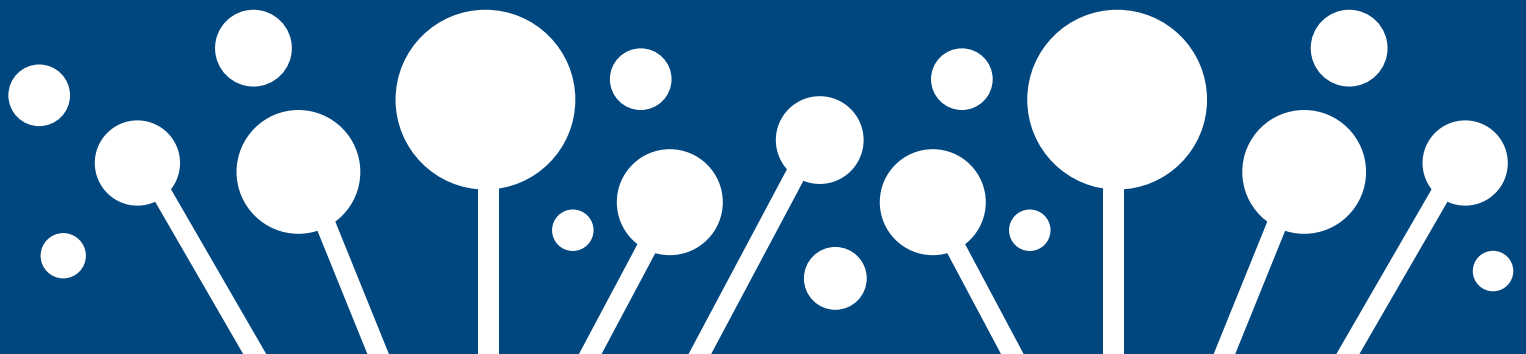




South East Employers

Supporting and enhancing  
councils and communities

# Consultancy and Development Directory 2010 – 2012



# Consultancy and Development Directory 2010 – 2012

## Welcome to the SEE Consultancy and Development Directory

As the Regional Employers' Organisation supporting councils and communities across the South East, our commitment to provide excellent learning and development opportunities and consultancy support continues.

Please take time to browse through the directory, we may offer you more than you expect!

Each profile provides a brief overview as we tailor our services to meet your specific needs. To find out more or to discuss your requirements, please call us on **01962 840664** for an informal chat.

Further information is available on our website at [www.seemp.co.uk](http://www.seemp.co.uk)



**Jennifer McNeill**  
*Regional Director*

## Introduction

SEE is a leading provider of high quality consultancy and training, focused on the public sector in the South East region. We offer a diverse range of training and development services tailored to meet your needs.

### Reasons to choose SEE

- **Expertise**  
experienced and professional facilitators
- **Relevant**  
current topics tailored to your identified needs
- **Practical**  
high quality services delivered locally, across the region or in London
- **Value for money**  
cost effective, convenient and efficient use of your resources

### Where

SEE delivers training on an open or in-house basis across the South East and London. Additionally, training can be delivered at our venue in Winchester.

### Facilitators

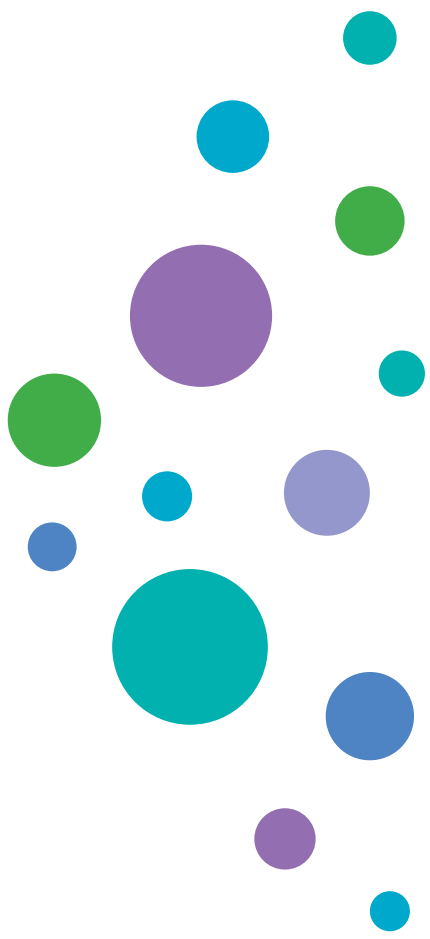
Details about our experienced facilitators are on our website: [www.seemp.co.uk/seestaff](http://www.seemp.co.uk/seestaff)

### Duration

The majority of our courses are designed to last one day, unless specified otherwise. However, we are extremely flexible so if a two hour session to fit into a meeting, or a half-day session to run as part of a programme is preferred, please let us know. We will customise the content accordingly to meet your requirements.

