

# CONFIDENCE & ASSERTIVENESS FOR WOMEN

2-Day Training Course: For women who want more authority, recognition & respect at work.

26-27 March 2019 • Melbourne  
27-28 May 2019 • Perth

20-21 June 2019 • Sydney  
28-29 August 2019 • Brisbane

25-26 November 2019 • Canberra



## Our Expert Course Instructor



### Sandi Givens

Sandi has over 28 years of professional experience in training & management. Sandi inspires people to incorporate new behaviours and attitudes in their daily lives.

## Key Learning Objectives

- ▶ Eradicate inner conflicts which might limit workplace performance
- ▶ Master sustainable control of stress and stressors in the work environment
- ▶ Improve positive-attitude maintenance in challenging situations
- ▶ Assess personal leadership style quickly, accurately and privately
- ▶ Lead through 'empowerment' not power
- ▶ Assess candidly the influence your personality has on others
- ▶ Gain respect and appreciation from those with whom you interact
- ▶ Experience a sense of personal growth
- ▶ Be the first to initiate
- ▶ Expect and give acceptance to maintain esteem

# CONFIDENCE & ASSERTIVENESS FOR WOMEN

26-27 March 2019 • Melbourne  
27-28 May 2019 • Perth

20-21 June 2019 • Sydney  
28-29 August 2019 • Brisbane

25-26 November 2019 • Canberra

## ABOUT THE COURSE

This course has been developed to assist you in acquiring tools and strategies that will strengthen your self-awareness, interaction and leadership skills and further define your style in the current and evolving organisational climate. With a unique process that will continue your learning post-program, you will firstly identify and then deconstruct any challenges holding you back from gaining recognition and reward in your work career and life.

The personal leadership elements of this course are designed to help develop a lasting commitment to deepen personal and professional capacities, disentangling internal experience from external circumstance and recognising that we are the creators of the former and not the victims of the latter.

This is a rare opportunity to experience insights into how we as women can achieve more of what we desire without sacrificing other vital areas of our lives.

## WHO WILL BENEFIT

- Women involved with management, or looking to make the transition into a leadership role.
- Women looking to improve their work relationships
- Women in leadership roles striving for more from their life and career.



## EXPERT COURSE INSTRUCTOR



**Sandi Givens**

Sandi has a unique ability to connect with, engage and enthuse her entire audience, irrespective of size, demographic or skill level. Exceptional communication and interpersonal skills, and leading-edge educational and learning technologies

enable Sandi to inspire people to incorporate new behaviours and attitudes in their daily lives.

With over 26 years of professional experience in training and management, her primary goal is to help people learn, rather than merely tell them what to do. For the past 15 years, Sandi has worked as a consultant and director of her own company, Knowledge-Able Pty Ltd.

Sandi is skilled in the areas of needs analysis, program design and development, customisation for individual clients and post-program coaching to ensure application of new skills and behaviours in the workplace.

## WHAT OUR CLIENTS SAY

*"I felt so immersed for the whole 2 days. I left wanting more, just what I need! Thank you, thank you, thank you."*

Head of Safety, EDG-Woolworths

*"Practical explanations and tools that will impact me greatly in my work and life! Sandi is creative, enthusiastic, helpful and responsive!"*

Assistant Director, Department of Health & Aging

# CONFIDENCE & ASSERTIVENESS FOR WOMEN

26-27 March 2019 • Melbourne  
27-28 May 2019 • Perth

20-21 June 2019 • Sydney  
28-29 August 2019 • Brisbane

25-26 November 2019 • Canberra

## 2-Day Course Outline

### Identifying your glass ceilings

- Demystifying the concept of glass ceilings
- Beliefs and assumptions that are holding you back
- Your unique 'Life Arenas' map
- The impact of internal and external factors

### Identifying your desired state in each area of your life

- Knowing your desired direction
- Your biggest opportunity for change
- Your ideal states in:
  - Career and work
  - Health and fitness
  - Home and family
  - Other parts of your life

### Identifying the gaps: developing an action plan

- What are your priorities and how can live according to those?
- The first steps
- Your own personal criteria for success

### Why you are worth it!

- The essential pillars of self-esteem
- Are you your own worst critic?
- Why and how we block our own progress

### Managing your internal state

- The different forms of internal dialogue:
  - Optimistic and pessimistic
- The physiology of ultimate confidence and charisma
- Reframing – you can reprogram negative self-talk!
- Critical language distinctions

### Assertion model: To achieve win/win outcomes

- The litmus test of assertiveness
- Identifying mutual 'wins'
- Why people don't listen to you when you're in conflict

### Exploring gender differences

- Communicating facts and feelings
- Different approaches to problem solving
- How men and women negotiate differently

### Personality: working with differences

- Understanding your strengths and limitations
- Knowing how you may be perceived by others
- Building behavioural flexibility to work more effectively with difference

### The power of questions

- Yes – you can coach yourself!
- How to know when you are dealing with the real issue
- What to do when the other person won't answer

### Action Plan: Continuing your learning beyond the program

- How to keep the momentum going
- What to do when you are stuck
- The importance of celebrating success



Would You Like To Run This Course On-Site?

### Informa Corporate Learning: On-site & Customised Training

If you have **8+** interested people, an onsite course can be an ideal solution. Speak with **Anton Long** or **Holly Baldwin** on **+61 (02) 9080 4454** to discuss your customised learning solution, or email [training@informa.com.au](mailto:training@informa.com.au)

# CONFIDENCE & ASSERTIVENESS FOR WOMEN

26-27 March 2019 • Melbourne  
27-28 May 2019 • Perth

20-21 June 2019 • Sydney  
28-29 August 2019 • Brisbane

25-26 November 2019 • Canberra

## Easy Ways to Register

**1 Web**  
www.informa.com.au/assertivenessforwomen

**2 Telephone**  
+61 (02) 9080 4395

**3 Email**  
training@informa.com.au

## Stay Connected



## Confidence & Assertiveness for Women

	Location	Course Dates	Super Early Bird price valid until ME - 15 Feb 19 PE - 19 Apr 19 SY - 10 May 19 BR - 19 Jul 19 CA - 18 Oct 19	Early Bird price valid until ME - 8 Mar 19 PE - 10 May 19 SY - 31 May 19 BR - 9 Aug 19 CA - 5 Nov 19	Standard price valid after ME - 8 Mar 19 PE - 10 May 19 SY - 31 May 19 BR - 9 Aug 19 CA - 5 Nov 19	4+ Dels Discount
P19GC05ME	Melbourne	26-27 Mar 19	\$2,095 + \$209.50 GST <b>\$2,304.50</b>	\$2,295 + \$229.50 GST <b>\$2,524.50</b>	\$2,395 + \$239.50 GST <b>\$2,634.50</b>	\$1,836 + \$183.60 GST <b>\$2,019.60</b>
P19GC05PE	Perth	27-28 May 19	\$2,095 + \$209.50 GST <b>\$2,304.50</b>	\$2,295 + \$229.50 GST <b>\$2,524.50</b>	\$2,395 + \$239.50 GST <b>\$2,634.50</b>	\$1,836 + \$183.60 GST <b>\$2,019.60</b>
P19GC05SY	Sydney	20-21 Jun 19	\$2,095 + \$209.50 GST <b>\$2,304.50</b>	\$2,295 + \$229.50 GST <b>\$2,524.50</b>	\$2,395 + \$239.50 GST <b>\$2,634.50</b>	\$1,836 + \$183.60 GST <b>\$2,019.60</b>
P19GC05BR	Brisbane	28-29 Aug 19	\$2,095 + \$209.50 GST <b>\$2,304.50</b>	\$2,295 + \$229.50 GST <b>\$2,524.50</b>	\$2,395 + \$239.50 GST <b>\$2,634.50</b>	\$1,836 + \$183.60 GST <b>\$2,019.60</b>
P19GC05CA	Canberra	25-26 Nov 19	\$2,095 + \$209.50 GST <b>\$2,304.50</b>	\$2,295 + \$229.50 GST <b>\$2,524.50</b>	\$2,395 + \$239.50 GST <b>\$2,634.50</b>	\$1,836 + \$183.60 GST <b>\$2,019.60</b>

### Privacy Policy & Updating your Details:

Please visit us online at [www.informa.com.au/privacy](http://www.informa.com.au/privacy) for a full privacy policy. Database amendments can be sent to [database@informa.com.au](mailto:database@informa.com.au) or phone **+61 (0) 2 9080 4017. ABN: 66 086 268 313**

### Informa Corporate Learning – On-site & Customised Training

Informa Corporate Learning has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants.

If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

### Why Choose On-site With Informa Corporate Learning?

- 1. Custom design** – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
- 2. Quality Assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

### Our Long Standing Clients Include:

Ambulance Victoria, BHP, Department of Planning, Transport & Infrastructure, SA, Origin Energy, Electricity Generating Authority of Thailand (EGAT), ActewAGL, Ajilon, Arrow Energy, Barrick, Chevron Australia, Coffey International, ConocoPhillips, Dalrymple Bay Coal Terminal, Department of Education, ENI Australia, Fortescue Metals Group, IBM, Jemena, Office of the National Rail Safety Regulator, Pacific National, PT Freeport, Public Transport Authority – WA, QGC – BG Group, Rio Tinto, UBS, Woodside, IP Australia, ANU, Health Purchasing Victoria, Telstra, Queensland Rail, EY, Litmus Group and more...

Speak with **Anton Long** or **Holly Baldwin** on **+61 (02) 9080 4454** to discuss your customised learning solution, or email [training@informa.com.au](mailto:training@informa.com.au)