





Information Booklet

Welcome

The BME Career Development Programme for London is a transformative initiative designed by Whittington Health to enhance career opportunities aimed at all BME (Black and Minority Ethnic) staff across NHS organisations and the Primary Care. The programme is fully funded by Once4London Equity Initiatives for 50 participants across all NHS organisations and the Primary Care in London.

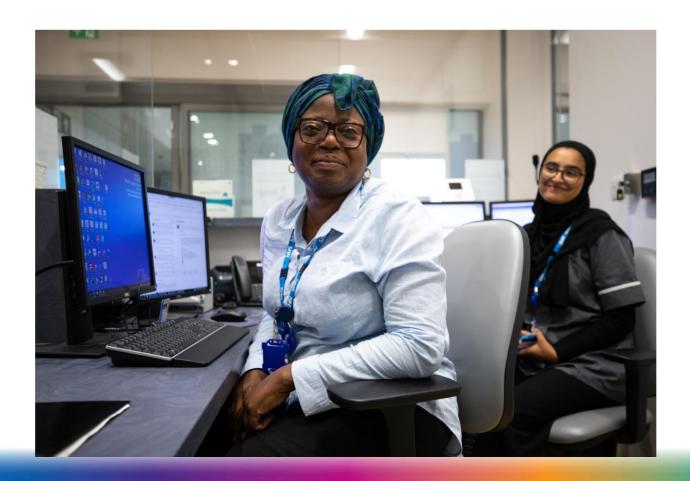
The programme content has been designed to provide participants with the essential skills and knowledge needed to succeed in career development and to build knowledge of the NHS. The training providers have been carefully selected based on their expertise in the modules.

As part of the programme, participants will have the opportunity to network with colleagues in the system with shared lived experience and undertake structured learning.

Participants should expect to grow confidence in exploring career opportunities, networking, and develop self-awareness and leadership skills.

At Whittington Health NHS Trust, we have successfully ran four cohorts of this programme and there has been a noticeable increase in confidence for participants on this programme when applying for new roles and undertaking further development. The promotion rates among all cohorts in Whittington Health ranges between 20-50%.

We hope that you will join us on our fifth or sixth cohort!



Meet the Whittington Health team

Mala Shaunak

Head of Organisational Development for Whittington Health

Mala is the Head of Organisational Development (OD) for Whittington Health. Mala joined the NHS in 2016 and has over 10 years of experience working in Organisational Development. Mala has led on the design, delivery and evaluation of leadership, management and team interventions for Whittington Health.

Mala started her NHS career as a Learning and Development Facilitator, then moved into the OD space as a Practitioner, after securing a development opportunity as acting Head of OD, she then secured the leadership role permanently.

Mala's leadership style is optimistic, playful and creative and she is passionate about supporting staff to be the best version of themselves as well as feel happy at work. Mala is excited to meet all the participants on this programme and providing them with the tools, resources and opportunities to connect with each other, learn and thrive in their careers.



Jinita Selvon Programme Manager for Whittington Health



Jinita is the Programme Manager for the London B2–7 BME Career Development Programme. She joined the NHS in 2009 and has held a variety of roles across the HR and Workforce space, building a strong foundation in Learning and Development and Organisational Development.

Jinita began her NHS career as a Learning and Development Administrator, during which she completed her ILM Level 3 qualification in Leadership and Management. She later moved into the Organisational Development team as an OD Coordinator, where she managed several high-profile leadership programmes—including the pilot of the B2–7 BME Programme. Jinita is excited to take on the role of being the Programme Manager for the London-wide programme. Jinita is a committed, communicative, and a dedicated leader who is passionate about enhancing staff experience. She is known for building strong relationships across the organisation and was recognised with a 'Going the Extra Mile' award. Jinita is proud to be leading this programme and looks forward to guiding participants on their journey.