### Sample programmes

Sample programmes for all courses listed in this directory are available on our website: [www.seemp.co.uk](http://www.seemp.co.uk)



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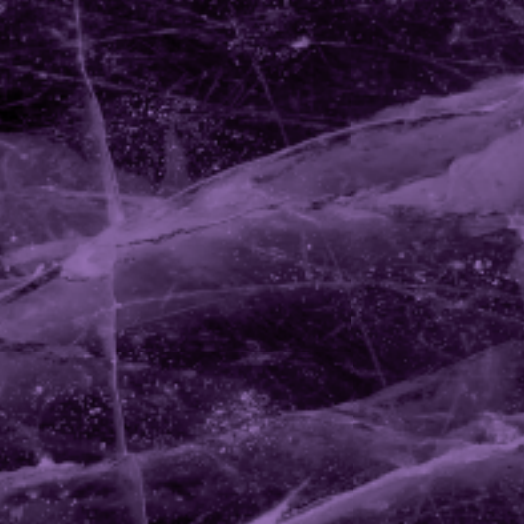
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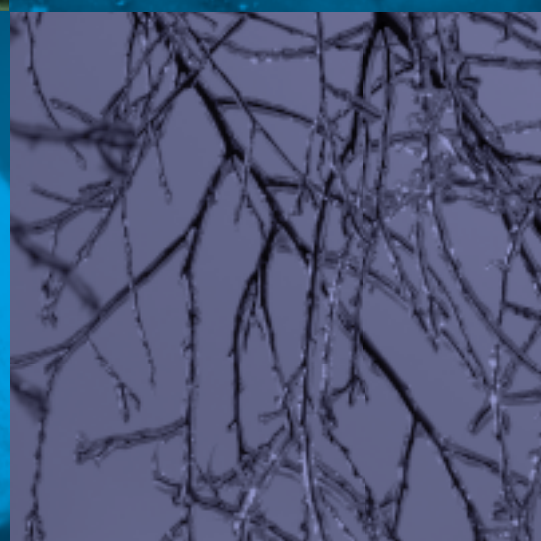
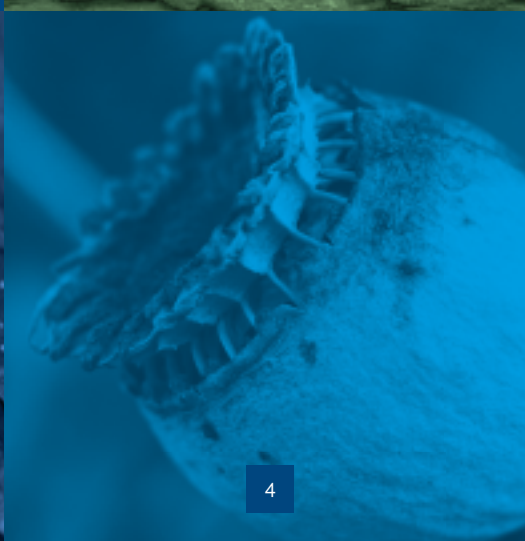
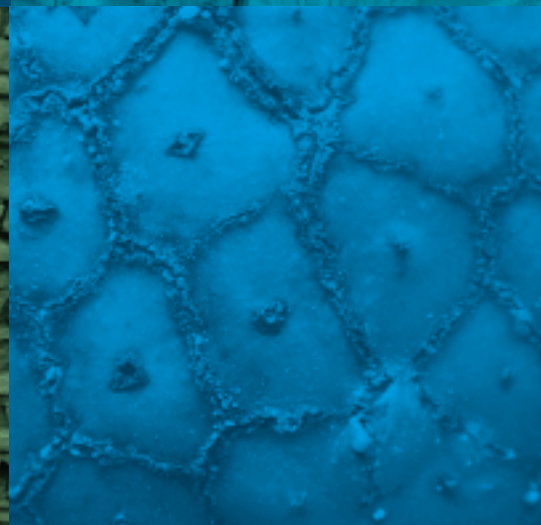
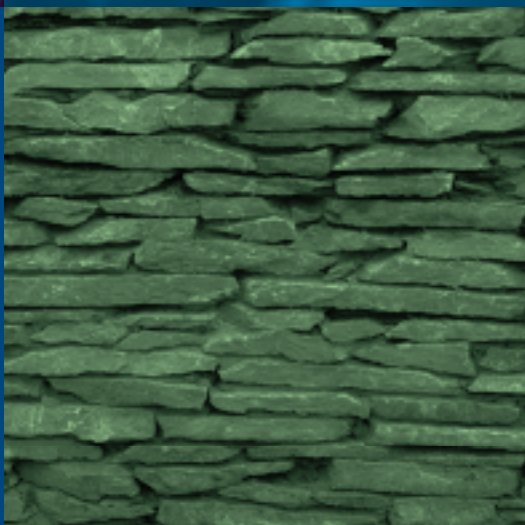
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"The Charter gave us a clear framework for systematically improving member development. We have moved from a position of having had no effective member learning in 2005 to a position where development is acknowledged to add significant value by members and officers alike."

Caroline Banfield,  
Brighton and Hove City Council



# Consultancy

## Councillors and Governance

SEE is a leading provider of councillor development across the South East. You can access high quality development opportunities which will empower you with the skills, confidence and knowledge you need.

### Charter for Elected Member Development

SEE is leading on the Charter for Elected Member Development in the South East and Eastern regions.

Those authorities who are serious about meeting the needs of their communities will be committed to developing their councillors. Support programmes are in place, however the approach and levels of commitment and effectiveness may vary between authorities. The Charter provides you with a robust framework designed to help your authority enhance and structure effective member development. This in turn assists you in providing excellent services to the community.

Take a look at those authorities already committed to the Charter: [www.seemp.co.uk/emcharter](http://www.seemp.co.uk/emcharter)

### Member Development Skills Portal

Use this innovative online tool to help you identify skills and development needs.

As a councillor, the Skills Portal enables both self and 360° feedback against the Political Skills Framework. Beneficial to officers, the powerful analytic software creates insightful reports providing an invaluable overview of skills and training needs within an authority. It is straightforward and user-friendly for councillors, contributors and authority staff alike.

To find out more or trial the portal for free, please visit: [www.seemp.co.uk/m-skills-portal](http://www.seemp.co.uk/m-skills-portal)

### Member Mentoring

Member mentoring brings together two people to discuss ideas, experiences and thoughts. You will be paired with a councillor from a different authority within the local geographical area.

For further information and an application form go to [www.seemp.co.uk/mentor](http://www.seemp.co.uk/mentor)

### Overview and Scrutiny

Overview and scrutiny is at the heart of your role as an elected member. Our support comprises bespoke consultancy including evaluation of overview and scrutiny and wider political management arrangements of an authority or area. We offer advice and information to all member authorities, and run a Joint Councillor and Officer network to support overview and scrutiny practitioners across the region.

For further information or a copy of our 'What Has Scrutiny Ever Done For Us?' DVD please email [info@seemp.co.uk](mailto:info@seemp.co.uk)

### Personal Development Planning and Review

Personal Development Planning and Review takes place with dedicated mentoring support. We can assist you by identifying gaps in your knowledge, developmental needs, and assess your leadership skills.

SEE provides you with structured support to take forward Personal Development Reviews for councillors, supported by the Member Development Skills Portal.

# Consultancy

## Democratic Services

SEE offers a range of services to support officers working in Democratic Services.

### Enhancing Local Democracy Conference

An extremely popular annual event to inspire and energise. The day comprises keynote speakers and interactive workshop sessions. You can enjoy informal networking opportunities and visit a number of exhibition stands.

"Very interesting, and as always the opportunities to share experiences with colleagues from other authorities offers many benefits."

Delegate, 2009

### Network

Join other officers at our biannual Democratic Services Officer network. Listen to guest speakers and enjoy regular CPD sessions offering topical information to encourage the promotion of best practice.

For highlights from our last meeting visit  
[www.seemp.co.uk/dsonetwork](http://www.seemp.co.uk/dsonetwork)

### Research

Our expert research and information team conduct surveys on behalf of member authorities. You can gain an excellent insight into practice across the region.

View the latest hot topics at [www.seemp.co.uk/minisurveys](http://www.seemp.co.uk/minisurveys)

### Members Allowances

SEE offers a full range of support to you on all issues surrounding members allowances and the work of Independent Remuneration Panels. From practical training sessions for IRP members and the supporting officers, to participating on and chairing a Panel.

We have developed a dedicated website for IRPs across the region. You can access:

- details of local authority schemes and panel reports
- relevant guidance and regulations
- links to new developments and legislation likely to impact on members allowances
- a forum where you can post queries and share good practice around the review of allowances.

In addition to an annual meeting for IRP members and officers, SEE conducts an annual Members Allowances survey.

Find out more on the South East IRP website:  
[www.irpsoutheast.wordpress.com](http://www.irpsoutheast.wordpress.com)

# Consultancy

## Employee Relations and Management

### Coaching Services

SEE coaching services offers individuals:

- the opportunity to focus on specific goals in a confidential environment
- swift changes with a one-to-one approach to development
- time out in your own workplace to reflect and refresh
- help to encourage a coaching culture to improve performance.

We offer both executive coaching and team coaching. Find out more by visiting [www.seemp.co.uk/coaching](http://www.seemp.co.uk/coaching) or email [training@seemp.co.uk](mailto:training@seemp.co.uk)

### Executive Recruitment

Do you need help recruiting to senior management positions? With our wide range of local government executive recruitment solutions, from initial scoping of job profiles and remuneration packages through to advertising, search, selection and assessment of candidates, we are here to help.

### FACET5 Personality Profile

The FACET5 online questionnaire is an informative modern report that groups traits of personality into an easily understandable format. Colourful and graphical, it is highly cost-effective and we provide full feedback to you and recruitment panels as appropriate. You can build team events around the profile and it is fabulous for helping you to work with different operational styles.

Find out more at [www.seemp.co.uk/facet5](http://www.seemp.co.uk/facet5)

### Investigations

SEE has a team of experienced consultants with a wealth of knowledge of local government. We undertake independent and impartial investigations, covering a range of issues such as:

- grievances
- disciplinarys
- whistleblowing allegations
- bullying and harassment complaints.

### Managing Change

Workplace changes present new challenges and demands for all managers. Our consultants can provide you with independent advice and employment expertise to ensure you manage change effectively and robustly. This includes:

- equal pay audits
- job evaluation
- managing redundancy and restructuring
- TUPE
- due diligence.

### Outplacement Services and Career Coaching

If you are facing redundancy or other significant changes, take advantage of our one-to-one coaching sessions and group workshops.

For further details please email [training@seemp.co.uk](mailto:training@seemp.co.uk)

### Panel Advisors

We provide qualified consultants to advise panels convened to hear cases including:

- disciplinarys
- grievances
- bullying and harassment
- appeals against earlier decisions.

# Consultancy

## Employee Relations and Management

### Policy and Process Review

Policies and procedures are a cornerstone of good HR practice. We can help you develop new policies and update existing ones to ensure your organisation is operating within the current legal framework and best practice.

### Psychometric Testing and Assessment Centres

Maximise your people resource as you recruit or review your services. We can help you spot and capture talent and fast track potential leaders.

SEE offers a full range of personality profiles and ability tests, many of which can be administered online. We work with you to support assessment and development centres according to your needs.

SEE uses SHL products and services, Myers Briggs Type Indicator (MBTI) profiles and FACET5 reports (see page 7).

Find out more at [www.seemp.co.uk/psyservices](http://www.seemp.co.uk/psyservices)

### Recruitment Training for Managers and Councillors

Update your knowledge of good selection practice and learn how to apply it in the workplace.

### Training Needs Analysis

Understand your training and development needs. SEE can undertake a Training Needs Analysis (TNA) for your organisation, or groups within your organisation. This ranges from questionnaires and telephone or face-to-face interviews with individuals or groups, to focus groups or facilitated workshops.

To find out more please email [training@seemp.co.uk](mailto:training@seemp.co.uk)

### Workplace Mediation

Resolve disagreements between individuals or within teams at work using mediation facilitated by a trained mediator. Parties are encouraged to communicate constructively and honestly with each other in an attempt to reach a mutually acceptable agreement that will help them deal with their issues. SEE can assist by providing you with a trained, experienced and independent mediator.

See page 20 for details regarding our Mediation courses.

Take a look at [www.seemp.co.uk/mediation-service](http://www.seemp.co.uk/mediation-service)

"Excellent balance of exercises, discussion, input and practice."

Delegate, 2010

# Consultancy

## Fire Services

### Assessment and Development Centre (ADC)

SEE can support your ADC or provide a comprehensive service by providing:

- qualified and experienced assessors
- a Centre Manager and administrative support
- participant feedback after the ADC.

Our assessors are trained to meet the National Fire Service standards.

*“Very well run centre, staff extremely helpful and friendly. Strangely enjoyable experience!”*

Patricia Chapman, Staffordshire Fire and Rescue

### Supporting Fire and Rescue Services

Receive an efficient, reliable and personalised service to assist you with:

- ADC Stage One – marking and reports
- ADC Supervisory, Middle and Strategic Management Level
- firefighter application form marking – first stage sifting
- in-basket exercises – marking and reports.

To discuss your requirements, please call Jennifer McNeill on **01962 840664** or email [jennifer@seemp.co.uk](mailto:jennifer@seemp.co.uk)

# Consultancy

## Health and Safety

Support your Health and Safety service with help from SEE.

### Accident Investigations

We conduct independent investigations of accidents, incidents and other occurrences and provide recommendations to reduce the risk of recurrence.

### Health and Safety Audits

SEE will carry out health and safety audits of sections, departments or your entire organisation based on the principles laid down by the Health and Safety Executive Guidance HSG65. Based on your identified priorities we can provide you with recommendations in the form of an action plan.

### Locum Safety Adviser

In situations where you find yourself without a safety adviser, we can provide you with a health and safety specialist on a short term basis.

### Policies and Procedures

SEE can assist you in producing key safety policies, procedures and guidance on topics including asbestos and the use of contractors.

### Recruiting Health and Safety Specialists

A full service is offered to assist you in recruiting health and safety specialists, from help with shortlisting to interviewing the candidates.

### Risk Assessments

We can help you undertake risk assessments and identify suitable control measures.

Please view our website to explore our full range of Health and Safety services: [www.seemp.co.uk/hs](http://www.seemp.co.uk/hs)

# Consultancy

## Personal Development

### South East Mentoring Programme

Mentoring can transform your thinking, challenge your perceptions and develop your knowledge, skills and networks.

We provide a mentoring programme for managers. This mentoring partnership will bring two people together to discuss their ideas, experiences and thoughts in a flexible and non-judgemental way. Mentoring partnerships will tend to focus on your personal and/or career development.

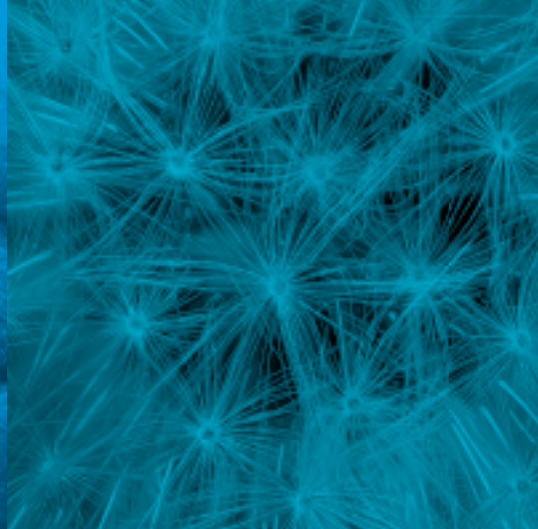
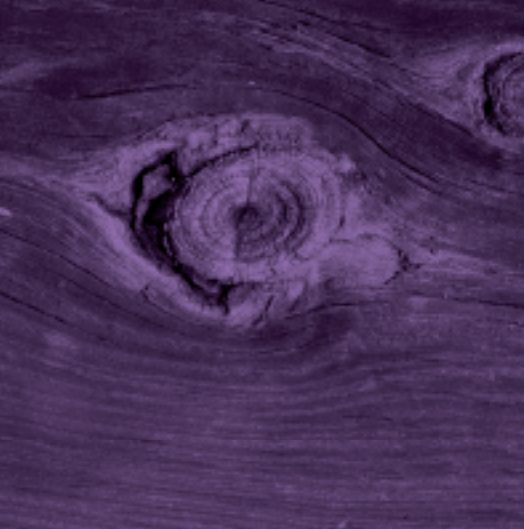
"[my mentor]...has been able to challenge my perceptions and help me find useful ways to deal with any issues."

Delegate, 2009

Importantly, mentoring is not about assessing or managing your performance. Mentors and mentees will not be part of the same line management structure and will often be from different organisations.

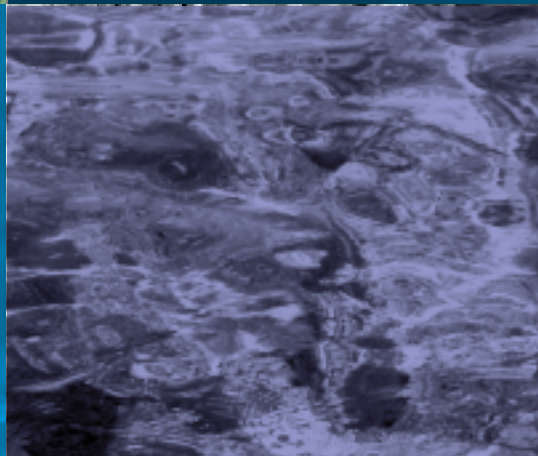
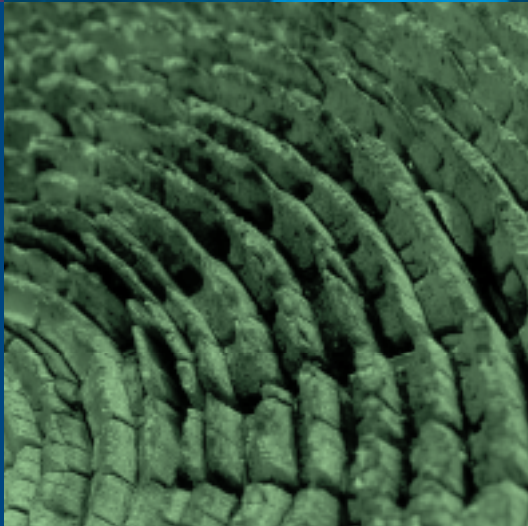
We also provide a mentoring programme for Councillors (see page 5).

Find out more about the South East Mentoring Programme at [www.seemp.co.uk/mentor](http://www.seemp.co.uk/mentor)



"Inspiring, confidence  
building, empowering!"

Michelle Iddon,  
Cherwell District Council



# Development

## Councillors and Governance

### Political Skills

Develop and enhance your awareness of the political environment at our one-day workshop for managers. Explore models of competence and integrity, and consider best practice approaches to member-officer working.

### Scrutiny Solutions

SEE, in partnership with the University of Warwick, has developed this programme specifically to help Scrutiny Chairs respond to the changing role of overview and scrutiny.

### Workshops

Choose from a range of our most popular workshops for councillors, including:

- casework and advice surgeries
- chairing and meeting skills
- developing a performance culture
- maximising the potential of overview and scrutiny
- partnership working and community engagement
- performance management for councillors
- recruitment and selection skills
- strategic leadership.

SEE is delivering these workshops to authorities outside the region. Our reputation as a leading provider in the field of member development is growing year by year.

For full details on any of our development services see our Councillor Development Directory or visit [www.seemp.co.uk/cldrdev](http://www.seemp.co.uk/cldrdev)

# Development

## Democratic Services

Access a range of high quality training opportunities to help you develop within the Democratic Services sector.

### Committee Administration

Accredited by Association of Democratic Services Officers (ADSO), the Committee Administration programmes are run by senior practitioners in Democratic Services.

#### ■ Introduction

An ideal four-day programme for inexperienced or newly appointed Committee Administrators.

#### ■ Advanced

A two-day advanced programme for more experienced Committee Administrators.

### Facilitation Skills for Democratic Services Officers and Managers

Develop your skills and gain the confidence to run short training sessions or workshops in your own authority.

Are you interested? Find out more by emailing [training@seemp.co.uk](mailto:training@seemp.co.uk)

"All very informative and given me many useful ideas."

Natalie Noke, Southampton City Council

"I feel very optimistic about my future opportunities as a result of the course."

Jonathan Baker, Isle of Wight Council

### Qualifications

Facilitate your development and gain a new qualification in Democratic Services. We have joined with ADSO to provide these qualifications which are accredited by the Open University.

#### A1 Assessor Award for Advisers

You can be an Assessor for the new Democratic Services qualifications.

#### Award in Understanding Democratic Services

Demonstrate your understanding with this knowledge based qualification. You will be assessed on seven modules covering different aspects of Democratic Services.

#### Certificate in Democratic Services Practice

SEE can offer you the perfect opportunity to show how you can apply relevant knowledge and understanding in a work setting.

#### Diploma in Democratic Services

You can undertake a research project within a specialist area and gain this new Diploma.

Further details on all these qualifications can be found on the ADSO website [www.asdso.co.uk](http://www.asdso.co.uk)

# Development

## Employee Relations and Management

### Appraisals and Performance Management

Look forward to the appraisal process. Find ways to get to know your staff better and enhance their motivation to work. If appraisal is new to you, or you feel that it has become too bureaucratic or 'stale' this one-day course is for you.

### Capability

SEE can provide you with guidance on good practice in managing performance or health incapability.

### Conducting Disciplinary and Grievance Investigations

A guide to the practical skills you need to undertake a thorough and fair investigation.

"Very good, well presented."

Ben Golds, Horsham District Council

### Discipline, Grievances and Dismissals

SEE can help you understand the framework for managing employee concerns and dealing with misconduct.

### Introduction to Employment Law

An excellent course to introduce you to the foundations of employment law, enabling you to handle common employment issues with confidence.

### Keeping Ahead Programme

We offer a five session programme designed to help you think in different ways and strengthen your capacity to deal with uncertainty and change. Over two to three months, you will enhance your knowledge and skills to enable more effective working with members, senior managers, partners and communities.

This programme covers areas such as power, politics and persuasion, partnership working and the context of working in modern local government.

### Leadership Programme - ASPIRE

Ideal for middle to senior managers, you can gain insight and strengthen your leadership skills. We will encourage you to develop your confidence to leap beyond your current expectations.

Running over two months, you can benefit from:

- four one-day workshops
- a half-day final workshop
- two one-to-one feedback sessions in your workplace.

Find out more at [www.seemp.co.uk/aspire](http://www.seemp.co.uk/aspire)

"...the course was very interesting and a friendly, positive learning environment was created."

Kathryn Wheeler,  
West Oxfordshire District Council

# Development

## Employee Relations and Management

### Leading with Insight – Women in Management

Moving beyond a standard management course, we offer a series of workshops and feedback sessions aimed at female managers in middle and senior positions. SEE will encourage you to gain insight into your management styles, through a range of psychometric instruments, and you will learn how to manage yourself and others more effectively. Furthermore, it will help to increase your confidence and prepare for the future.

Visit [www.seemp.co.uk/insightwim](http://www.seemp.co.uk/insightwim)

### Managing Absence

We can help you gain an understanding of good practice in managing staff absence and attendance.

### Managing Appeals

You can explore the framework for appeal hearings, and gain a greater understanding of the roles and responsibilities of hearing appeals against discipline and grievance decisions, capability and ill health cases.

*“A good course, timely and professional.”*

Daniel Field,  
Royal Borough of Windsor and Maidenhead

*“Very useful in helping us to make progress on a challenging issue.”*

Delegate, 2009

### Managing Hearings

SEE will help you to understand the legal framework, rights and duties of those involved in hearing disciplinary or grievance cases and appeals.

### Managing Restructures and Redundancies

Gain the legal knowledge you need for effectively restructuring your workforce and managing redundancy.

### Stress at Work and Wellbeing

We can equip you with an understanding of current stress at work law and how to manage stress issues in your workplace.

### Supporting Employee Development

Support and develop your employees to ensure you get the best from them.

Explore the range of training opportunities on our website at [www.seemp.co.uk/coursesbytopic](http://www.seemp.co.uk/coursesbytopic). Alternatively email [training@seemp.co.uk](mailto:training@seemp.co.uk) or call **01962 840664** to discuss your requirements with our friendly facilitators.

# Development

## Fire Services

Support your Fire and Rescue Services through our experienced assessors.

We can offer you:

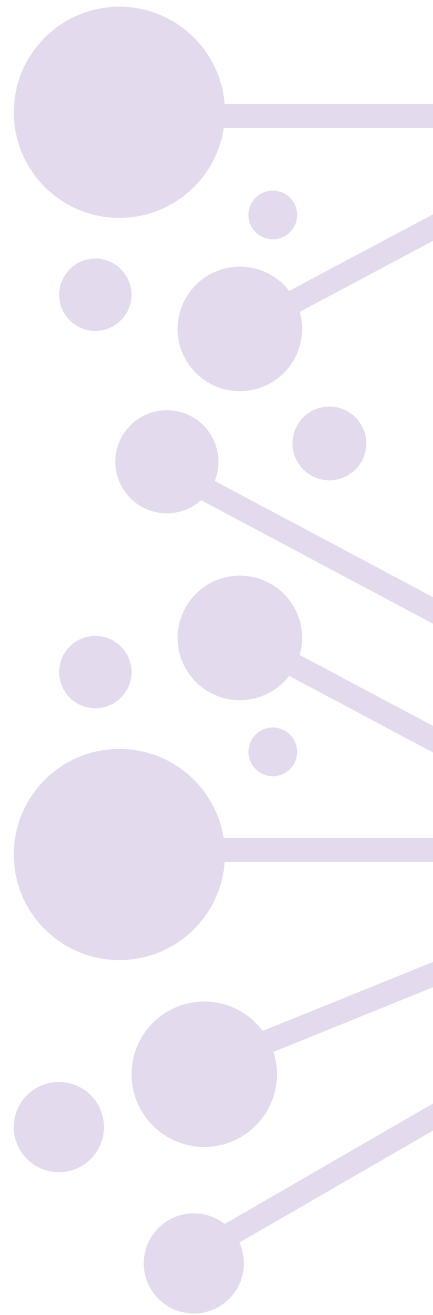
- Assessor training for each level of ADC
- Centre Manager training at each level.

### ADC Skills Awareness Workshop

At Supervisory, Middle and Strategic Management levels, there is a need to assist participants to demonstrate their skills in the most effective way.

You will gain a deeper practical understanding of the ADC process and a greater appreciation of how you can shape communication to best demonstrate behavioural qualities.

The workshops reflect management practices that are appropriate to each level of ADC and include the use of timed in-basket scenarios and discussions. This will familiarise you with the types of exercises used in the ADC, and you will have a heightened understanding of management techniques and interpersonal relationships.



# Development

## Health and Safety

SEE offer a wide range of specialist Health and Safety training courses for you. Topics include:

- Asbestos Awareness
- Construction (Design and Management) Regulations 2007 Briefing
- Corporate Manslaughter Briefing
- Directors Health and Safety Briefing
- Elected Member Health and Safety Briefing
- Health and Safety Awareness
- Risk Assessment
- Successful Health and Safety Management
- Work at Height Briefing
- Workstation Assessments

Visit our website for more information surrounding Health and Safety: [www.seemp.co.uk/hs](http://www.seemp.co.uk/hs)

# Development

## Personal Development

### Assertiveness

Understand the concept and benefits of behaving assertively and develop a range of assertive techniques. You can improve the way you interact with others by behaving in a more confident and positive manner.

### Career Management

SEE will help you identify personal and work goals as part of a structured approach to managing your career. You will discuss ways of overcoming any obstacles through a range of problem solving techniques and learn how to sell yourself more effectively.

### Chairing Skills

We offer this workshop to encourage you to consider all aspects of the Chair's role in a meeting. It enables you, as either a Councillor or Officer, to learn practical ways to develop your performance in this area.

### Communication Skills

Use your influencing skills to greater effect in the workplace and develop a range of strategies for influencing effective work and personal outcomes.

### Development Programme for Personal Assistants

Join other PAs in this supportive environment as you share experiences and develop your skills.

### Effective Meetings

We will help you understand how to play an effective role in a range of meetings and to start to develop the skills required.

### Facilitation Skills

Our workshop is designed to provide you with the tools and techniques to run effective facilitation sessions.

### Handling Aggression

SEE wants to equip you with the skills to deal with confrontational situations in a safe and effective manner.

### Internal Consultancy Skills for HR and Training Officers

SEE can help you work with a formal consultancy framework. You will cover a range of tools and techniques for internal consultancy projects, in addition to addressing issues such as clarity of boundaries, roles and timescales.

### Managing the Pace

Our workshop helps you to work in a structured and methodical way to manage your priorities effectively. The course encourages you to recognise your sources of stress and develop strategies for dealing with them in order to minimise any negative effects on performance, self-esteem and health.

