

# EMPOWER: 6 Month Career Development Programme for Women



All sessions are led by our industry experienced programme mentors.



Skills 4 was established in 2006 to support women in construction & engineering to advance their careers.

Within one year of completing the programme over two-thirds of the participants have been promoted.

Our multiple award-winning programme has helped over 10,000 women achieve greater career success.

Impact of our training\*:

- 100% have higher levels of confidence/self-belief.
- 95% have improved their communication skills.
- 91% are more positive about progression within their organisation.
- 70% have taken on extra responsibility within their current role.

\*Arcadis client evaluation report 2023.

Our EMPOWER Programme has a proven record in levelling the playing field by enabling female talent to advance their careers and progress within the organisation.

## Module One: Confident Communication

The initial module examines the impact of communication on our professional image and introduces a range of tools and techniques to help delegates feel more confident and in control when faced with potentially difficult conversations at work. Different communication styles are highlighted, as well as the impact these differences can have on both our daily interactions and the outcomes we achieve. The workshop also explores unconscious bias, so that participants broaden their understanding of the dynamics of diverse groups and communicate with greater rapport.

- Develop an understanding of unconscious bias, stereotype judgments and stereotype threat.
- Apply assertive communication techniques to a range of different scenarios.
- Develop an understanding of advanced communication techniques to build rapport and improve relationships.
- Learn perceptual positioning techniques to improve individual and team relationships.
- Connect with and learn from each other.

## Module Two: Authentic You

This module explores the importance of image, visibility and effective networking on career progression. Participants will gain the skills and confidence to showcase the talent, knowledge and achievements they have to offer their organisation, thereby giving their employers access to the widest possible talent pool.

- Better understand the link between your self-image and behaviour and develop techniques to improve self-image and positive behaviours.
- Understand and gain feedback on the image you present at work and gain tools to improve your reputation and image.
- Understand the importance of organisational visibility, networking and showcasing.
- Leave the session with techniques to improve your professional image and visibility, whilst retaining authenticity.

## Module Three: Future Focussed

In this module, women analyse their current levels of commitment, capability and confidence in achieving career development. The workshop enables participants to take stock of their career to date, assess their current strengths and achievements and create a targeted action plan for career success.

- Complete gap analysis to identify strengths and areas for growth.
- Consolidate tools and techniques from the programme to remove potential blockers.
- Learn unique goal-setting methodology® to identify career goals.
- Enhance time-management and prioritization skills to create time to work on career goals.
- Stop and reflect on how well you look after yourself.
- Develop a targeted action plan for success.

## End Of Programme Presentation & Review:

This session gives participants the opportunity to consolidate learning through the delivery of a pre-prepared presentation.



### Free Lifetime Alumni Membership:

All delegates are invited to join the Skills 4 alumni group which provides a platform to network and share best practice across different businesses within the sector. We host free refresher training and expert talks for our alumni members.



*“If you had told me two years ago that I would be here doing what I am doing and done what I have done I wouldn’t have believed you, It is difficult to quantify what the Skills 4 training has done for my career.”*

**Chama Shanyinde,**  
Engineer, Arcadis

*“The Skills 4 programme is an integral part of our commitment to developing a truly inclusive workplace. It’s success over the last 10 years has meant that women in our organisation feel more empowered than ever to put themselves forward for stretch opportunities and promotions – a huge step forward for us and our sector.”*

**Victoria Jones,**  
Global Vice-President,  
Equality, Diversity & Inclusion,  
AtkinsRéalis

*“There are quite a few challenges for women with careers in construction where barriers stop them from climbing the ladder, I am so grateful to have had the opportunity to undertake the Skills 4 course. It has given me so much more confidence.”*

**Olu Olabode,**  
Commercial Director  
Balfour Beatty, Major Projects



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