Susannah Hall

Organisational Development Facilitator

Susannah is an experienced Organisational Development Facilitator with over 12 years in the Learning and OD space. Since joining the NHS in 2021, she has worked across a range of NHS Trusts, gaining insight into all kinds of teams and challenges, giving her broad and adaptable experience in diverse healthcare environments.

Susannah is responsible for designing, developing, delivering, and evaluating Whittington's Leadership and Management Training, she's a trained Coach, Mediator and 360 Degree Feedback Facilitator. Susannah is known for her supportive, encouraging, and experimental leadership style, and has a passion for helping people grow, connect, and try out new ways of working. Susannah is looking forward to meeting everyone on the programme and helping them to develop their careers.



Meet the Participants

Sacha Jarrett,

Engagement and Communications Manager

"I am a band 7 Engagement and Communications Manager and recently completed the Bands 2-7 programme. I was initially concerned that the course might not be as useful to me at this point in my career, but I was very wrong. Although unlike many of my other colleagues I wasn't seeking an immediate promotion or career change, the space that the programme provided was useful in so many other ways.

Being in a room full of people with shared experience provided me with support and encouragement. I found the coaching sessions particularly useful for building confidence and driving myself towards achieving my goals. I would encourage everyone to take part in the programme should they get the opportunity, community is essential for navigating working in the NHS as a person of colour and the programme is a brilliant place to find just that."



Jose Daio Ambulatory Care Administrator

"The B2-7 programme was a great experience! I really loved all the face-to-face sessions as it was always engaging, fun and interactive working with my colleagues. The program has definitely made an impact on my personal growth because it was amazing to get know people that are also on the same journey as me which increased my self-belief and made me realised that there are plenty of opportunities for progression in this trust and this programme is an example of that."

Sylvia Morgan,

Infection Prevention Control Audit Officer

"Participating in the 2-7 BME careers development programme has been extremely beneficial to my careers development going forward. The programme delivers a wide range to personal programme which allowed me to look at all aspects of who I am and what I want in my next role

I would encourage anyone who is interested in doing the next cohort to take that leap into your own self-discovery and future aspirations."



Adeola Adelakun, Information Analyst, IM&T

"I embarked on the B2-7 BME Programme with the intention of strengthening and enhancing my personal skills to support both my career and personal aspirations. This programme has not only equipped me with valuable tools for growth but also opened my eyes to the reality that many of the barriers to progress are often self-imposed.

Through this journey, I've challenged myself with responsibilities and tasks I would previously have avoided, and in doing so, I've developed greater confidence and a sharper focus on setting meaningful goals and achieving tangible results. The experience has prepared me for higher roles, and I am now more optimistic and ready for the opportunities that lie ahead."

How does it work?

The programme will be delivered over 4-months with a mixture of face to face and virtual delivery.

Group coaching sessions will be provided by an external provider called BRAP, a leading charity in transforming the way we think and do equality. The programme will conclude with a celebration event and presentations delivered by participants who have been on this learning journey.

You can <u>find out more</u> and <u>read our FAQ document</u> on the Whittington Health website.

Join an information session

Join us on MS Teams to find out more about the programme before you apply. Click to join the meeting:

- Tuesday 8 July at 11am to 12pm
- Wednesday 16 July at 1.30pm to 2.30pm

How do I apply?

- Apply via this MS form.
- Submit your application to be reviewed by Thursday 24 July. Each application will be reviewed by a panel to ensure it matches eligibility of the programme.
- Successful candidates will be informed about their place between Monday 11 August and Friday 15 August.

Expectations

- · Participants must attend all sessions.
- To ensure consistency, participants can only attend sessions within their assigned cohort (sessions from different cohorts can't be combined).
- Clear communication is essential. If a participant is unable to attend a session, they must notify Jinita Selvon via email as soon as possible.
- Participants will be required to put together and deliver a 5-minute presentation at the end of the programme to the wider group (managers will be invited along to this).
- Access to a working camera and microphone is required for all online sessions.
 - Camera's must remain on for the duration of the session. A quiet working space is required so that individuals can engage in the sessions.

