

## WORKSHOP REPORT

### Management and Organizational Skills Workshop for Postgraduate Students

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#### Context

Management and organizational skills were realized as important elements in postgraduate curriculum. The Postgraduate Personal and Professional Development Programme was introduced to facilitate and coordinate training programmes in such areas in the postgraduate training period. We describe in this article a management and organizational skills development programme known as the 'Management and Organizational skills Workshop' in our institution.

#### Reason for the idea

The importance of promoting and nurturing positive personal qualities and professional development among future clinical specialists are becoming more apparent within healthcare. Many evidence showed that it has effects on the quality of care provided. This workshop was developed to enhance postgraduate students' self-awareness of the importance of management and organizational skills related to healthcare and to assist them in developing self-improvement strategies to develop their management and organizational skills. It offers a unique opportunity to develop students' skills in such areas.

#### Methods

The workshop was a one-day event conducted by the Medical School academic staff. The objectives of this workshop were to enable participants to explore the concept of management and organizational skills, to understand the importance of the skills and to develop self-improvement strategies in improving their management and organizational skills towards becoming better postgraduate students as well as future specialists. They were given some inputs regarding the concept of and the importance of the skills related to postgraduate study as well as a future specialist. Discussion sessions were held to explore the practical components of the skills. After going

through the practical sessions, they should be able to recognize their own strengths and weaknesses, and develop their own self-improvement strategies to strengthen their management and organizational skills in the future.

#### Evaluation

A total of 19 postgraduate students participated in the workshop. At the end of the workshop, evaluation questionnaires were distributed to participants. The questionnaire asked for participants' ratings regarding the usefulness of input given, facilitators and the discussion sessions. Participants were also asked to rate the success of the workshop in achieving the objectives and its overall usefulness. In an open-ended section participants were asked to describe the most important thing they have learnt from the workshop as well as the most important thing that can be improved. Data analysis was done using SPSS version 12. The evaluation showed that the participants rated the overall workshop as highly useful (89.5%) and as having achieved the objectives (85.7%). All sessions were rated as highly useful. Among the comments written in the open-ended section regarding the most important thing participants have learnt from the workshop, 42% wrote comments related to improved self-awareness. The importance of the skills was commented by 34% of them. Another 24% appreciated the usefulness of increased knowledge such as concept of management related to healthcare.

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