

September 2014

Dear Parents/Guardians,

I wanted to let you know about a fantastic 'Confident Communication' workshop we have arranged for our Sixth Form girls on **Saturday 15 November** in either a morning or afternoon session. As our girls start to attend university or job interviews, begin to undertake more public speaking, have to give interviews to the media, or simply need to communicate and network effectively with people they do not know, we have found that learning the basic skills and techniques of confident communication is essential. The company which runs the workshops is called AGL and has many years of experience in the industry, helping everyone from business leaders to students learn to be more effective public speakers and communicators. I can't emphasise enough how invaluable these courses are in preparing young women to go out and make a positive impression in interviews and other encounters.

This is an entirely optional workshop and the cost is £150 per girl; if you would like your daughter to participate and are happy for a £150 charge to be added to your bill, please complete the slip below and return to Mrs Patrizia von Sachsen-Altenburg.

What is it: AGL's energetic and interactive workshop for students introduces them to the foundations of engaging and effective communication. In this 2 ½ hour workshop, students work with an experienced coach using group discussion, peer and coach feedback and camera work to explore the foundations of confident communication.

What does it involve: All the work we do is built on our belief that people are their best when they are being themselves. The workshop is therefore focused on inspiring confidence. During the workshop each student will spend time on camera and make a short 'stump speech', based on their strengths and motivations, and incorporating all that they have learnt.

Please return the reply slip by Friday 26 September if you are interested in reserving a workshop place for your daughter.

Best wishes



Kathryn de Ferrer

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Please return to Mrs Patrizia von Sachsen-Altenburg (pvsaltenburg@heathfieldschool.net)

AGL Workshop – Saturday 15 November 2014

Please complete as applicable:

- ☐ I would like my daughter to participate in the AGL Workshop and I agree to the cost of £150 being added to the end of term bill.
- ☐ I do not want my daughter to participate in the AGL Workshop

Daughter's Name: Form:

Parent/Guardian Signature: Date: