

4 Day Career Development Programme

Overview

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

Established in 2006, our award-winning programme has helped over 8000 women achieve greater career success.

Upon completion of training:

- **98%** had higher levels of confidence/self-belief.
- **98%** had improved their communication skills.
- **89%** had improved their presentation skills.
- **87%** were more positive about progression within their organisation.
- **63%** took extra responsibility within their current role.

Within one year of completing the programme over two thirds of the participants have been promoted.



Module One: Confident Communication

The initial module 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.

Module Two: Authentic You

This module 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.

Module Three: Presentation Delivery

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

Module Four: Future Focussed

In this module, women analyse their current levels of commitment, capability and confidence in achieving career development. 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 are committed to supporting and developing our skilled and talented women. Offering targeted interventions at the right time in their careers can significantly impact both their development and our ability to retain a valuable workforce.”

Partnering with Skills 4 has delivered visible benefits to us as an organisation.”

Jilly Calder,
Vice President Human
Resources,
Atkins

“There are quite a few challenges for women with careers in construction where barriers stop them from climbing the ladder, I am so grateful to have had the opportunity to undertake the Skills 4 course. It has given me so much more confidence.”

Olu Olabode,
Commercial Director
Balfour Beatty, Major Projects

“If you had told me two years ago that I would be here doing what I am doing and done what I have done I wouldn't have believed you, It is difficult to quantify what the Skills 4 training has done for my career.”

Chama Shanyinde,
Engineer, Arcadis



campaign for
gender balance
in science, technology
& engineering

WISE

Preferred partner of WISE

For more information on how Skills 4 can help your organisation please contact us:

Email info@skills4uk.com
or call **0113 397 0357**

© Skills 4 Ltd, 2019. All rights reserved

 [Skills4uk.com](https://www.skills4uk.com)

 [@Skills4uk](https://twitter.com/Skills4uk)

 [@Skills-4-UK](https://www.linkedin.com/company/skills-4-uk)


Skills4UK[®]
Diversity and Inclusion Experts

ESTABLISHED
12
Years