

Career Development Programme

Available as a 3, 4 or 5 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

The initial 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 will:

- understand communication differences between men and women;
- develop an understanding of the impact that unconscious bias can have on our behaviour and decision making;
- know how to use body language to increase confidence;
- 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 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 understand 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: Leadership Skills

This optional session focusses on developing the traits and behaviours necessary to become an effective and inspirational leader. The workshop explores the potential challenges of being a female leader as well as the benefits of diverse teams. Participants will leave the session with a personal leadership action plan.

Participants will:

- understand the importance of diversity in leadership teams and consider the impact of unconscious bias;
- learn how to negotiate and influence decisions with greater confidence;
- explore alternative ways to manage people to maximise results and improve staff engagement;
- create a personal leadership development plan.

Day Four: Presentation Delivery

During the 4 and 5 day programmes, participants learn techniques for creating and delivering powerful presentations; a separate workbook is provided to track progress. On the final day of the programme, women have the opportunity to consolidate learning and obtain individual feedback following the delivery of their pre-prepared presentation.

Day Five: Future Focussed

In this session, 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 success.

Participants will:

- assess their current position and identify potential personal or external barriers to career progression;
- learn specific techniques to dissolve personal barriers;
- feel motivated and empowered to overcome external 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 a few of 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**