



Skills For Women at Work



20 - 24 May 2024  
Singapore



## Skills For Women at Work

REF: Z99 DATE: 20 - 24 May 2024 Venue: Singapore - Fee: 6325 Euro

### Introduction:

This training program aims to empower women with essential skills and knowledge to thrive in professional environments. By addressing key areas such as assertiveness, influence, and business acumen, the program equips women with the tools necessary to succeed and excel in the workplace.

### Program Objectives:

At the end of this program, participants will be able to:

- Gain a deeper understanding of themselves.
- Enhance their effectiveness in various aspects of their lives.
- Strengthen their ability to influence others positively.
- Boost their assertiveness and self-confidence levels.
- Heighten their business acumen and awareness.

### Targeted Audience:

- Head of Departments.
- Managers.
- Human Resources.

### Program Outlines:

#### Unit 1:

#### Empowering Women in Leadership Roles:

- Getting to know each other and setting the context for women in the workforce.
- Examining successful role models and strategies for overcoming stereotypes and glass ceilings.
- Developing leadership skills and exploring attitudes about women in leadership positions.
- Understanding and aligning personal values with organizational vision and mission.
- Enhancing customer service both internally and externally.

- Fostering a culture of leadership and initiative across all levels of the organization.

## Unit 2:

### Mastering Work-Life Balance:

- Strategies for working smarter and prioritizing tasks effectively.
- Creating a long-term plan for personal and professional success.
- Managing overwhelm and achieving balance amidst competing demands.
- Decluttering and organizing life to reduce stress and improve focus.
- Understanding the balance between logical and intuitive thinking for optimal decision-making.
- Cultivating a healthy balance between work and personal life.

## Unit 3:

### Building Self-Esteem for Success:

- Exploring the origins of self-esteem and strategies for building and sustaining it.
- Overcoming negative self-talk and transforming self-limiting beliefs.
- Cultivating self-motivation and commitment to personal growth.
- Understanding the power of positive thinking and the law of cause and effect.
- Finding meaning and purpose in work to enhance self-esteem and effectiveness.
- Practicing self-projection and image management in professional settings.

## Unit 4:

### Effective Communication Strategies:

- Developing networking skills to build connections and represent the organization effectively.
- Navigating political dynamics and leveraging unwritten power skills in the workplace.
- Assertive communication techniques for expressing needs and boundaries.
- Understanding and utilizing body language to enhance communication.
- Overcoming biases and discomfort associated with exercising authority.
- Adapting communication styles to effectively interact with diverse personality types.

## Unit 5:

### Self-Empowerment and Stress Management:

- Identifying causes of stress and building resilience to navigate difficult situations.
- Cultivating self-confidence and the ability to respond proactively to challenges.
- Implementing relaxation techniques to rejuvenate the mind and body.
- Recognizing signs and triggers of stress and transforming negative thought patterns.
- Utilizing emotional intelligence to manage stress and enhance well-being.
- Transitioning from reactive to proactive approaches to self-awareness and empowerment.