Programme plan - cohort five

	Subject	Date	Times	Provider	Delivery Mode	Venue
Day 1	Intro to Programme	Wed 10 Sep	13:00-14:30	OD Team	Online	N/A
Day 2	мвті	Thu 11 Sep	10:00-16:00	NHS Elect	F2F	Whittington Hospital
Day 3	Building Confidence & Intro to Leadership	Thu 25 Sep	13:30-16:30	NHS Elect	Online	N/A
Day 4	EDI Data Understanding the Staff Survey	Thu 02 Oct	10:00 - 11:30 13:00-14:30	REDI Team OD Team	Online	N/A
Day 5	Group Coaching Part 1 - Group A Group Coaching Part 1 - Group B	Thu 09 Oct	10:00-12:30 13:30-16:00	BRAP	F2F	ТВС
Day 6	Chairing Meetings Report Writing	Thu 16 Oct	9:30-12:30 13:30-16:30	NHS Elect	Online	N/A
Day 7	HR Employee Journey Introduction to Finance	Thu 23 Oct	10:00-12:00 13:00-14:30	HR Team Jerry Francine	Online	N/A
Day 8	Group Coaching Part 2 - Group A Group Coaching Part 2 - Group B	Thu 06 Nov	10:00-12:30 13:30-16:00	BRAP	F2F	TBC
Day 9	Career Planning Application Skills Interview Skills	Thu 13 Nov	10:00-11:00 11:30-12:30 13:30-14:30	NHS Elect	Online	N/A
Day 10	Presentation Skills	Thu 27 Nov	10:00 - 16:00	OD Team	F2F	Whittington Hospital
Day 11	Presentations & Celebration on Journey	Tue 09 Dec	10:00-16:00	OD Team	F2F	твс

Programme plan - cohort six

	Subject	Date	Times	Provider	Delivery Mode	Venue
Day 1	Intro to Programme	Tue 16 Sep	10:00-11:30	OD Team	Online	N/A
Day 2	МВТІ	Wed 17 Sep	10:00-16:00	NHS Elect	F2F	Whittington Hospital
Day 3	Building Confidence & Intro to Leadership	Wed 01 Oct	9:30-12:30	NHS Elect	Online	N/A
Day 4	Understanding the Staff Survey EDI Data	Wed 08 Oct	10:00-11:30 13:00-14:30	OD Team REDI Team	Online	N/A
Day 5	Group Coaching Part 1 - Group A Group Coaching Part 1 - Group B	Thu 16 Oct	10:00-12:30 13:30-16:00	BRAP	F2F	ТВС
Day 6	Chairing Meetings Report Writing	Thu 23 Oct	9:30-12:30 13:30-16:30	NHS Elect	Online	N/A
Day 7	Introduction to Finance HR Employee Journey	Wed 05 Nov	10:00 - 11:30 13:00 - 15:00	Jerry Francine HR Team	Online	N/A
Day 8	Group Coaching Part 2 - Group A Group Coaching Part 2 - Group B	Thu 13 Nov	10:00-12:30 13:30-16:00	BRAP	F2F	ТВС
Day 9	Career Planning Application Skills Interview Skills	Thu 20 Nov	10:00-11:00 11:30-12:30 13:30-14:30	NHS Elect	Online	N/A
Day 10	Presentation Skills	Thu 04 Dec	10:00 - 16:00	OD Team	F2F	Whittington Hospital
Day 11	Presentations & Celebration on Journey	Tue 16 Dec	10:00 - 16:00	OD Team	F2F	твс

Course summaries

Introduction

We'll begin with an introduction to the development programme, outlining what you can expect throughout your journey.

MRTI

Following this, you'll take part in an interactive day led by NHS Elect, focused on exploring your personality type using the Myers-Briggs Type Indicator (MBTI). MBTI is based on four key preference areas and offers a constructive way to understand how we perceive the world, make decisions, and relate to others. Participants will be asked to complete the MBTI questionnaire in advance.

