**Time to take stock and plan ahead**

**Objective:** As each practice movestowards a return to ‘normal’ as Covid-19 restrictions reduce this session provides an opportunity for the practice to take stock and plan ahead.

Overleaf we have set out two examples of outline agendas for:

1. A Partners/Senior Team half away-day \*
2. A whole Practice Team half away-day

\*Where practices wish to use the bulk of the time for training and development there is a programme providing 1 hour of whole team activity which will then be followed with a bespoke programme of training based on practice priorities/available options

**Other considerations:**

NHS Kernow recognise that practices need some protected learning time and will support each practice to enable it to have a half day when it will only provide essential (out of hours equivalent) cover for patients needing urgent support. Practices need to ensure the date chosen enables them to schedule services to minimise the impact on routine care, is well advertised so that patients are aware that on the afternoon concerned only urgent care will be available and is agreed with the CCG. Practices may choose to commission LIVI to provide cover. KHCIC are also considering whether with sufficient notice they could provide practice cover if a number of practices wished to have events on the same day if this option is something your practice would like us to investigate further please let us know.

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| **Outline agenda for Partners or senior practice team away**  **Half Day 2.00 – 6.30pm** | |  | **Outline agenda for whole practice team away**  **Half Day 2.00 – 6pm** | |
| **2.00 – 2.55** | Time for everyone to reflect (all staff to be invited to participate)  Looking back on the last year   * How am I feeling? * Things we should be really proud of/what I think our practice did well   Looking ahead – what should we do more of/what is worrying me? |  | **2.00 – 2.55** | Time for everyone to reflect (all staff to be invited to participate)  Looking back on the last year   * How am I feeling? * Things we should be really proud of/what I think our practice did well   Looking ahead – what should we do more of/what is worrying me? |
|  | **Break into session outlined below for Partners/senior team and separate training and development sessions for other staff** |  |  | **Break into team sessions (the team break outs will be pre-planned with the practice)** |
| **3.00 – 4.00** | What is important to us as we plan for the new normal?   * What are our reflections including feedback from the session with all the staff? * Are there some things that changed during the pandemic which we want to retain? * What did we delay or stop which we now want to push ahead with? * Are there existing or emerging pressures which we need to plan for? |  | **3.00 – 3.45** | What is important to our team as we plan for the new normal?   * What are our reflections as a team after feedback from the session with all the staff? * Are there some things that changed during the pandemic which we want to retain? * What did we delay or stop which we now want to push ahead with? * Are there existing or emerging pressures which we need to plan for?   What points do we need to feed back to the Partners/Senior Team |
| **4.00 - 6.30** | The next 6-9 months:   * What are we worried about and think we have to get a grip on? * What are the quick wins/early priorities that will demonstrate progress (to us, our staff and our patients) * How do we intend to organise service delivery * What needs more work eg where we don’t have enough information to make final decisions   Agreeing action/next steps |  | **3.45 – 4.30** | Feedback from each team  Tea from 4.15 and opportunity for senior team to review feedback ahead of final session |
| **4.30 – 6.00pm** | Planning session - the next 6-9 months:   * What are we most worried about and think we have to get a grip on * What are the quick wins/early priorities that will demonstrate progress (to us and our patients) * How do we intend to organise service delivery? * What needs more work eg where we don’t have enough information to make final decisions * Agreeing action/next steps |