

Guidance Document 5: Template for Public Involvement Training Workshop

<p style="text-align: center;">Public Involvement</p> <p style="text-align: center;">Public Representative Training Day</p> <p style="text-align: center;"><i>[Insert date]</i></p> <p style="text-align: center;"><i>Programme</i></p>	
10am	Registration (tea /coffee/refreshments available)
10:15am	Welcome and introductions (Appointed Public Involvement Liaison Officer)
10:30am	Expectations of the day
10:45am	Overview of National Clinical Guideline and National Clinical Audit development (1) (Appointed Public Involvement Liaison Officer)
11am	Q&A
11:05am	Becoming involved as a public representative
11:20am	Public representative involvement in Clinical Effectiveness Processes (Appointed Public Involvement Liaison Officer)
11:35am	My experience of becoming involved in Clinical Effectiveness Processes (Public Representative)
11:45am	Q&A
11:50am	Effective public representative participation
12:35pm	Lunch
1:25pm	Overview of National Clinical Guideline and National Clinical Audit development (2) (Appointed Public Involvement Liaison Officer)
1:35pm	Q&A
1:40pm	Group Activity (Table Quiz)
2:20pm	Discussion of Public Representative Scenarios
3pm	Evaluation and close