Delivered by training provider Skills4UK and fully endorsed by WISE, the Career Development Programme has been designed to help women further their careers. Now in its seventh year the programme has already helped over 4,000 women advance their careers. The programme is normally delivered over three months and past results show that by the end of the final session:

- 100% of women had a more proactive approach to career progression;
- 87.5% had increased confidence and self-belief;
- 100% felt they had improved their communication skills;
- 100% felt more positive about their future progression within their organisations;
- 62.5% of participants had achieved promotion or taken on a new role with more responsibility.

Programme Overview

The programme consists of four one-day workshops:
Day 1 - Confident Communication
Day 2 - Authentic You
Day 3 - Future Focused
Day 4 - Presentation Delivery & Individual Feedback

A pre-course activity will be set prior to the initial workshop; each workshop will then build on the previous session. For more details of each day’s content please see over.

“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 Skills4 is having visible benefits regardless of our women’s stage of career”

Sharron Pamplin
HR Director, UK & Europe, Atkins

Atkins is one of the world’s leading engineering, design and project management consultancies employing some 17,700 employees around the world.
Day 1 - 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 outcome 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 4 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 2 - 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 their 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 3 - 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 advancement.

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.

Day 4 - Presentation Delivery

This session gives participants the opportunity to consolidate learning from Day 2 (Confident Communication) through the delivery of a pre-prepared presentation.

The programme content is delivered by:

Skills4UK
Great minds do not think alike
www.skills4uk.com

To enrol, or for further details please contact WISE:
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