

EXECUTIVE PERSONAL DEVELOPMENT PACKAGE

An intensive 1 day seminar followed by two, hour-long, one to one coaching sessions. Each seminar will have a maximum of 10 delegates (and a minimum of 5).

The package will meet the needs of a busy CEO who rarely has time to catch breath, let alone invest in their own personal development. The seminar will enable them to sharpen their basic skills as well as learn some new ones. In an environment with peers, it will be an opportunity to learn from others' experiences as well as have space to develop their own ideas or just think. With such a group of delegates it's vital that they are stretched and not taught how to suck eggs.

Each of the following subjects is normally the focus of a half day seminar and will be condensed to 1 day in total for this package, delivered by Daphne Clifton:

- The big picture – working SMARTer to make time for Corporate vision
- The challenges of management and how to meet them
- Time and priority management and issues around work/life balance
- Delegation and how to do it effectively so that it becomes 2nd nature
- Confident presentation skills – focussing on public speaking

Following the seminar each delegate will have 2 x 1 hour Executive Business Coaching sessions. These will focus on the individual's needs, centring on a specific issue to be resolved.

This seminar is run on an ad hoc basis from a variety of industries. Ideal for those who have started their own business that is now growing beyond recognition and for whom basic management training hasn't been on the agenda.

For information about a Government grant* to cover up to 60% cost of this package contact Daphne Clifton on 020 8473 0261

*There will be the inevitable questionnaire to complete