### Presentation Skills

Build your confidence and practice a range of techniques to perform professional presentations to a variety of audiences.

To find out more about our personal development courses, please email [training@seemp.co.uk](mailto:training@seemp.co.uk) or visit [www.seemp.co.uk/traincon](http://www.seemp.co.uk/traincon)

# Development

## Personal Development

### Workplace Mediation

Mediation at work is becoming increasingly important and relevant for organisations that value their employees and want to resolve problems at the earliest opportunity. Interpersonal conflict, if not addressed appropriately, can lead to formalised procedures that are costly in terms of resources, time, money and staff morale.

Mediation provides an alternative way to address issues that empowers the parties to resolve their problems and take ownership of how they will rebuild their working relationship.

### Certificate in Internal Workplace Mediation

The Certificate in Internal Workplace Mediation is an OCR accredited qualification, delivered by Acas and SEE over five days. As a member of SEE you can benefit from a 25% discount.

You will gain the knowledge and practical skills to operate effectively as a mediator in your organisation. You will need to successfully demonstrate your skills, knowledge and understanding of workplace conflict, mediation and managing the mediation process.

### Introduction to Workplace Mediation

This three-day non-accredited course will give you the skills and confidence to undertake mediation from the initial meeting with the parties through to closure, following a well-established mediation model.

You will improve the skills required of an effective mediator, such as:

- building trust and rapport
- communication
- managing conflict
- facilitating negotiation
- maintaining confidentiality.

To find out more about our mediation courses, or to book a place, please contact Jennifer McNeill on **01962 840664** or email [jennifer@seemp.co.uk](mailto:jennifer@seemp.co.uk)

"The tutors were completely switched on to our needs and met them."

Delegate, 2010

# Booking options 2010 – 2012

## Open courses

Book online: [www.seemp.co.uk](http://www.seemp.co.uk)

Email: [training@seemp.co.uk](mailto:training@seemp.co.uk)

Telephone: **01962 840664**

Address: SEE, Newfrith House, 21 Hyde Street, Winchester, Hampshire, SO23 7DR

## In-house courses

Please contact us to discuss your requirements.

If you have any questions or queries about any of our services detailed in this directory, please call **01962 840664** or email [training@seemp.co.uk](mailto:training@seemp.co.uk)

# Booking Terms and Conditions 2010 – 2012

## Payment Terms

- Full joining instructions will be sent approximately two weeks before the event.
- SEE will invoice your authority/organisation approximately two weeks before the event.

## Cancellation Policy

All cancellations must be made in writing. If a nominee cannot attend the following rates apply.

## SEE Open Events

- Substitution nominations will be accepted in all cases without incurring any additional charges.
- Cancellations received within 14 days prior to the event will incur a charge of 100% of the course fee. Cancellations received over 14 days will incur no charge.
- Non-attendance on the day will incur a charge of 100% of the course fee per delegate to cover costs.

## In house training and consultancy

- If an event is cancelled within 30 working days of the booked date there will be a cancellation charge of 50% of the agreed fee.
- If an event is cancelled within 15 working days of the booked date there will be a cancellation charge of 100% of the agreed fee.
- If an event is rescheduled at the time of cancellation to take place within six months of the original date, no cancellation fee will be charged.
- If the event does not take place on the rescheduled date cancellation fees will be charged. No further re-scheduling of the date will be accepted.

## Networks and free SEE events

- Substitution nominations will be accepted in all cases without incurring any additional charges.
- Cancellations received within 14 days prior to the event will incur a charge of £50 per delegate to cover costs. Cancellations received over 14 days will incur no charge.
- Non-attendance on the day will incur a charge of £50 per delegate to cover costs.

## Cancellation by SEE

SEE reserves the right to cancel an open training course, workshop, conference or event for any reason prior to the event date. We will contact you as soon as possible to tell you about the cancellation.

Please view our full cancellation policy at [www.seemp.co.uk/canpolicy](http://www.seemp.co.uk/canpolicy)

# Venue Hire 2010 – 2012

SEE offers an outstanding corporate venue, ideal for hosting meetings, seminars and training events. Located at the SEE offices in central Winchester, our venue is only a five minute walk from the railway station, with direct links from London and the south coast.

## Conference Room

Our large Conference Room is light and spacious, providing the perfect setting for a range of events. This room is fully equipped with a modern multimedia suite and can comfortably accommodate up to 50 delegates. There are a variety of flexible seating options available to suit a range of different needs.

## Woolford Room

The Woolford meeting room is ideal for smaller meetings or for use as a breakout room. This has a capacity of up to eight delegates, and has the facility to conduct conference calls.

Please contact our friendly, welcoming event coordinators to discuss your needs. We are here to help, and to ensure your event runs smoothly.

Take a look at [www.seemp.co.uk/roomhire](http://www.seemp.co.uk/roomhire) or call **01962 840664**.



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