



WIG

The Whitehall & Industry Group
connecting the sectors

WIG Development Seminar

Enhancing Personal Impact & Presence

One day out of the office, lasting benefit to your career

The most powerful communication tool you have is you! This session is for people who want to maximise their presence and impact by making dynamic presentations, influencing others at meetings, or delivering difficult messages. We will explore not what we say—but how we say it.

Improve your non-verbal communications

Practical tools & techniques

Network in a cross-sector environment

“A great day, entertaining, thought provoking and memorable. I’ve come away with lots of tools to help me” - Fiona Dolman, Network Rail

The day will focus on:

- How the most successful communicators build relationships and get their message across
- The impact your body language has on other people, and on you
- How your voice works and how to use it to influence others
- How to put over a tough message and not ‘get shot’ in the process
- How to command the attention of others.

By the end of the seminar you will:

- Have confidence in using your voice and body language
- Know how to make an impact
- Have learnt how to be a more confident and relaxed communicator
- Know that your voice is “saying” what you want it to
- Be able to use non-verbal communication to handle ‘tricky’ situations
- Understand the influence of non-verbal communication

Who delivers this seminar?



WIG delivers this seminar in partnership with CMT.

Cmt’s philosophy is ‘Fulfilling Potential’ and with nearly **twenty years’ experience**, provide bespoke training for managers and leaders. Much of the feedback we get speaks of the practical benefits, the easy to learn atmosphere our team create and very often the life changing developments that take place. We pride ourselves on providing programmes that are not just for the training room but also vital in real work situations .

What you need to know

Seminars are a full day and include breakfast, lunch and refreshments

WIG Members' fee: £450 + VAT

Non-member fee: £560 + VAT

Leadership Programmes Alumni fee: £338 + VAT (contact us to apply)

Voluntary sector fee: £338 + VAT (contact us to apply)

Why come on a WIG development seminar? We aim to achieve a good mix of organisations and sectors to enrich the learning experience, offer a range of perspectives and maximise networking.

Where? Central London

When? This seminar runs throughout the year from 09:00 – 16:30. Please check our website at www.wig.co.uk/seminars to find out when we are next running this seminar. To find out how we can create a seminar bespoke for you and your organisation get in touch at seminars@wig.co.uk.

How do I apply? If you would like to apply please sign up at www.wig.co.uk/seminars

When can I expect to hear? Whilst we will give priority to those who apply early, we cannot operate on a strictly first-come, first-served basis. We will contact you to confirm whether you have a place. Joining instructions will be sent out by email within two weeks of the seminar date. You will also be sent an invoice approximately 4 weeks in advance.

Cancellation policy: Full payment or a valid purchase order must be received before the start of the event. The full fee must either be paid within 30 days of an invoice being issued or, if the booking is made within the 30 days prior to the start of the event, payment or a valid purchase order must be received before the event starting date. For a full refund, cancellations must be confirmed in writing no later than 21 days prior to the event starting date. No refunds apply to cancellations made in the 20 days prior to the event. A substitute delegate can attend in the place of the registered delegate, if WIG is notified in advance. There is no fee to substitute a delegate. Non-payment or non-attendance without written notification will incur the full registration fee.

Talk to the leadership team

If you would like to find out more about our development seminars then get in touch

 www.wig.co.uk/leadership

 seminars@wig.co.uk

 020 7222 1166