



THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

Management for Clinicians

Clinical Education Centre (Auckland Hospital)
Friday 7th and Saturday 8th November

What is Management?

Being a senior manager is not an easy job! We often just “do” and rarely reflect on what we do. Our days are filled with crises and leave little time for planning. We let the task take control of us, rather than being in control of the tasks.

This two day workshop aims to improve your management skills by:

- Learning new skills to address common problems
- Giving you time to reflect on your own management style and that of others
- Learning from your peers

FRIDAY 7th November

Morning Session - Effective Communication

Gain an understanding of your communication styles and the communication style of others. Identify blockers to good communication. Gain tools to improve communication with superiors, co-workers and subordinates.

Afternoon Session - Successful Leadership

- Are leaders born or made?
- How effective are you as a leader?
- Understand how the best leaders achieve their aims
- Analyse and practice the skills of leadership

SATURDAY 8th November

Morning Session - Understanding Clinical Governance

Explore what clinical governance is and how it can be led in organisations and departments to enhance quality and safety.

Afternoon Session – Managing Change

Experience of change is not always positive and understanding how and why people react to change and the use of a change model will assist you in dealing with all future changes.

WORKSHOP LEADER

Dr Lee Gruner BSc, MBBS, BHA, FRACMA, MBA (Executive), GAICD has held senior positions in health services in Victoria, including Medical Director and Quality Director, Heidelberg Repatriation Hospital, Melbourne and General Manager of The Melbourne Clinic. Since 1997, Dr Gruner has been a consultant in health services and management with a special interest in quality, change management and strategic planning. She has been Lecturer for the Masters in Health Services Administration at Monash University. She teaches practical techniques in management using a case study approach with interactive discussion. Since 1993, she has run RACMA 'Management for Clinicians' courses in both Victoria and South Australia.

This extensive two-day workshop costs \$675 (incl GST) and includes all workshop documentation refreshments and lunches over two days.

BOOK now as places are limited...

NAME

ORGANISATION

ADDRESS

POSITION

EMAIL

Please send invoice

Please complete and send with payment to: RACMA Workshop 08, PO Box 32515 Devonport, North Shore City 0744, Auckland
Payment by cheque made payable to RACMA or bank transfer to Royal Australasian College of Medical Administrators
BNZ Wellington Branch Account # 02-0500-0823820-00 (please quote RACMA Nov Workshop)

For all general enquiries, contact lindamckay@xtra.co.nz

We look forward to welcoming you in November.