendees	Last minute, inadequate information	In advance allowing time to book SL, advice re parking and catering. Programme distributed.	
Communication with lead consultant	Last minute, heavy reliance on them to organise	In advance, sensible and with clear understanding of expectations and role	
Hosting and Introduction of speakers	Poor time keeping, no introduction doesn't thank speakers	Clear leadership, time keeping, thanks speakers and able to signpost needs for speakers and attendees	
Management of any no shows/set backs	No thought given to this, no contingency plan	Contingency plan, ensures setbacks do not detract from the training or day	
Management of evaluation process	No feedback, irrelevant or too late to be of value	Timely collation and dissemination of feedback to attendees, speakers and lead consultant.	
Reflection	Has not demonstrated required learning or reflection from process	Demonstrates understanding of organising training event. Aware of challenges and identified personal learning points.	

The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

“Based on this WPBA, I would be satisfied that this learner could organise a training event as a newly appointed consultant”

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: