

Professional Success for Women

One Day, Powerful Information & Profound insights that will make a lasting, positive impact

Course Overview

Now, more than ever, women have unlimited potential when it comes to what they can achieve. All it takes is the right attitude, the right plan, the right opportunities and the right tools. Getting it “right” is exactly what this training course is all about. It’s specially designed to give women professionals the powerful information and profound insights that will make a lasting, positive impact on their lives. They’ll spend the day with the most inspiring professional women and network with women who are facing similar professional situations and challenges.

This illuminating day is filled with 10 practical, idea-packed sessions so you can tailor the day to fit your organization’s needs. This exciting training day will give dozens of new ideas and action plans for professional women to boost their careers, their attitudes and their lives. They’ll leave passionate and eager to reach their greatest potential.

Course Content

1. How to communicate like a pro

- Tips for delivering confident, powerful and persuasive presentations—one-on-one or in any group situation
- How to correctly use assertive language and mannerisms that send a message of power, confidence and authority
- How to avoid grammar gaffes, punctuation pitfalls, typographical travesties and other written mistakes that display unprofessionalism and carelessness
- Discover the most common communication pitfalls—and how to sidestep them
- How to present ideas to upper management, clients, co-workers, employees—anyone—in a way that gets attention and ensures “buy in” and support

2. Conflict management skills especially for women

- The 6-step approach to win-win conflict resolution
- Expressing without accusation, sarcasm or hostility
- How to make sure you’re not asking for the very behavior from others you find hard to handle
- The real differences between how men and women communicate
- A 4-step approach to delivering feedback that’s specific, non-accusatory and gets results
- How to handle rejection and still feel good

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3. Assertiveness skills that lead to success

- 5 strategies for turning indecisiveness into assertive action
- Eliminating behaviors that create labels of “weak” and “hesitant”
- When the word is “No” —here’s how to say it and mean it without hurt feelings and misunderstandings
- Get rid of the passive, eradicate the aggressive and thrive with the assertive approach instead
- Assertiveness skills and challenging personalities

4. Learning to lead

- What a leader is ... and isn’t
- 5 inevitable leadership challenges and how to overcome them
- How leaders delegate and multiply their impact
- All leaders talk ... now learn the strategies of those who communicate
- How to see long-term—and put a vision into a plan

5. How to keep difficult people from ruining your day

- How to express anger in healthy, constructive ways—this can actually help resolve the conflict
- Great insight into mending relationships
- 6 extremely reliable techniques for remaining calm during a heated situation
- How to manage the anxiety that goes hand in hand with difficult encounters
- 5 fears that keep women from confronting people who rub them the wrong way
- Are your beliefs and attitudes contributing to the problem?

6. Love what you do

- How to find out what’s really important
- 8 reasons to seek passion at work and in life
- Proven ways to bring more value to a professional position
- How to embrace change if it’s necessary for passionate living
- Answering the Big One: Am I living the way I want to live?
- Regain passion for work and thrive

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7. How to say the right thing in tough situations

- The secret to dealing with people directly, honestly and on equal footing
- The 5 Golden Rules for having conversations
- How to address even the most awkward topics—like body odor, bad breath, poor table manners and inappropriate dress—in a way that leaves everyone’s dignity intact
- No more conversational cul-de-sacs or wrong turns! How to plan interactions in advance
- Tips on how to ask for things—a deadline extension, a raise, relief from an assignment—without being apologetic or defensive

8. Keep emotions from running the show

- How to overcome the “fear of foolishness” and loosen up a little
- Unusual—but effective—ways to manage stress and beat the blues
- Exercise humor! Learn how to use levity to cope with problems and make yourself feel good
- The 6 Golden Rules for maintaining emotional control
- How to fight the urge to cry
- How to uncover anger triggers ... and how to express anger productively

9. Personalized work spaces to feed a woman’s spirit

- Creative ideas for personalizing your space in a way that makes you feel good as soon as you step in the door
- What hidden messages is your work environment sending? Here’s how to decode your décor and change it for the better
- How to use music to improve performance
- How the placement of items can affect mood and the ability to get things done
- How color, furniture placement, greenery and lighting can affect vitality and enthusiasm

10. A woman who’s going places

- Why personal appearance plays an important role in the workplace
- How to foster an appearance of command, yet approachable
- How to keep from sabotaging personal success
- Learn which mannerisms, gestures and speech habits should be avoided at all costs
- How to handle stressed-out people and difficult situations calmly and confidently
- How to project an image of self-confidence and assertiveness without seeming “pushy”

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In Professional Success for Women, participants will learn...

- Effective skills for leading projects and people
- Standing up for yourself and resolving conflict
- How to create a powerful, positive image
- How to develop a passion for work

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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