

Making a Professional Impact

How well do you come across to others?

The rules for achieving career success are changing. We are now judged not only on academic ability, training and expertise, but also upon how we manage ourselves and the impact we make. In every field of work it is crucial to improve our 'soft skills'. These are the skills that allow us to get the best from work colleagues, management, customers and suppliers, the 'portable' skills and qualities which will assist you on your career path, whatever it may be.

Self Awareness

Recognise personal qualities, strengths, projected image and identify and address key areas for personal and professional development.



First Impressions - your CV

Create the right first impression with a professional CV that stands out from the crowd.

Professional Presentations

Make a real impact on your audience by presenting persuasively, confidently and with credibility.



Interview Skills

Make a real positive impression by being prepared and coming across with confidence whilst controlling both nerves and anxiety.

Developing Inner Self Confidence

Develop an inner self confidence to make the right impact on those people who influence your future.



Programme Content and Objectives

This short programme is delivered through 6 half-day workshops.

Workshop 1 - Foundations for Success

In workshop 1 participants examine the link between comfort-zones, self confidence and personal drive and motivation. We take a close look at ourselves, our perceived image and how we are seen by others. The key objectives for the workshop are:

- Identify personal characteristics.
- Acknowledge a key area for personal development.

Workshop 2 - First Impressions - your CV

Faced with a stack of hundreds of CV's or applications, a potential employer will spend no more than one minute looking at each individual CV in the first instance. The key objectives for the workshop are:

- Identify the key elements of a professional CV.
- Personalise a CV linking personal attributes to a role specification/job application.

Workshop 3 - Professional Presentations Part 1

Workshop 3 examines how we can overcome the nerves and anxiety associated with delivering an on our feet presentation to a small group. The key objectives for the workshop are:

- Plan and structure a short presentation.
- Implement basic presentation skills to enhance impact.

Workshop 4 - Professional Presentations Part 2

Following on from Workshop 3, each delegate will deliver a short presentation and analyse the impact made. The key objectives for the workshop are:

- Apply both verbal and non-verbal communication skills to appear credible and confident.
- Deliver and review a short presentation (a DVD recording will be made available to all delegates of their formal presentation).

Workshop 5 - Interview Skills Part 1

This workshop provides delegates with the tools and techniques to prepare and make a professional impression at face to face interviews. The key objectives for the workshop are:

- Be aware of dress code, structure and preparation.
- Prepare for a formal interview.

Workshop 6 - Interview Skills Part 2

Following on from Workshop 5, each delegate will attend a panel interview (having submitted a CV in response to a Job Advertisement). The key objectives for the workshop are:

- Handle questions and objectives with confidence.
- Apply both verbal and non-verbal communication skills to appear credible and confident.
- A DVD recording will be made available to all delegates of their interview.

Programme Dates

Each programme is scheduled over 6 workshops, commencing at 9.00 and concluding no later than 13.00.

- Workshop 1 Foundations for success
- Workshop 2 First Impressions - your CV
- Workshop 3 Professional Presentations Part 1
- Workshop 4 Professional Presentations Part 2
- Workshop 5 Interview Skills Part 1
- Workshop 6 Interview Skills Part 2

Investment

Total investment for this programme is £3330, based on a group size of twelve people, which reflects an investment of £278 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

ilm Accreditation (optional)

For an additional investment of £59.00 per person, and on successful completion of this workshop and associated action plan, the Institute of Leadership and Management will acknowledge the participant through the Development Award and twelve months ilm membership, which includes access to online support materials, study guides and career development support.

If you are interested in arranging a training workshop for yourself, or your organisation and would like further information please do not hesitate to contact us at:

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