

# MOVING UP TO LEADERSHIP FOR WOMEN

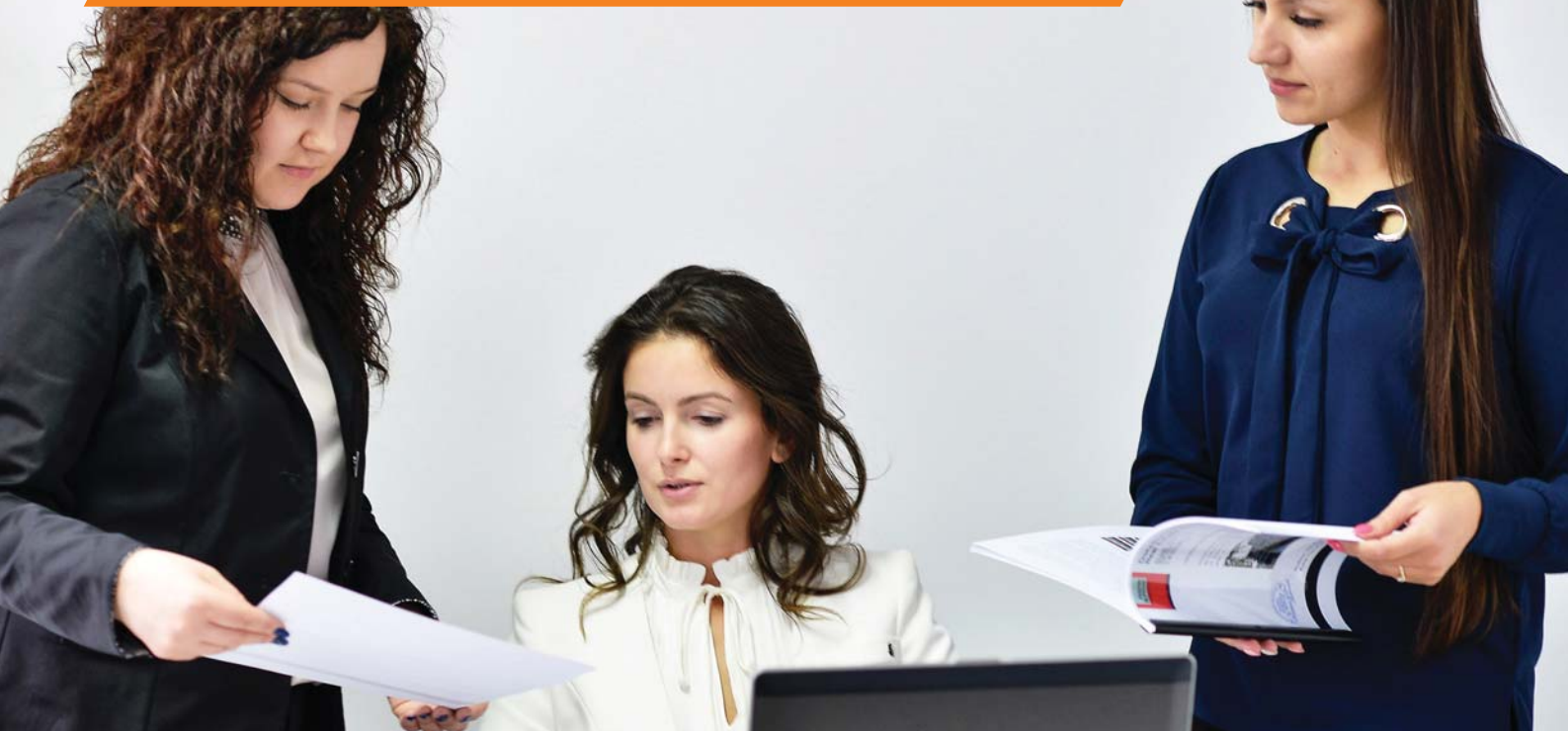
2-Day Training Course: Skills for self management, decision making & career progression in times of change.

