



WOMEN IN BUSINESS

Essential Leadership Skills for Women in Business

23 & 24 May 2012 – Auckland
6 & 7 June 2012 - Wellington

Strategically Influencing Across your Organisation for Women in Business

9 & 10 May 2012 – Auckland
20 & 21 June 2012 - Wellington



Essential Leadership Skills for Women in Business

AUCKLAND
23 & 24 MAY 2012

WELLINGTON
6 & 7 JUNE 2012

Leadership is about bringing out the best in yourself, so you can bring out the best in others. It demands a different mindset and a unique set of skills. You are required to provide direction and make tough decisions as well as be a coach, mentor and motivator to your team. The art of leadership is an acquired skill which comes from experience, listening to team members, and gaining the right knowledge. This two-day course has been especially designed around the leadership needs of women, and will allow you to gain the knowledge, develop the skills every confident leader needs. You will discover what people expect from and respect in leaders, as well as discover your own unique leadership style.



INSTRUCTOR Yvonne McLean

Yvonne McLean has been a practicing lawyer for over 20 years, both in New Zealand and in the UK (where she obtained her BA Hons from Oxford University). The last seven and a half years of her legal career were spent as a Senior Executive within the UK Subsidiary of the Microsoft Corporation, where she worked as the lead lawyer and as a member of the executive management team.

Yvonne is currently an Associate Accredited Coach with the coaching profession's leading professional body, The International Coach Federation. She has been part of the leadership team of the International Coach Federation Australasia (ICFA) since 2007 and is currently the President of the ICFA Auckland Sub-Chapter and ICFA Area Leader for the Northern Region of New Zealand.

WHO SHOULD ATTEND?

Anyone involved with co-ordinating a project or leading a group of people, or who wants to learn skills to gain confidence and get more from their teams and work relationships. This includes;

- Team leaders and managers
- Line managers
- Project managers
- Advisors
- HR managers and consultants
- CEOs, CIOs, COOs, CFOs
- Heads of departments (especially those often involved with other departments such as finance and IT)

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KEY LEARNING OBJECTIVES

- Understand that there are many forms of leadership, and discover your own personal, effective leadership style
- Learn how to build your credibility and relationships to confidently empower others
- Understand different personalities and learn ways to deal with difficult situations or team members, to achieve the best outcomes
- Create high-performing and effective teams

COURSE OUTLINE

Understanding the role of an effective leader

- Determining the differences between leadership and management
- Finding out what people respect and expect from a manager and a leader
- Developing a leadership style that is flexible for different people and situations

Being a leader

- Identifying your values and your vision to enhance your power as a leader
- Being decisive to create confidence and results
- Avoiding habits that damage your credibility
- Coping mechanisms for receiving criticism

Building relationships through communication

- Developing key communication skills to raise your profile
- Understanding different behavioural styles
- Developing and managing partnerships and strategic alliances
- Voicing your views, reaching agreement and gaining commitment

Successfully resolving conflicting situations

- Employing effective listening and questioning techniques to help you reach solutions
- Addressing difficult or sensitive subjects in your workplace

Coaching: a strategic tool for effective leadership

- Learn how to use coaching as a strategic tool for improving the effectiveness of individuals and teams.
- Identifying the root causes of performance problems and unacceptable behaviour

Discovering your own unique leadership style

- The different roles of leaders - strategists, motivators, change agents, coaches, managers, mentors and team members
- Learn how to develop your own leadership style for maximum impact

Enhancing your personal foundation and resourcefulness to be a leader

- Enhancing your self-awareness to unleash your potential
- Creating a resourceful state of being to enhance your effectiveness
- Developing trust and confidence in yourself and in others
- Working with a mentor to help you build on your foundations
- Using your intuition to make decisions quickly and accurately

Delivering your best as a leader

- Knowing that you are responsible for creating the culture of your organisation
- Being well-prepared for the unexpected
- Maintaining your ability to stay calm in tough moments

Maximising your unique leadership style

- Determining which leadership attributes you already possess
- Achieving a leadership style that is effective for you

Being the leader of a high-performing team

- Understand what makes people in your team tick and enable others to motivate themselves
- Monitoring and adapting your own emotions and behaviour for your team's benefit
- Promoting a more balanced approach by understanding team member needs and preferences

Getting the best results from your team

- Effectively communicating your expectations to your team
- Empowering your team to solve problems on their own
- Maintaining responsibility when delegating work to your staff
- How to give positive feedback

Strategically Influencing Across your Organisation for Women in Business



This course is designed for women who wish to strengthen their interpersonal and communication skills in order to become more inspirational and influential leaders. The course focuses on the more challenging aspects of leadership including; dealing with conflict, change and unexpected occurrences. During the two-day course, you will be provided with the knowledge and skills that you need to become a powerful and positive source of influence within your organisation.

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KEY LEARNING OBJECTIVES

- Discover how to be a calm and confident leader
- Develop a reputation as a solution finder who is able to motivate and inspire people
- Learn how great leaders break down the barriers within teams which hinder performance
- Understand and deal with changes, conflicts and the unexpected to create a high performing team
- Learn how to meet all the needs of your teams and have them support your ideas and the outcomes

COURSE OUTLINE

Be at your best: The fundamental building blocks of a successful leader

- What's the difference between a leader and a manager?
- The importance and relevance of coaching and mentoring for you
- Understanding the 'Imposter Syndrome' and how that may be affecting you
- Manage your self-sabotaging behaviours and habits
- Use your unique skills and talents to create success for yourself and others
- Enhance your performance by learning to embrace uncertainty
- Be calm and confident in difficult situations
- Develop creativity by using your curiosity

Create strong relationships using simple tools

- The importance of first impressions
- How to communicate effectively, including with difficult people
- Create productive relationships where each individual is engaged and contributes their best
- Get results by giving powerful feedback in a productive and positive manner

Increase your influence

- Understand and leverage your personal power base
- Develop your credibility
- Motivate and inspire the people you lead, and even those you don't
- Get support for your ideas from others
- Move from positional thinking to finding workable solutions to problems, that meet everyone's needs

Confront conflict with confidence

- Overcome the fear of conflict
- Demystify and de-power other's discontent
- Find win-win solutions, even in sticky situations
- Steps to successfully managing conflict

Work smarter, not harder

- How do you achieve more with less?
- Spend time to make time
- Reduce stress and increase your energy each day
- Letting go with confidence, and enjoying it

Make change manageable

- Understand the journey to change for individuals, teams and organisations so you can lead the way
- Promote progress by being prepared for the pitfalls of change
- Strategically align your systems to support success
- Enhance your ability to manage unexpected and unwanted change

Create the synergy that brings success

- Create a high performing team
- Break down organisational silos

Unleash your leadership capacity

- Commit to positive change so you don't suffer the alternatives
- Develop structures to support your success
- Ensure your promote-ability



OTHER COURSES YOU MAY ALSO BE INTERESTED IN:

Interviewing for Investigations using the P.E.A.C.E Model
May 2012

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May/June 2012

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Brochure Code: TF031 | TF053 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First Delegate

First Name (Mr/Ms/Mrs/Miss/Dr) _____

Last Name _____ Position _____

Email _____ Mobile _____

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Wellington

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Last Name _____ Position _____

Email _____ Mobile _____

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HOW TO PAY

Payment must be received before the course to guarantee your place. Individual registrations are unable to be shared.

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What happens if I have to cancel?

- You have several options:
- Send a substitute delegate in your place
 - Confirm your cancellation in writing (letter, fax or email) at least ten working days prior to the event and receive a refund less a \$300+GST service charge per registrant
 - Regrettably, no refunds can be made for cancellations received after this date.

Delegates are responsible for their own travel/accommodation bookings and no compensation will be made should the conference be rescheduled or cancelled.

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Please Note: Bright*Star reserves the right to make any amendments that we may deem to be in the best interest of the seminar

Train the Team and Save

Register any two people from your organisation on any of these two day courses and get a **\$500 discount** off the combined ticket price or register 3 people on any of these two day courses & **save \$1000** off the combined ticket price. Bookings must be completed at the same time. For larger bookings call (09) 912 7975 or email training@brightstar.co.nz to discuss further in-house or group training options.

Course Details	EARLY-BIRD SPECIAL Registrations received & paid before 5pm on dates below	STANDARD PRICE Registrations received & paid after 5pm dates below
Essential Leadership Skills for Women in Business (TF031)	\$1895 plus GST SAVE \$200 4 April 2012	\$2095 plus GST 4 April 2012
Strategically Influencing Across your Organisation for Women in Business (TF053)	\$1895 plus GST SAVE \$200 21 March 2012	\$2095 plus GST 21 March 2012