

Working Women Convention

This annual convention is an opportunity for women that work in a corporate environment who wish to improve their techniques, share their passion, gain confidence be inspired to be the best in their field.

How long is this workshop?

2 Days

Who should attend?

- Women in the workplace
- Secretaries / PA's
- Administrators
- Role Models

Topics will include:

- ◆ Creating a positive first impression
- ◆ Managing Self and Others
- ◆ Managing Time and Stress
- ◆ Communication Skills
- ◆ Leading and Building effective teams

Group Participation

This interactive two-day workshop includes group discussions and practical activities to ensure a clear understanding of each topic that is covered. Delegates will be supplied with relevant material, refreshments, and lunch. Attendance certificates will be issued.

The workshop will be hosted at a conference venue, offering state of the art facilities, details will be provided with your booking.

Restricted to a maximum of 100 delegates.
Early bird and block booking discounts available.