27-28 February 2019 • Brisbane

28-29 March 2019 • Melbourne

29-30 May 2019 • Perth

27-28 November 2019 • Sydney



**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

- ▶ The distinctions between 'Managing' and 'Leading'
- ▶ Learn the key characteristics of Exemplary Leaders
- ▶ Achieve a sense of personal value and confidence in your abilities
- ▶ Gain clarity about your natural leadership style
- ▶ Assess candidly the influence your personality has on others
- ▶ Lead through 'empowerment' not power
- ▶ 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

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## ABOUT THE COURSE

In a fast paced and changing environment, the focus is increasingly on the need for effective leadership, not just good management.

Women aspiring to leadership positions face particular challenges. They often encounter far more rigorous tests to determine their suitability for promotion and must be active in seeking selection for leadership positions.

To create your own opportunities, it is vital that you identify and acquire the characteristics and competencies of an effective leader and integrate these into your personal leadership style.

Through interactive exercises and group discussions, you will gain powerful communication, negotiation and influencing skills which will help you succeed in male oriented working environments.

You will learn how to achieve an assertive, but not aggressive, response style and create and sustain an image of authority. You will also acquire valuable techniques to help you lead, empower and motivate your staff to excel.

## WHO WILL BENEFIT

This course provides an unparalleled opportunity for women to develop practical leadership skills, as well as to benefit from the breadth of knowledge and experience of their peers within a range of commercial and public organisations.

The course is relevant for new and emerging leaders to give them the tools, perspectives and insights into navigating as a manager and leader. It is also a good refresher for managers/leaders who would benefit from stepping back and reflecting on their role, and how they can further improve their performance and job satisfaction.

## 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

## 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 25 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 14 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.

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## 2-Day Intensive Course Outline

### Managing and Leading – what's the difference?

- Shifting from 'Technician' to Leader
- The move from 'Buddy' to 'Boss'

### Characteristics and Skills of Effective Leaders

- Leadership Traits and Competencies – Personal and Organisational Focus

### Identifying your personal 'Glass Ceilings'

- Demystifying the concept of glass ceilings
- Beliefs and assumptions that might be holding you back
- Taking control of your Self-Talk
- Critical Language Distinctions

### 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
- Critical language distinctions

### Your Natural Leadership Style

- Balancing the 'Masculine' and the 'Feminine'
- Exploring Gender differences
- Values-based Leadership

### The Five Practices of Exemplary Leadership

- The research – Kouzes and Posner
- Practice #1: Challenging the Process
- Practice #2: Inspiring a Shared Vision
- Practice #3: Enabling Others to Act
- Practice #4: Modelling the Way
- Practice #5: Encouraging the Heart
- Activity: application of the practices to your business environment

### Personality: Working with differences

- Understanding why people do what they do
- Knowing your own strengths and limitations
- Discovering how you may be perceived by others
- Building behavioural flexibility to work more effectively with difference

### Finding Your Voice through Powerful and Authentic Communication

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

### Feedback – Giving & Receiving

- How to conduct an effective feedback session with someone
- Using Questioning Techniques to get to the heart of a matter
- Receiving Feedback Fearlessly!

### Your Action plan for the Future

- Identifying achievable First Steps
- Action Partnerships



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)

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## Easy Ways to Register

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

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

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

## Stay Connected



## Moving up to Leadership for Women

	Location	Course Dates	Super Early Bird price valid until BR - 18 Jan 19 ME - 15 Feb 19 PE - 19 Apr 19 SY - 18 Oct 19	Early Bird price valid until BR - 8 Feb 19 ME - 8 Mar 19 PE - 10 May-19 SY - 8 Nov 19	Standard price valid after BR - 8 Feb 19 ME - 8 Mar 19 PE - 10 May-19 SY - 8 Nov 19	4+ Dels Discount	
P19GC08BR	Brisbane	27-28 Feb 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 + \$183.6 GST	<b>\$2,019.60</b>
P19GC08ME	Melbourne	28-29 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 + \$183.6 GST	<b>\$2,019.60</b>
P19GC08PE	Perth	29-30 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 + \$183.6 GST	<b>\$2,019.60</b>
P19GC08SY	Sydney	27-28 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 + \$183.6 GST	<b>\$2,019.60</b>

### Privacy Policy & Updating your Details:

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### 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...

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