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| **‘Realise Your Potential – Helping Women to Maximise their Professional Impact’**  **Tuesday 1 March 2016**  **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**:**

* Apply techniques for a more powerful non-verbal and verbal language to be your own best advert and create a strong and positive impression about yourself and your work
* Be more in charge of the image you project and the messages you give out
* Increase your professional impact and be taken more seriously
* Come across with greater confidence, authority and credibility
* Know what helps and hinders effective conversations
* Identify your individual working/communication style
* Building co-operative working partnerships for the short and long term
* Sustaining and nourishing networking relationships
* Mechanisms for keeping in touch and staying connected

**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 February 2016. Alternatively please contact Lynn Kenny at [information@universityhospitality.co.uk](mailto:information@universityhospitality.co.uk) or call 0114 222 8983

**Speakers**

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

**Shirley Clark**

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| M:\acs_share\Training & Quality\UHS\2015 Seminars\Women's Event\Images\Shirley Clark.jpg | 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**

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| M:\acs_share\Training & Quality\UHS\2015 Seminars\Women's Event\Images\Janet Wilkinson.jpg | | 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. | |
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**Lucy Owens**

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| **M:\acs_share\Training & Quality\UHS\2015 Seminars\Women's Event\Images\Lucy Owens.jpg** | 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. |

**4th Speaker still to be confirmed**

**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 Monday 29th February and stay overnight at Halifax Hall Hotel (Package B).