

17th October 2024

Dear Parents / Carers,

### Leadership and Communication Skills Course

We are pleased to inform you that after half-term we are looking to run our Leadership and Communication Skills Course for Year 12 students on Thursday afternoons (1.30pm – 3.00pm).

It 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 your son to participate in the course we will be allocating spaces **on a first come first served basis**. To request a place for your son on the course, which **aims to start on Thursday 7<sup>th</sup> November**, could you please complete the following [Leadership and Comms Course sign up](#) as soon as possible. Please check that your son understands the commitment required on the course prior to submitting it.

Please complete the form by **Tuesday 22nd October**. We will notify students of their place on the course by Thursday 24<sup>th</sup> October or earlier if possible.

Your faithfully

Shradha Tan  
Associate Assistant Head  
Aspiration and Belonging

*“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).