

***Women In Leadership: Part 2**

Length: 1 Day

Summary: In the second *Women In Leadership* course, you will learn communication, taking up authority, gender dynamics in the workplace and more of an “advanced” content that builds on the first class. To be a successful leader, you must all take time for personal improvement. We discuss topics such as developing assertiveness, projecting authority, maintaining a positive attitude and empowering others.

Course Content

ADVANCED CHARACTERISTICS OF EFFECTIVE LEADERS

- Test Your Leadership Potential
- Understanding Styles of Leadership
- Finding Your Style
- A Leader’s Attitude Affects Productivity
- A Leader’s Attitude and Vision
- Identifying a Leadership Model
- Prejudices Against Women as Leaders
- Working with Men
 - Gender Dynamics

LEADING YOUR TEAM

- Rate Yourself as an Effective Team Builder
- Characteristics of Highly-Cohesive Teams
- Characteristics of Team Members
- Evaluate Your Team Players
- What Motivates Your Team?
- Strategies for Motivating Team Players

PLANNING TOOLS

- Involve Your Team in Goal Setting
- Getting Organized
- Leaders and Time Management
- Leaders and Meetings
- How to Delegate Skillfully
- Decision Making and Leadership

LEADERS ARE PROBLEM SOLVERS

- Conflict Resolution Styles
- Resolving Conflict
- Taking up Authority
- Managing Difficult People
- Difficult People Leadership Exercise
- Coaching and Counseling
- How to Use Positive Anger

DEVELOPING PERSONAL POWER

- Understanding the Types of Power

HAVING IT ALL

- The Benefits of Being a Woman Leader
 - Professional Development
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