



In association with



Senior Managers Programme

Are you looking for promotion to a more senior management role, or to undertake interim management?

If either of these apply to you we have devised a modular programme to give you an edge in achieving your desired job.

What does it involve ?

The programme comprises 3 modules – you can subscribe to all 3 or just do the ones you wish.

Module 1 Assessment Centre

- Psychometric assessment of numerical, verbal and abstract reasoning abilities
- In depth competency based interview
- Assessment of management competencies
- Advice on writing an effective CV

Module 2 Interviewing Skills

Give yourself a head start at your next interview and do not leave it to chance. Learn some key tips and practice in a safe environment. The skills you learn will have a wider application – not only the job interview.

- Preparation for the interview do's and don'ts
- How to project the right image
- Answering the difficult questions-thinking on your feet
- Practising the techniques

Module 3 Presentation skills

Most interviews at management level will require a presentation. Research has shown that people's greatest fear is speaking in public-greater than creepy crawlies! Learn the tips to deliver an interesting and effective presentation with confidence and passion.

- How to use visual aids and avoid death by PowerPoint
- Use the 3P and 1F model to present effectively
- Help to overcome nerves and make them work for you
- Practise a presentation.

Who benefits

You benefit – By getting to know what level you are in terms of taking on a senior strategic role, and enhancing your skills to have presence and impact in interviews and presentations.

The appointing organisation benefits – By having a full assessment centre report, the organisation can appoint someone with the relevant skills and experience to deliver against business objectives.

HERA Recruitment benefits – By developing a competent pool of suitable candidates that can be successfully matched to the positions available.



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What is the cost ?

Module 1 Assessment Centre: No charge for candidates registered with HERA Recruitment
Module 2 Interviewing skills: £125 discounted to £100 for HERA registered candidates
Module 3 Presentation skills: £125 discounted to £100 for HERA registered candidates
Fees include all course documentation, coffees and teas
VAT will be added to all fees at 17.5%

What are the dates?

Date	Module	Timings
Thursday 28th October 2003	1 Assessment centre	9.30am-13.30pm
Tuesday 4th November 2003	2 Interviewing skills	9.15am-12.30pm
Thursday 20th November 2003	3 Presentation skills	9.15am-12.30pm
Thursday 27th November 2003	1 Assessment centre	9.30am-13.30pm
Tuesday 9th December 2003	2 Interviewing skills	9.15am-12.30pm
Tuesday 13th January 2004	3 Presentation skills	9.15am-12.30pm
Thursday 22nd January 2004	1 Assessment centre	9.30am-13.30pm
Thursday 29th January 2004	2 Interviewing skills	9.15am-12.30pm
Thursday 12th February 2004	3 Presentation skills	9.15am-12.30pm
Thursday 19th February 2004	1 Assessment centre	9.30am-13.30pm
Tuesday 24th February 2004	2 Interviewing skills	9.15am-12.30pm
Thursday 18th March 2004	3 Presentation skills	9.15am-12.30pm
Thursday 25th March 2004	1 Assessment centre	9.30am-13.30pm
Thursday 1st April 2004	2 Interviewing skills	9.15am-12.30pm
Thursday 22nd April 2004	3 Presentation skills	9.15am-12.30pm
Thursday 06th May 2004	1 Assessment centre	9.30am-13.30pm
Tuesday 18th May 2004	2 Interviewing skills	9.15am-12.30pm
Tuesday 1st June 2004	3 Presentation skills	9.15am-12.30pm

We are able to run modules specifically for women. If you would be interested please specify on your booking form and we will endeavour to arrange this.

Where is the venue ?

All modules are held at the HERA offices in central London-details below.

How to apply

For a detailed discussion around your specific needs please contact Jerome S Kalan from HERA Recruitment, 232 Gt Guildford Business Sq, 30 Gt Guildford Street, London SE1 0HS