

## Organisation Training Event WPBA Benchmark Sheet

|   | Concerns  | Good practice  | Trainer Comments |
|---|---|--|------------------|
| <b>Development of programme</b>               | 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.                      |                  |
| <b>Booking appropriate venue and catering</b> | Late booking, inappropriate size or cost. No thought about catering.    | Planning appropriate venue, IT, catering and parking. Well located for attendees   |                  |
| <b>Selection and briefing of speakers</b>     | 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. |                  |
| <b>Communication with attendees</b>           | Last minute, inadequate information                                     | In advance allowing time to book SL, advice re parking and catering. Programme distributed.  |                  |
| <b>Communication with lead consultant</b>     | Last minute, heavy reliance on them to organise                         | In advance, sensible and with clear understanding of expectations and role   |                  |
| <b>Hosting and Introduction of speakers</b>   | Poor time keeping, no introduction doesn't thank speakers               | Clear leadership, time keeping, thanks speakers and able to signpost needs for speakers and attendees  |                  |
| <b>Management of any no shows/set backs</b>   | No thought given to this, no contingency plan                           | Contingency plan, ensures setbacks do not detract from the training or day   |                  |
| <b>Management of evaluation process</b>       | No feedback, irrelevant or too late to be of value                      | Timely collation and dissemination of feedback to attendees, speakers and lead consultant.   |                  |
| <b>Reflection</b>                             | 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:**