

Four-day programme

Overview

Skills 4 was established to help women in STEM (Science, Technology, Engineering and Mathematics) progress their Careers.

Our award-winning Career Development Programme is now in its eighth year and has already helped over 4000 women achieve greater career success.

By the final session:

- 97% of participants had a more proactive approach to career progression;
- 88% had higher levels of self- confidence;
- 58% had taken on more responsibility within their existing role;
- 18% had *already* taken on a new role by the end of the training.



Day One: Confident Communication

This session examines the general communication differences between genders, and the impact these differences can have on both our daily interactions and the outcomes we achieve. The workshop also explores unconscious bias, so that participants broaden their understanding of the dynamics of diverse groups and communicate with greater rapport. Participants also look at techniques for creating and delivering powerful presentations. This is followed by the opportunity to prepare a presentation to present on day-four of the programme.

Participants will:

- understand the communication differences between men and women;
- understand unconscious bias and the impact this can have on behaviour;
- know how to use their body language to increase inner confidence;
- know how to create engaging and purposeful presentations;
- leave the session with new knowledge and techniques for achieving more productive and positive internal and external relationships.

Day Two: Authentic You

This session explores the importance of image, visibility and effective networking on career progression. Participants will gain the skills and confidence to showcase the talent, knowledge and achievements that they have to offer their organisation, thereby giving their employers access to the widest possible talent pool.

Participants will:

- analyse and review the image they currently present to others;
- take ownership of their professional image and reputation;
- learn ways to network more effectively and how to use professional networks to maximise business development opportunities;
- leave the session with techniques to improve their professional visibility while retaining authenticity.

Day Three: Presentation Delivery

This session gives participants the opportunity to consolidate learning through the delivery of a pre-prepared presentation.

Day Four: Future-Focussed

Women analyse their current levels of commitment, capability and confidence in achieving career progression. The workshop enables participants to take stock of their career to date, assess their current strengths and achievements, and create a targeted action plan for career development.

Participants will:

- assess their current position and identify potential personal or external barriers to career progression;
- feel motivated and empowered to overcome external barriers;
- learn specific techniques to dissolve personal barriers;
- leave the session with a more proactive and focussed attitude to their careers, a renewed view of career options and a targeted action plan.

“We know that targeted support, offered at the right time, can make a big difference in retaining our skilled and talented women.

Working in partnership with Skills 4 is having visible benefits regardless of our women’s stage of career.”

Sharron Pamplin,
HR Director,
UK & Europe,
Atkins

“The Skills 4 course was invaluable, releasing a sense of confidence and purpose in my life, stretching beyond the boundaries of work. I have already used the tips and techniques in negotiation and look at my goal almost every day. As a result of the course, my managers now know who I am and where I want to be.”

Lara Small
Team Leader
Manufacturing
Engineering,
Rolls Royce

Preferred Partner of WISE



For more information on how Skills 4 can help your company,

please visit www.skills4uk.com
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