



**Leadership Academy**

Graduate Management  
Training Scheme

**Grad  
Mail**

**The latest graduate news**

## Hi colleague!

Welcome to the third e-bulletin from the NHS Graduate Management Training Scheme (GMTS) designed to keep you up to date with all things scheme-related.

### **Placement allocations and your Local Leadership Academy (LLA)**

By now, the majority of you should have received your placement details. There are still a few trainees who have yet to receive these. Rest assured these will be issued as soon as possible.

It's important you make an effort to visit your first placement organisation over the summer at a mutually convenient time. It will be useful for you to get a feel for the organisation, and it will be helpful for your managers if you discuss your background and interests, which can then inform their planning of your orientation and placement.

Alongside your Regional Trainee Support Manager (trainee focus) your LLA (placement focus) are a valuable source of information throughout your time on the scheme. Your LLA allocate your buddy and placement and support orientation by providing local guidance if required.

If you haven't already done so, you'll receive details of a local induction event which will be planned and delivered by your LLA in addition to the national welcome event in September.

Contact information for your LLA can be found [here](#).

## What you can expect from your Scheme learning

The Scheme offers you a suite of learning, comprising of Action Learning Sets, Experiential Learning Modules and Academic education.

In the last GradMail we provided you with a [GMTS overview guide](#) and [education dates](#) document to support you to understand how all of your learning elements fit together.

We'll build your Scheme learning knowledge further in the next GradMail and will go into more detail on what you can expect within each specialism. We're also developing specialism specific guides to support you.

We've arranged **specialism specific Pathmotion chats** taking place as follows, make a note of the dates and don't forget to subscribe to the chats using the links provided. **Transcripts of the chats will be shared.**

### Important - your education dates

We release education dates per Scheme year. You've been provided with education dates at the link above for year 1. Further dates will be added to this document for finance trainees (Spring 2020) and for all trainees - modules 2 and 3 of Experiential Learning (February and March 2020 for module 2 and July 2020 for module 3). Education dates may be subject to change, you will be notified as soon as possible of any changes. **We advise you not to book any holiday around these dates until these dates are confirmed.**

**Please double check the education dates document at the link above as we identified an error and the document was updated a short while after the last GradMail was circulated.**

## Elizabeth Garrett Anderson programme (EGA)

- All trainees start the Elizabeth Garrett Anderson programme. All trainees undertake modules 1-3 alongside their specialism education, General Management go on to complete modules 4-6.
- You'll receive information concerning enrolment/registration in early August by email. Keep an eye out for this and be aware this may land in your junk mail.
- [Elizabeth Garrett Anderson Pathmotion live chat Monday 22 July, 5:00-6:00pm](#). This chat is for all trainees and is intended as a specialism specific chat for General Management trainees too.

## **EGA cohorts and Experiential Learning groups**

The cohorts for the EGA Programme and groups for Experiential Learning, have not yet been allocated.

The education dates document currently details all dates for all cohorts/groups and you will need to hold all dates until your EGA cohort and Experiential Learning groups are confirmed.

You will only be expected to attend the set of dates linked to your cohort/group. We aim to confirm these by early August so you can release other dates from your diary.

## **Specialism specific enrolments and Pathmotion live chats**

You'll receive an email concerning enrolment with your academic provider within the next month, please look out for an email and check your junk folder too.

Specialism specific folders will be created on Geni to host important information about your education. Please check these folders throughout your time on the Scheme for additional information.

- [Finance Pathmotion live chat Friday 19 July, 12:00-1:00pm](#)
- [Health Analysis Pathmotion live chat Tuesday 16th July, 12:00-1:00pm](#)
- [Health Informatics Pathmotion live chat Tuesday 16th July, 5:00-6:00pm](#)
- [Human Resources Pathmotion live chat Wednesday 17th July, 12:00-1:00pm](#)
- [Policy and Strategy Pathmotion live Monday 22 July 12:00-1:00pm](#)

## **National welcome events - 5th and 6th September**

All trainees start the Scheme on 5th September (first day of Scheme employment).

In the next issue of GradMail you'll be signposted to your National welcome event invitation, which will contain information on which event you're expected to attend (5th or 6th) and what the arrangements are for the other working day. Your invitation is unique to you therefore please attend on the date allocated.

Further information will be provided in the next GradMail alongside information about the Scheme travel desk and expenses. In the meantime please

remember to keep receipts from expenses associated with your placement visits/LLA events as you'll be able to claim back expenses in line with policy once you start on the scheme.

## **Orientation guidance**

Following the national welcome event you will move through a 20-day NHS orientation period, this isn't specialism specific, will take place within region and some travel may be required. The aim of orientation is to give trainees a broad overview of the health service and to think about how patients experience the NHS.

Usually your Programme Manager will plan your orientation period, to help you to understand what you might be doing during this time take a look at [these useful orientation documents](#).

The example orientation plan is based upon a previous trainees' experience. This is intended as a helpful guide however trainees should not expect a carbon copy of the example provided. There's the opportunity to shape your orientation by engaging in conversations with your manager.

## **Your nhs.net email address**

We're in the process of securing you an nhs.net email address, details of this will be shared with you in early August; look out for an email with more information. We've made a note of those of you who've confirmed with us that you already have an nhs.net email address, you'll retain this rather than having a new account.

## **Recap on important dates and information**

### **July**

- Issue 4 of GradMail on/around the last week of the month. The focus of which will be everything you need to know about your competencies, preparation for the Welcome event in September including details of accommodation/booking travel via the travel desk.
- Specialism specific Pathmotion live chats, dates and links above.

- You will receive your Assessment Centre feedback via email, look out for a separate email.
- You need to arrange your visit to your first host placement organisation, making contact with Programme and Placement Managers.
- Your allocated scheme buddy will make contact with you. If you haven't yet been allocated a buddy you'll receive details soon.
- If you're relocating for the Scheme and would appreciate some advice/guidance contact your LLA or email [graduatescheme@leadershipacademy.nhs.uk](mailto:graduatescheme@leadershipacademy.nhs.uk).

We hope you found this bulletin helpful, please make a note of important dates and action any points relevant to you.

As always if you have any questions please email [graduatescheme@leadershipacademy.nhs.uk](mailto:graduatescheme@leadershipacademy.nhs.uk).

**The Graduate Management Training Scheme team**

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