

11th September 2023

Dear Year 12 Students (and Parents for information),

Year 12 Leadership and Communication Skills Course

We are pleased to inform you that from Thursday 21 September we will be running our Leadership and Communication Skills Course for Year 12 students on a Thursday afternoon (2.15pm – 3.30pm).

This is an 8-week programme which aims to work on presentation and leadership skills with the objective of allowing students to confidently deliver key messages to any audience. Week by week, the course helps students develop their presentational and networking skills and is ideal preparation for students who want to apply for leadership roles within school later this year or for those who want to hone their presentational skills in advance of important interviews or leadership roles. The course culminates with a showcase evening where the participants deliver a short presentation in front of their family and friends.

The course will be delivered by an external presenter and normally proves extremely popular. If you would like to participate in this course we will be allocating spaces **on a first come first served basis**. To request a place on the course, which **starts on Thursday 21st September**, could you please complete the following [Leadership and Communication Skills sign up form](#) by **Monday 18th September**. Students will be notified of their place on the first course by Tuesday 19th September.

Your faithfully,

Shradha Tan
Associate Assistant Head

“Presentation skills are an essential skill in the workplace, and an integral part of graduate recruitment, so the chance to practice before a friendly audience is an invaluable addition to the curriculum.” (Feedback from previous Y12 Parent).

“I have gained confidence and a great deal of useful knowledge. I am very pleased to have been a part of it.” (Feedback from former Year 12 student).