

€ TRAINING

Skills For Women at Work



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Introduction:

Increasingly, it is being recognized that the trend towards equal opportunities for women is giving women the chance to take more responsibility and make more contributions to the success of their organization. However, in many cases, there is a need to develop the skills and confidence necessary to maximize potential as individuals and as employees. This course is designed to do just that - to equip women with the skills, knowledge, and confidence to succeed in what has traditionally been a male-dominated society. The course will involve experiencing personal development and practicing the new skills using ten competencies which are the key to success in a position of responsibility.

Course Objectives:

At the end of this course the participants will be able to:

- Get to know their self better
- Improve their effectiveness
- Improve their ability to influence others
- Improve their assertiveness and self-confidence
- Improve their business awareness

Targeted Audience:

- Head of Departments
- Managers
- Human Resources
- People who are interested to get new knowledge

Course Outlines:

Unit 1: The Changing Role of Women at Work:

- Getting to know each other
- Setting the context - changing the world of work for women
- Role Models - successful women at work
- Overcoming stereotypes and glass ceilings
- Leadership Skills for Women
- Explore values, attitudes, and beliefs about women as leaders
- Knowing and accepting yourself as a leader
- Making things happen from anywhere in the organization
- Understanding and clarifying purpose, vision and mission
- External and internal customer service

Unit 2: Taking Control of your Life:

- The secret to working smarter rather than harder
- To do or not to do - how to use a priority matrix

- Achieving results through others
- Making a long term plan to create the best office in the company!
- How to "get it together" when you feel scattered and pulled in all directions
- De-cluttering and organizing your life
- Life balance for women
- Right brain/left brain theory
- Finding the balance of masculine logical brain and feminine intuitive brain

Unit 3: Self-Esteem for Peak Performance:

- Where does self-esteem come from and why we lose it?
- The relationship between self-esteem, self-respect, self-confidence and self-motivation
- Determining your comfort zone - self-image/self-talk/goals
- Overcoming the ABC anger/blame/complain of self-esteem killers
- Building and sustaining high self-esteem
- The ABC of self-transformation awareness/beliefs/commitment
- How to free yourself from fear
- The law of cause and effect - the principle of creating positive outcomes
- How to make and keep commitments to your self
- Finding greater meaning and purpose in your work
- Ten steps to Peak Performance Linking self-esteem to effectiveness at work
- Image and Self-projection for today's professional woman

Unit 4: Vital Communication Skills:

- Networking - making conversation and connections
- Representing your organization in the public arena
- Political Savvy - the unwritten power skills for professional women
- Assertive Communication
- Understanding and using body language
- The most effective way to say no
- Communicating with Confidence
- Understanding gender differences
- Overcome biases and discomfort associated with exercising power
- Understanding different personality types and how to deal with them

Unit 5: Self-Empowerment and Self-Management:

- Understanding the main causes of stress for women
- How to build self-confidence and strength the ability to respond to difficult situations
- How to relax and refresh the mind and body
- The signs, symptoms, causes, and triggers to stress
- Why stress is a powerful messenger
- How to break the vicious cycle of stressful thinking
- Using emotional intelligence at work
- Transforming fear and negativity and reactive-ness
- Becoming a more proactive, responsible and self-aware person