

Conference Agenda

Fresh Thinking to Empower YOU in a Changing World

Fresh
thinking
to **empower**
YOU in a
changing world

8:30 Meeting, greeting and refreshment

9:00 Welcome

9:15 – 9:40 Networking isn't just for Extroverts

Rosy Holt

Like the idea of networking but don't always relish that first step? This capsule session is designed to give you the essential techniques to make the first move both in informal and formal networking events. Great ideas to use today to share news and views on how you can support each other and establish a network.

9:45 -11:15 Ultimate Personal Impact: What's Your Brand

Katherine Lewis

A fast-paced 90 minutes to identify what makes you stand out from the crowd and learn how to ignite the ultimate personal impact. Strengthen your personal brand and evaluate your presentation style. Understand the power of Emotional Insight and the significance of non-verbal communication in shaping an engaging message. Remain in control during high pressure situations and maintain a dynamic environment around you.

- **Break** - *Coffee and get to know people*

11:30 – 1:00 Ultimate Business Impact: Influencing and Assertiveness

Nicky Gregory

How you behave has a direct impact on others and influences the outcomes of situations dramatically. This 90 minute Masterclass looks at three linked behavioural styles and how important it is to recognise each in yourself and others. Learn how to use the most positive assertive behaviour and how to adjust your communication style to that of others in order to get the job done. Interactive session with lots of practice so that you leave confident to negotiate your way around the trickiest of situations.

- **Lunch** - *Eat and Chat!*

1:45 – 3:15 Knowledge is Power – Capture it with Speed Writing

Margaret Liddell

In 90 minutes you will be able to speed write. Capture the essence of business meetings, notes, conversation, action points quickly and accurately. Be totally informed all the time with modern method speedwriting. Leave the misery of minute-taking behind with notes that are easy to read back instantly and transcribe later. Not only will you grasp the principles but also get in some practice so you can use the method straight away.

- **Break** - *Tea, More mingling and networking practice*

3:30 – 4:30 Putting Your Aspirations into Action

Susie Ashfield

Now is the time to pull all you have learned today into your plan for the future to shape your success in your role and achieve what you really want. Firming up on some aspects that will make a big difference - why committing to Big Goals really matters, how to build and retain your self belief, develop resilience and persist on the right track and always dealing positively with adversity.

4:30 – 5:00 Your Personal Action Plan, Your Future

A final mini fun workshop to work out your route map to success, pick up key points from today that you intend to develop and why they are important to you. By now you will have made friends so share and discuss your plans with a Buddy or two to round off your day perfectly with a headful of possibilities and a clear intention to make them happen.