

**Winner of a
National Training
Award**

**Open programme
Oxford
starts April 2010**

**Book before January
for lower VAT rate!**

Springboard

Women's Development Programme

**Take control of your life!
Fulfil your potential!**



Would you like to:

- ☞ **Increase your confidence?**
- ☞ **Be more assertive?**
- ☞ **Take the initiative at work?**
- ☞ **Improve your work-life balance?**
- ☞ **Set and achieve goals?**
- ☞ **Improve your relationships?**
- ☞ **Make changes**

If you answer yes to any of these, you could be like the thousands of women who have already benefited from Springboard Women's Development programme.

Who is Springboard for?

Springboard is for *all* women below senior management level who have some work experience. It is suitable for women at any age or stage in their lives and from any background. You set your own agenda for the programme. You don't have to be ambitious in career terms. You can set goals in any aspect of work or personal life. You just need a desire to take a fresh look at yourself and developing your life.

What is involved?

There are four one-day workshops and a workbook spread over 3 months. The workshops are designed to be supportive and enjoyable. The workbook is filled with ideas, exercises and examples to help you. The course is down-to-earth, practical and full of positive thinking, fun and humour. The kinds of things it covers include:



***"I've found
confidence at
work that I didn't
know I
possessed"***

- ☞ **What you've got going for you**
- ☞ **Speaking and behaving assertively**
- ☞ **Taking initiative**
- ☞ **Dealing with and making changes**
- ☞ **Setting and achieving your goals**
- ☞ **Building emotional intelligence**
- ☞ **Balancing home and work**
- ☞ **More energy, less anxiety**
- ☞ **Raising your profile and promoting your skills**
- ☞ **Networking**
- ☞ **Making things happen**

Benefits for employers

Your employer will benefit too. Most Springboard courses are run within organisations so ask your employer to sponsor you. Springboard is the winner of a National Training Award and a recent major survey* including feedback from participants in Springboard over a 10-year period showed:

- ✓ 80% of participants had evidence of being more open to change
- ✓ 78% had taken more responsibility

- ✓ 77.5% had evidence of being more assertive
- ✓ 80.5% had improved self-esteem and confidence
- ✓ 64.5% had received favourable comments in their formal appraisal

Why is Springboard for women only?

Springboard is a holistic course in which you are encouraged to look at all aspects of your life. Our research shows that, whilst individuals may differ, it is true to say that:

- ☛ women and men approach personal development issues in different ways
- ☛ women and men benefit from discussing some issues in a single gender group

There is another course for men, called Navigator, which provides men with the same opportunities as Springboard does for women. Contact Hugh Dennis for details of an open Navigator course in London: 020 8986 9040; hughdennis@onetel.com

When and Where

Dates

Workshop 1: 21st April, 2010

Workshop 2: 18th May

Workshop 3: 14th June

Workshop 4: 8th July

Venue

Wolfson College

Linton Road

Oxford, OX2 6UD

(just south of Summertown, a short taxi ride from Oxford station)



"I have a better understanding of how to approach situations to get a good outcome."

How much does it cost?

The cost covers all four workshops including refreshments and lunch and your Springboard workbook.

Cost: £460+VAT for bookings received by 31st March (early bird discount) ; £490+VAT after 31st March.

If you cannot get your employer to sponsor you and price is stopping you, please call Valerie to discuss.

Who do I contact?

If you would like to discuss anything about the course, please call or email me (details below). Or send me your completed booking form.

Valerie Fawcett, Springboard Licensed Trainer

Tel: 01235 522859 E-mail: valerie.fawcett@syntagm.co.uk

Syntagm Ltd., 10 Oxford Road, Abingdon, OX14 2DS

I have another information sheet about this course for employers. If you would like a copy, please call or e-mail. See next page for booking form



Women's Development Programme (Oxford)

Booking form for places on the course to be held in Oxford (Wolfson College, Linton Road, OX2 6UD) on 21st April, 18th May, 14th June, 8th July, 2010. **Online booking is at <http://www.syntagm.co.uk/peopleskills/springnav.shtml>**

Name of Employer/Personal applicant _____

Address _____

Contact person (organisations)(+tel.no/email) _____

I wish to apply for a place for myself and enclose a personal cheque (payable to Syntagm Ltd.) **If you are paying for yourself and the price is stopping you, please contact Valerie to discuss** (see contact details below).

I wish to apply for places for the following women. Please invoice my organisation. (If you have several interested staff, please contact me about discounts/in-house courses)

Name	Job title/department	E-mail address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special needs (e.g.diet, access – name+details) _____

Cost: £460+VAT for bookings received by 31st March (early bird discount); £490+VAT after 31st March. (Invoices can be paid in new financial year starting in April).

Full refunds can only be made if cancellation is received by 31st March 2010 or if we have to cancel the course. A 50% refund will be given if cancellation is received by 7th April. Substitutions can be made at any time – please let me know in advance if possible.

Please send completed application to: Valerie Fawcett, Syntagm Ltd., 10 Oxford Road, Abingdon, OX14 2DS or fax to 01235 554449 or email to valerie.fawcett@syntagm.co.uk

Online booking: <http://www.syntagm.co.uk/peopleskills/springnav.shtml>