

**'The Business Woman'**  
**Thursday, 21 May 2015**  
**9.15 am – 4.30 pm**  
**Halifax Hall, Sheffield**

**Why should you attend?**

This is a fabulous opportunity to be inspired and take control of your career! Learn how to plan your route to success, with innovative ideas on how to become a leader of the future. An interactive and practical day that will leave you motivated and inspired to create a strong and positive impression about yourself and your work.

**Who should attend?**

This is an exceptional development opportunity aimed at both managers and members of staff to take control of their careers.

**What are the aims of the training session?**

This interactive and practical day will also give you ideas and advice on how to be more in charge of the image that you project, and how to be your own best advert by creating a strong and positive impression about yourself and your work.

**What will we get out of the day?**

By the end of the course you will be able to:

- Explore the key features of difficult conversations
- Identify your individual working style/driver and how this impacts on tackling challenging situations
- Work on effective tools for preparing for and having tricky interactions
- Coach a colleague on how to handle a challenging conversation more effectively
- Understand how to "reach your potential", eg taking ownership for your career development, how you might plan your route to success and possibly being a leader of the future
- Consider the benefits of seeking a mentor or coach. What could a mentor/coach offer you? What are the qualities of a coach?
- Action plan for your future.
- Build and develop your network for life

**How do we book on this course?**

On line bookings can be made at the UHS website:

[www.universityhospitality.co.uk/seminars](http://www.universityhospitality.co.uk/seminars)

Please submit your bookings by 19<sup>th</sup> May, 2015. Alternatively please contact Mina Kidwai at [information@universityhospitality.co.uk](mailto:information@universityhospitality.co.uk) or call 0114 222 8814

## Trainers

We have a terrific line up of trainers for the day, including:

### Shirley Clark



Shirley has operated as a trainer, facilitator and performance coach for more than 20 years. In particular, she has a specialism in and a drive for women's career progression and development, helping women to promote themselves and make an impact in the world in which they operate.

### Janet Wilkinson



Janet runs the Three Times Three Consulting Limited and has a wealth of experience in both the public sector and education environments. She works closely with senior teams and individuals, with the objective of facilitating personal change and development, which has successfully been applied to various teams and individuals in a variety of settings.

### Ginnie Willis



Ginnie is the director for key Leadership Foundation open programmes, including Leading Departments and Introduction to Head of Department and, most recently, our initiative for women leaders, Aurora. She is the Leadership Foundation's co-director for Scotland and also works across the UK and Irish HE sectors delivering consultancy projects and in house programmes.

### Lucy Owens



Lucy is an experienced career and leadership coach and facilitator, Coaching and working with a range of organisational and private clients to facilitate executive coaching, career development and management development. Her organisational clients include: SOAS (School of Oriental and African Studies), the University of Sheffield, Leeds Beckett University and an award-winning media company, as well as executive/career coaching clients in the public and private sectors.

## The venue

This training event will be held at Halifax Hall Hotel, University of Sheffield. Further information about Halifax Hall Hotel can be found at:  
<http://www.halifaxhall.co.uk/>

## The Timings

This training session will start at 9.15am and close at 4.40pm (Package A) with the option to also join us for the Networking Buffet on the evening of Wednesday 20<sup>th</sup> May and stay overnight at Halifax Hall Hotel (Package B).