Building Confidence and Introduction to Leadership

This interactive workshop aims to support participants to develop greater confidence and assertiveness in the workplace. We will explore some of the barriers to, and myths about, confidence, and participants will learn about the relationship between their own confidence levels and the impact they have on others.

Understanding the NHS Staff Survey

The NHS Staff Survey is one of the largest workforce surveys in the world and it is carried out every year to improve the experience of staff who work in the NHS. During this session, you will gain an understanding behind the importance of the survey and how the results can lead to improvements locally, regionally and nationally.

EDI Data

This session focuses on advancing equality, diversity, and inclusion at Whittington Health by reviewing workforce data, sharing improvement initiatives, and discussing how to create a more inclusive and supportive workplace.

Group Coaching

Delivered by an expert from Brap, the Group Coaching sessions are designed to boost confidence, enhance collaboration, and create a strong sense of belonging within the NHS. Group coaching empowers BME staff by fostering peer learning, sharing diverse perspectives, and building essential skills for career progression.

Chairing Meetings

This course provides essential strategies for leading discussions that are both efficient and inclusive, ensuring every meeting you chair is impactful.

Report Writing

Preparation and planning are key to effective report writing, and this session will show participants structures, hints and tips that will allow them to develop their report writing with confidence.

HR Employee Journey

This training explores the full employee lifecycle—from recruitment to exit—focusing on improving attraction, engagement, development, and retention. It encourages reflection on personal experiences and practical strategies for enhancing staff satisfaction and progression.

Introduction to Finance

This training provides an overview of public finances, including government income, spending, and budget deficits, with a focus on NHS funding and financial planning. It explains NHS financial architecture, cost improvement programmes (CIPs), and the need to increase productivity while maintaining quality. Key themes include managing fixed and variable funding streams, addressing financial challenges, and achieving efficiency through targeted transformation initiatives.

Career Planning

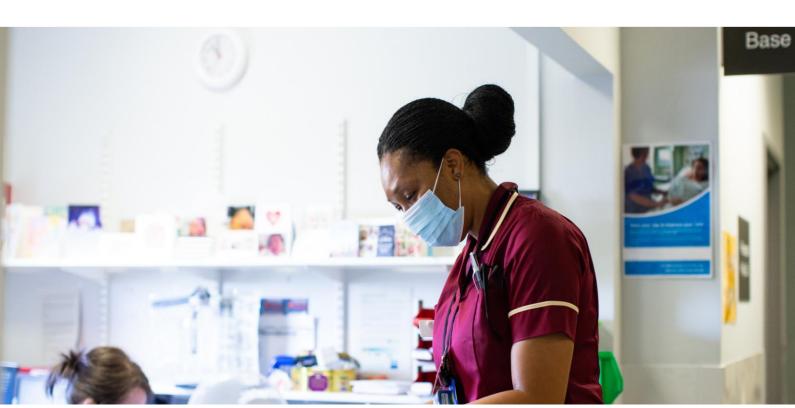
Participants are encouraged to 'start with themselves', reflecting on how they manage change and the conditions in which they thrive. This self-awareness supports both interview readiness and ongoing development. The session also explores personal career goals and values, offers practical career management tips, and includes time for action planning to help participants identify their next steps.

Interview Skills

This session offers an insight into the fundamentals of preparing and navigating your way through an interview. It will cover pre-interview preparation, common interview questions and how you might respond to these, along with a series of tips for interview success.

Application Skills

This session aims to strengthen application skills by focusing on personal statements, completing application forms effectively and handling stress.



Contact:

If you have any questions or concerns, please contact:
Jinita Selvon on <u>Jinita.selvon@nhs.net</u>
Mala Shaunak on <u>mala.shaunak@nhs.net</u>

<u>Visit the Whittington Health website for more information on the programme.</u>