

Women as Leaders Unleashing the Power, Potential & Positivity of Women in the Workplace

| Date | (\$)Fees | |
|--------------------------------------|----------|------------------------------|
| 02 March -06 March 2025 Kuala Lumpur | 3500 | Register Now |

Why Choose this Training Course?

This interesting course offers a unique opportunity for women to take a high jump in terms of their confidence and competence as leaders in the workplace.

Women's innate sense of responsibility, people skills, and creativity are well known. As more and more women are entering the workforce, they are proving themselves to be invaluable assets to their company. This course empowers women to really value themselves, and develop their leadership potential by focusing on the skills, attitudes and qualities that are especially required by women in the work place.

This course will feature:

- Tools for increased self-awareness, self-confidence, and self-management
- Common leadership mistakes women make and how to avoid them
- Opportunities to practice vital communication skills
- Techniques to enable you to thinking creatively, solve problems and make decisions
- The 8 habits of highly effective women leaders

What are the Goals?

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

- Express themselves clearly and confidently in front of an audience
- Recognise their own leadership strengths and weaknesses
- Formulate a master plan for creating a successful team
- Practice emotional awareness and self-management in any situation
- Create innovative approaches to improving every area of their job

Who is this Training Course for?

Women who are new to positions requiring leadership skills, or experienced women leaders seeking inspiration and insights to further their roles.

This course is suitable to a wide range of professionals but will greatly benefit women who are:

- Supervisors
- Team leaders
- Managers
- Community leaders
- Women business owners

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes group and individual exercises, case studies, role-plays, videos, and discussions - along with formal inputs.

The Course Content

Day One: The Changing Role of Women at Work

- Recognising your value and your leadership gifts as a woman leader
- Learning from role models of successful women at work
- Examining leadership styles and their effectiveness
- Understanding and clarifying purpose, vision and mission and values
- Recognising and avoiding common mistakes new leaders make
- Overcoming glass ceilings and creating a support network

Day Two: Self Managing Leadership

- Managing your roles, responsibilities, relationships and resources
- Building positive self image and self-worth
- Establishing empowering beliefs
- Increasing Self-Awareness and Emotional Intelligence at work
- Creating a balanced lifestyle to support your success

Day Three: Essential Communication Skills for Women at Work


- Delivering a clear, confident public presentation
- Practicing assertive communication in every situations
- Adapting communication for gender differences
- Giving directions, delegation and feedback
- Influencing others to create positive change
- Handling competition, jealousy and political maneuvering

Day Four: Team Leadership in Times of Change

- Creating a happy and productive team
- Team leadership in a multi-cultural, multi-gender team
- Develop team charters to help focus the team
- Overcoming resistance to change
- Managing conflict through win-win thinking
- Leading productive, energized and creative meetings

Day Five: Toolbox for the Creative Woman Leader

- Logical and Intuitive Decision Making Tools
- Mind Mapping for creativity, planning and problem solving
- Encourage creativity and innovation in a team
- Problem Solving and creativity techniques
- Where to go next – continuing learning strategies

 00201102843111

 info@minaretc.org

 <http://minaretc.org/>