

Women in Leadership

LENGTH: 1 day

COURSE OBJECTIVE:

Master people skills and assertive communication techniques after you complete this comprehensive, one-day workshop, Leadership & Supervisory Skills for Women. Build on your inherent talents and strengths to become more effective, confident, and successful.

Utilize unique strengths as a woman in a supervisory role and recognize their personal value to the organization. Effectively lead with assertive communication that builds credibility and understanding within the team. Increase team success through individualized performance feedback. Facilitate a sense of fun and teamwork in the work environment that motivates employees to do their best. Solve conflict due to disagreement and diversity quickly and fairly. Plan for the future and obtain personal and professional success.

WHO SHOULD ATTEND

Managers and supervisors who want to communicate with more authority to gain greater power, credibility, and influence.

COURSE OVERVIEW

Build your skills fast to become a highly effective, inspiring leader! Discover how to disagree firmly but tactfully without backing down. Learn to effectively delegate. Know how to reverse specific unwanted employee behaviors. Keep your ideas from being drowned out by louder male voices during meetings.

Expand your network of contacts in just one day of meeting with other women leaders and supervisors. At the end of the day, you'll leave motivated and energized, armed with must-have leadership tools guaranteed to make a dramatic, immediate impact on your results.

Course Outline

A Woman's Unique Strength as a Leader: How to Develop Yours

- Understand how your strengths play into today's management style
- Reject the major myths about women in leadership
- Assess your Power Profile
- Take risks, take responsibility, take action and other crucial leadership lessons

Winning Motivation Techniques and Other Must-Have Leadership Tools

- How the power of sincere praise can motivate, build loyalty, and keep good employees
- Master the art of delegation and learn why some women find it so tough
- Identify key negotiation strategies for getting what you want without being a steamroller
- Ten supervisory essentials that will help you earn respect from employees, peers, and top brass.

Criticism and Discipline for Improved Employee Performance

- Recognize when to confront employee performance problems
- How to give constructive feedback that results in improved performance, not anger and defensiveness
- Turn around attitude problems and other specific unwanted behaviors
- Learn discipline techniques that really work

Assertive Communication: Your Key to Leadership Success

- Communicate tactfully and professionally
- Learn strategies for getting your ideas heard in meetings
- Develop power speaking skills to help you shine
- Say no without feeling guilty
- Double your communication effectiveness with active-listening skills

Effectively Handling Confrontation, Conflict and Other Uncomfortable Situations

- Disagree firmly but tactfully, without backing down at the last minute
- Gain a step-by-step method for calmly facing confrontation head on
- Neutralize paralyzing emotions so you can think straight when things get heated

Dealing With Diversity in the Workplace

- Avoid the pitfalls of supervising people much younger or older than you
- Create an atmosphere of inclusion for workers with disabilities
- Build a framework for creating a successful organizational culture from your staff's diversity
- Learn how to supervise people with different work ethics, styles and perspectives

Building Credibility and Increasing Your Visibility to Get Ahead

- Communicate the image of a total professional
- Sidestep common landmines that damage your leadership credibility
- Increase your visibility in your organization

Onward and Upward: Creating a Success Roadmap

- Determine your version of what success entails
 - Gain the key skills top management looks for in the women they promote
 - Develop your Personal Action Plan
 - Avoid management burnout and stress overload
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