

Women in Leadership

Length: 1 Day

Summary: Utilize unique strengths as a woman in a supervisory role and recognize your personal value to the organization. Build your skills 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 and keep your ideas from being drowned out by louder male voices during meetings.

COURSE CONTENT

A WOMAN'S UNIQUE STRENGTH AS A LEADER: HOW TO DEVELOP YOURS

- Understand how your strengths play into today's management style
- 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
- 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

ASSERTIVE COMMUNICATION: YOUR KEY TO LEADERSHIP SUCCESS

- Communicate tactfully and professionally
- Learn strategies for getting your ideas heard
- Develop speaking skills to help you shine
- Double your communication effectiveness with active-listening skills

EFFECTIVELY HANDLING CONFRONTATION, CONFLICT AND OTHER UNCOMFORTABLE SITUATIONS

- Disagree firmly but tactfully without backing down
- Neutralize paralyzing emotions so you can think straight when things get heated

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 key skills top management looks for in the women they promote