



## Management Leadership Skills for Women

English summary

(2013)

[www.womensleadershipdevelopment.at](http://www.womensleadershipdevelopment.at)



## **Women's Leadership Development – Management program for women**

**"Without women there is no success."**

Women in leadership positions are still the exception – therefore the more important it is to encourage them and help them discover their potential to give complete expression to their strengths. A **specially designed training package** for a woman offers the ability to establish herself as a business woman in a leadership position or to be courageous and self-confident enough to embark on the path to a leadership position.

This training cycle helps women in (future) leadership positions to deploy their ideas and skills more successfully and in a relaxed manner. Their trainers are consultants and coaches who also have many years of practical management experience. Current issues of modern leadership are provided in practical language and are adequately supported by theory.

Learning together and benefitting from one another, sharing experiences in a homogeneous environment and supporting one another - these special qualities unfold among the participants during the course. Emotional and social intelligence are not catchphrases, but the foundation of successful leadership and the central theme through the various modules of this cycle.

**The modular design of the program makes this seminar series easy to integrate into the existing staff development programs of companies.**

**Women's Leadership Development** stands for growing success, dedication and commitment, female self-confidence and charm. A natural self-conception of the role of a business woman, enjoying new challenges, taking courage and a high, healthy motivation is hereby developed.

This special program designed by women for women provides a platform on which individual skills with peers are deployed and strengthened. With new insights, fresh perspectives and self-confidence the first/next step toward the goal - to be a 'Women in a leadership role' - is set.

### **Advantages for Women's Leadership Development program participants**

- Get the tools for personal and professional growth and gain emotional strengthening.
- The program provides a truly unique opportunity to learn from other women in a variety of industries;
- Gain profound insights from the dynamic exchange of different student viewpoints in a rich, supportive and dynamic learning environment;
- Apply and exchange the feedback and knowledge you gain every day in your work environment;
- Get the ability to refocus and identify the roadblocks that have been facing you on your career path;
- Sustainability: during and after the program, start implementing numerous positive changes at your workplace and with your colleagues.



## What You Can Expect

The **Women's Leadership Development** program helps you to optimize your individual performance and your organizational impact—while achieving **new levels of confidence and success**.

This intensive program is **designed to advance your management and leadership skills**. In small groups, classroom discussions, and informal interactions, you will have the opportunity to explore best practices and new research, share insights, compare experiences, and try out new ideas. You will emerge reenergized and prepared to inspire and lead your colleagues with lasting impact.

One very important benefit of The Women's Leadership Development program is the opportunity to exchange ideas with a group of other businesswomen who face similar challenges in their professional – and personal - lives. Through this program, many participants develop lasting relationships and are able to draw on a valuable network of peers who can offer ongoing advice and support.

## How Your Company Will Benefit

To drive business performance and create competitive advantage, many companies are focusing on growing leaders from within. But when the talents of women are underutilized, companies miss a crucial opportunity to expand their leadership capacity. This program is designed to help transforming businesswomen into (future) outstanding leaders who can contribute more broadly to their firm's ongoing success. Whatever your role, the program will prepare you to sustain strategic advantage for your organization.

You will expand your general management and leadership skills while emerging best practices; you will expand e.g. your communication skills and confidence as you learn how other successful women have approached key management and leadership challenges.

Through lectures and case studies, you will explore how you overcome challenges in your organization and your interpersonal interactions. You will have access to the latest research on leadership, gender in the workplace, and emerging best practices.

During the program, you will meet a professional coach twice—who will help you identify your strengths and weaknesses, articulate and overcome your personal leadership challenges, and guide you through the process of developing your personal action plan.



## Short Summary Training Content

Kick off **(1/2 day)**

Module 1 **Female leadership competence / Leading a team (3 days)**

You will gain an increased awareness of your own and others' needs and a deeper understanding of your leadership potential to make a profound change in the way you lead. This module will offer practical guidance and multiple perspectives on leadership development for women. Learn to align your leadership strategy and style with your own personal values and self-image.

You will learn to energize your team and maximize bottom-line results by implementing valuable people-related strategies in your organization. Receive additional insights, concepts, and frameworks for interacting and managing people that will enable you to engage and inspire individuals in your organizations

Module 2 **Powerful communication skills for woman (2 days)  
(incl. Overview employee performance reviews)**

Nearly all work involves interaction and communication with others. Clear, effective communication - between individuals, within teams, and among departments- is a vital part of any successful organization. This module offers valuable insights you can use to enhance your communication style while earning the respect and cooperation of others. You'll learn to speak up with composure and confidence.

Performance appraisal is one of the most important ways an organization can ensure the continued best performance practices of its employees and promote their future development. You will learn about the required effective people-focused processes and motivational tools designed to unleash the potential in others so they can achieve and sustain high levels of performance

Module 3 **Communication – Negotiation Skills / Effective Meetings (1 day)**

In this course, you will identify your negotiating strengths, and learn how to use those strengths in a wide variety of negotiation situations. In addition to one-on-one and team on- team negotiation skills, you will have the opportunity to challenge and evaluate your negotiation skills.

When groups of people meet together to communicate information, ideas, tasks, expectations, time really is money. Learn to set an environment to achieve good meetings and to facilitate effective conferences.



Module 4 **Social Media / Web 2.0 (1 day)**

This workshop explores how organizations are using the social web to achieve business goals. It will get you actively involved in using popular social media tools through practicing some key tactical activities: listening, connecting, contributing, communicating and community-building. You will leave the workshop with a basic understanding of social media concepts and the culture of the social web.

Module 5 **Leadership - Diversity management and intercultural competence (1 day)**

Intercultural (or cross-cultural) competency describes the ability to work across cultures through an instilled understanding of cultures on a general level in terms of communication and working styles. This occurs in tandem with behavioral and attitudinal changes. Through greater self-awareness participants are encouraged to develop personal strategies that can be implemented when working e.g. across cultures.

Module 6 **Business Finance skills for Managers (2 days)**

Whether you are new to finance or just want to sharpen your skills, this course will improve your ability to interpret financial reports and speak credibly to the financials of your organization. The program provides a comprehensive view of the key role managers play in the process.

Module 7 **Presentation skills for woman to boots credibility (2 days)**

No matter how wonderful your ideas, if you do not communicate them in ways that instill confidence and credibility, they fall on deaf ears. When we talk about how you sound in presentation, we are not referring to what you say, but rather your word choices, your tone of voice, how fast or slowly you speak and how you organize your thoughts. Each contributes to you being viewed as knowledgeable, self-confident and competent.



## Module 8 **Work life balance / Creativity (2,5 day)**

Women are expected to fulfill multiple roles and sadly some are discovering a little too late that maintaining a balanced lifestyle is the key to remaining healthy and performing successfully at work, and home. This module helps women regain and maintain balance by understanding the different quadrants in their lives, which generally consist of: work, family, hobbies, companions and personal time. Participants will also learn relaxation exercises and other tools to manage time effectively. The course provides an holistic approach to life and offers preventative measures and practical techniques to finding the right balance

### **The Women's Leadership Development Team**

Women's Leadership Development program is developed and taught by skilled educators, trainers and coaches with many years of practical business experience. Through publishing, consulting, and teaching, they leverage their business expertise to create new knowledge and enduring concepts that shape the practice of management. The result is a teaching team that exposes participants to multiple perspectives, challenging their thinking and encouraging new practices.

### **Schedule, Fees, Terms and Conditions**

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