**Making the most of your one to one**

**Estimated time of workshop** 1 hour for a group of 15-20 appraisers

**Materials**

Computer and projector for PowerPoint, flip chart and pens

Pre-course work - Send a copy of the Revalidation Support Team Competency Framework and self-assessment tool[[1]](#footnote-1) to participants with instructions to read and reflect on this before the workshop

**Aim**

For appraisers to prepare effectively in order to make the most of their one to one meeting with their appraisal lead

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**Intended Learning Outcomes**

By the end of the session appraisers will be able to:

1. Prepare for a one to one review with the appraisal lead
2. Describe the competencies required for their role
3. Identify their learning needs as an appreaiser
4. Construct a PDP for their appraiser role
5. Devise ways to show improvements in competencies for next year

**Housekeeping**

Directions to fire exits, toilets.

Mobiles on silent.

Confidentiality

**Sign posting for the session**

Introductions and explanation that the session will last approximately an hour, and aims to be as interactive as possible.

**Teaching and learning materials**

PowerPoint presentation with interactive discussion

**Assessment of learning and teaching**

Review the intended learning outcomes

Evaluation forms

Personal reflection for participants

1. Revalidation Support Team (2013) *Quality Assurance of Medical Appraisers Appendix 3 and 4* [online] Accessible from <http://www.revalidationsupport.nhs.uk/CubeCore/.uploads/documents/pdf/rst_quality_assurance_medical_appraisers_appendices_2013.pdf>

   [Accessed 14.1.2014] [↑](#footnote-ref-1)