

## 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.