



*Training Course:  
Skills For Women at Work*

*6 - 10 May 2024  
Accra (Ghana)*

## Training Course: Skills For Women at Work

Training Course code: PS1098 From: 6 - 10 May 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

Increasingly, it is being recognized that the trend towards equal opportunities for women is giving women the chance to take more responsibility and make more contributions to the success of their organization.

However, in many cases, there is a need to develop the skills and confidence necessary to maximize potential as individuals and as employees. This program is designed to do just that - to equip women with the skills, knowledge, and confidence to succeed in what has traditionally been a male-dominated society.

The seminar will involve experiencing personal development and practicing the new skills using ten competencies which are the key to success in a position of responsibility.

### Course Objectives of Skills For Women at Work

As a result of being on this seminar you will:

- Get to know yourself better
- Improve your personal effectiveness
- Improve your ability to influence others
- Improve your assertiveness and self-confidence
- Improve your business awareness

### Course Methodology of Skills For Women at Work

The week will include presentations, discussion, and syndicate work. The emphasis, however, will be on experiential learning - learning by experiencing effective and ineffective behavior in yourself and in others.

The learning will be built around the following ten competencies

- Leadership
- Impact & Influence
- Thinking And Problem Solving
- Customer Awareness
- Interpersonal Skills and Assertive Communication
- Initiative and Pro-activity
- Emotional Intelligence and Self-Management
- Results Focus

In this course, all skills will be taught through a combination of theory and practice, which each delegate having the opportunity to gain the confidence in their abilities in practice their skills in a safe environment.

### Personal Impact of Skills For Women at Work

## *A s a r e s u l t o f b e i n g o n t*

how to communicate well, how to make a positive personal impact, how to manage time, and how to lead, organize and delegate. Most importantly, the learning will be achieved by experiencing the effect of these skills being applied effectively in the safe environment of the seminar.

Delegates will also learn a lot about themselves, their effective and ineffective behavior, how to change, and how to put the new skills into practice back in the workplace.

### Organizational Impact of Skills For Women at Work

Organizations that take seriously the development of work-related skills in women will empower and enable women to fulfill their potential and thus be able to gain the benefits from developing all their best people - irrespective of whether male or female.

### Course Outlines of Skills For Women at Work

#### DAY 1

##### The Changing Role of Women at Work

- Getting to know each other
- Setting the context - changing the world of work for women
- Role Models - successful women at work
- Overcoming stereotypes and glass ceilings
- Leadership Skills for Women
- Explore values, attitudes, and beliefs about women as leaders
- Knowing and accepting yourself as a leader
- Making things happen from anywhere in the organization
- Understanding and clarifying purpose, vision, and mission
- External and internal customer service

#### DAY 2

##### Taking Control of your Life

- The secret to working smarter rather than harder
- To do or not to do - how to use a priority matrix
- Achieving results through others
- Making a long term plan to create the best office in the company!
- How to "get it together" when you feel scattered and pulled in all directions
- De-cluttering and organizing your life
- Life balance for women
- Mind Mapping for planning, problem-solving and creative thinking
- Right brain/left brain theory
- Finding the balance of the masculine logical brain and feminine intuitive brain

#### DAY 3

##### Self-Esteem for Peak Performance

- Where does self-esteem come from and why we lose it?

- The relationship between self-esteem, self-respect, self-confidence, and self-motivation
- Determining your comfort zone - self-image/self-talk/goals
- Overcoming the ABC anger/blame/complain of self-esteem killers
- Building and sustaining high self-esteem
- The ABC of self-transformation awareness/beliefs/commitment
- How to free yourself from fear
- The law of cause and effect - the principle of creating positive outcomes
- How to make and keep commitments to your self
- Finding greater meaning and purpose in your work
- Ten steps to Peak Performance Linking self-esteem to effectiveness at work
- Image and Self-projection for today's professional woman

## DAY 4

### Vital Communication Skills

- Networking - making conversation and connections
- Representing your organization in the public arena
- Political Savvy - the unwritten power skills for professional women
- Assertive Communication
- Understanding and using body language
- The most effective way to say no
- Communicating with Confidence
- Understanding gender differences
- Overcome biases and discomfort associated with exercising power
- Understanding different personality types and how to deal with them

## DAY 5

### Self-Empowerment and Self-Management

- Understanding the main causes of stress for women
- How to build self-confidence and strength the ability to respond to difficult situations
- How to relax and refresh the mind and body
- The signs, symptoms, causes, and triggers to stress
- Why stress is a powerful messenger
- How to break the vicious cycle of stressful thinking
- The essential skills of emotional intelligence
- Using emotional intelligence at work
- Transforming fear and negativity and reactive-ness
- Becoming a more proactive, responsible and self-aware person

## Registration form on the Training Course: Skills For Women at Work

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.