

## Women in Leadership: Part 2

**Length:** 1 Day

**Summary:** 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.

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### COURSE CONTENT

#### ADVANCED CHARACTERISTICS OF EFFECTIVE LEADERS

- Test Your Leadership Potential
- Understanding Styles of Leadership
- A Leader's Attitude Affects Productivity
- A Leader's Attitude and Vision
- 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
- 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
- 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