

**WIG**The Whitehall & Industry Group
connecting the sectors

WIG Interdepartmental Talent Programme 2021-2022

Thank you for enquiring about our commissioned development masterclass programme. Please find below details of everything needed to make the masterclass a success within your departments. If there is anything further you need to know please do not hesitate to contact our team at WIG Masterclass **Redacted**, who can assist you with any of your queries.

Masterclass	Date and time	Number of masterclass	Number of Delegates	Number of rooms (If in person)	Delivery platform	Price per masterclass
Networking Event	29 September 2021 10:30-12:45 (two half days if face to face as a contingency plan depending on Governmental guidelines) 28 and 29 September 2021	1	Maximum: 150 delegates	TBD	Face-to-face if possible	Redacted
Take Control of Your Career	Course 1: Pre work session 8 November 2021 10:00-11:00 15 November and 16 2021 9:15 – 13:00 both days Course 2: Pre work 25 January 2022 10:00-11:00	4	Maximum: 18 delegates	0	Microsoft Teams	Redacted

	<p>1 and 2 February 2022 9:15 – 13:00 Both days.</p> <p>Course 3 Pre-work session 8 March 10:00-11:00</p> <p>15 and 16 March 2022 9:15 – 13:00 both days.</p> <p>Course 4 Pre-work session: 29 March 2022 10:00-11:00.</p> <p>5 and 6 April 2022. 9:15 – 13:00</p> <p>Final wrap-up session with delegates from all courses:</p> <p>24 May 2022 10:00-11:30.</p>					
Neuroscience of Leadership	<p>Course 1: 7 and 8 December 2021 9:30 – 12:30 both days</p> <p>Course 2: 1 and 2 February 2022</p>	3	Maximum: 16 delegates	1 room for the in-person course (TBC)	Microsoft Teams 2 online, 1 in person	Redacted

	9:30 – 12:30 both days Course 3: 1 March 2022 (in-person) 9:30-16:30.					
Enhancing Personal Impact and Presence	Course 1: 24 March 2022 9:30 – 16:30 Course 2: 26 January 2022 (in-person) 9:30 – 16:30 Course 3: 10 February 2022 9:30 – 16:30	3	Maximum: 24 delegates	1 for the in- person course (TBC)	2 courses online on Microsoft Teams 1 course in person	Redacted
Tell it Like TED	Course 1: 11 January 2022 9:30 – 16:30 Course 2: 1 February 2022 9:30 – 16:30 Course 3: 16 March 2022 (in-person) 9:30 – 16:30	3	Maximum: 24 delegates	1 for the in- person course (TBC)	2 courses Microsoft Teams 1 course possibly in- person	Redacted
Negotiating with Influence	Course 1: 17 November 2021 9:30 – 16:30 Course 2: 18 January 2022 (in-person) 9:30 – 16:30	4	Maximum: 14 delegates	1 for the in- person course (TBC)	3 courses Microsoft Teams 1 course possibly in person	Redacted

	Course 3: 8 March 2022 9:30 – 16:30 Course 4: 7 April 2022 9:30 – 16:30					
Secrets of Group Dynamics	Course 1: 12 October 2021 9:30 – 16:30 Course 2: 4 November 2021 9:30 – 16:30 Course 3: 12 April 2022 (in-person) 9:30 – 16:30	3	24	1 for the in-person course (TBC)	2 courses Microsoft Teams 1 course in-person	Redacted
Leading through Uncertain Times	Course 1: 6 and 7 October 2021: 9:30-12:30 Course 2: 25 and 26 January 2022 9:30-12:30 Course 3: 12 April 2022 9:30-16:30	3	18	1 for the in-person course (TBC)	2 courses Microsoft Teams 1 course in-person	Redacted
Powerful Persuasive Presenting	Course 1: 23 and 24 February 2022 9:30-16:30. Course 2: 19 April 2022 9:30-16:30.	2	21	1 for the in-person course (TBC)	1 course Microsoft Teams 1 course in-person	Redacted

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*Expenses in the event of a face-to-face session.

Delegates:

- We will need a final delegate list from your organisation two weeks prior to the date of the masterclass.

Cancellation:

Please note that our cancellation policy is that the **full masterclass fee will be payable if you cancel within 6 weeks of the masterclass.**

Our Role:

- WIG will provide all registration and masterclass materials.
- WIG will provide the facilitators to deliver the masterclasses as confirmed in the table.
- WIG will provide an evaluation form and compile an evaluation report after each masterclass.

Your Role:

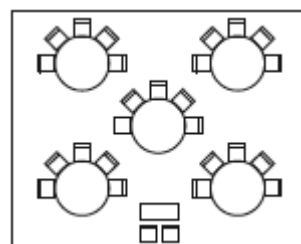
- To manage recruitment and administration of all delegate bookings
- To book an appropriate venue with equipment and catering for each face to face masterclass.

Venue:

- This is an online masterclass and will take place using Microsoft Teams, the venue of the face-to-face masterclasses will be agreed with the Departments.

○ For the in-person masterclasses:

- All masterclasses take place in cabaret format - apart from Tell it Like Ted which takes place in horseshoe format and Enhancing Personal Impact and Presence which is a horseshoe format with the tables to be removed at lunch. The room also needs to have enough space to allow delegates to move around as these masterclasses tend to be very interactive.
- We will provide our own laptop but will require you to provide a screen, projector, flipchart stand and paper, and whiteboard in the room.
- Facilitators do not put anything onto the wall and do not use blue tack on the whiteboards.
- The day includes 3 tea & coffee breaks, and one lunch, timing can be found on the attached agendas for each seminar.
- If you require us to source a venue for you we do require at least 6 weeks' notice.



Invoice information

- WIG will invoice you to pay at intervals in order to facilitate the process between WIG and the ITP Departments. We propose to have 4 invoices of 25% of total costs spread across the Programme.

Confirmation

Please confirm acceptance of our terms and conditions by completing the below and returning this document to **Redacted**

I accept the terms and conditions outlined in this document

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Name:

Date: