



# Leadership for Women™

## Leadership Development Schedule

*“If a woman can decide who gets the last toffee, a 4 year old or a 6 year old child, she can negotiate any contract in the world” Anita Roddick*

### Schedule of Sessions

#### Kick off meeting: *Introduction to Concepts*

- ✓ Concepts of Success, Motivation and Attitude Change
- ✓ Organizational Climate Survey
- ✓ Individual Self-Image Profiles
- ✓ Success as Related to Past Conditioning
- ✓ Attitude and Habits – The Effective Motivators
- ✓ Multi-Sensory Learning
- ✓ Spaced Repetition
- ✓ The Power of Goal Setting

#### *Goal Setting*

- ✓ Validation of ROI
- ✓ Developing Personal Related Goal Planning Sheets
- ✓ Developing Business Job Related Goal Planning Sheets
- ✓ Fine Tuning Goal Tracking Systems
- ✓ Integration of My-Tyme Planner with Goal Planning Sheets
- ✓ Profile Evaluation Awareness and Integration into Goal Planning Sheets

#### LESSON ONE: *Personal Leadership is Where it Begins*

- ✓ To Know Yourself is to Lead Others
- ✓ The Untapped Potential of Women Leaders
- ✓ The Rewards of Personal Leadership
- ✓ A Leadership Philosophy that Works
- ✓ The Journey to Successful Personal Leadership
- ✍ *Action steps*

**LESSON TWO: *The Challenge of Conditioning***

- ✓ Redefining Women's Leadership Roles
- ✓ A Great Time for Women
- ✓ Challenging the Effects of Conditioning
- ✓ Your Unlimited Potential to Succeed
- ✓ Conditioning through One's Environment
- ✓ Conditioned Self-Restrictions
- ✓ Learning from Mistakes and Setbacks
- ✓ Encouraging Others to Succeed
- ✍ *Action steps*

**LESSON THREE: *Building a Positive Self-Image***

- ✓ The Importance of a Positive Self-Image
- ✓ Self-Image and Leadership
- ✓ Strengthening Your Self-Image
- ✓ Enjoying the Freedom to Choose
- ✓ Preparing for Leadership Opportunities
- ✓ Living with Positive Expectancy
- ✓ Attitude Is Everything!
- ✍ *Action steps*

**LESSON FOUR: *Understanding Motivation***

- ✓ Motivation and Needs
- ✓ Understanding Our Basic Human Needs
- ✓ Traditional Approaches to Motivation
- ✓ The Power of Motivation through Attitude
- ✓ Motivation and Your Meaning for Life
- ✓ Commitment to a Single Purpose
- ✓ Defining Your Personal Life's Mission
- ✍ *Action steps*

**LESSON FIVE: *The Power of Goal Setting***

- ✓ The Importance of Your Values
- ✓ The Principles of Goal Setting
- ✓ Five Steps to Successful Goal Setting
- ✓ Goal Setting Helps Balance Family and Work
- ✍ *Action steps*

**LESSON SIX: *Affirmation and Visualization***

- ✓ The Power of Affirmations
- ✓ Types of Affirmations
- ✓ Why Affirmations Work
- ✓ Guidelines for Writing Effective Affirmations
- ✓ Visualization and Imagination
- ✓ Visualization and Your Leadership Priorities
- ✍ *Action steps*

**LESSON SEVEN: *The Challenge of Leadership***

- ✓ Integrating Personal Goals and Leadership
- ✓ Planning for Group Accomplishment
- ✓ Attitudes for Leading Others
- ✓ Sharing the Power with Team Members
- ✓ The Art of Empowering Others
- ✓ Delegating with a Purpose
- ✓ Tracking Performance
- ✓ Trust Earns Respect and Equals Productivity
- ✍ *Action steps*

**LESSON EIGHT: *Time Management***

- ✓ Time is Your Friend
- ✓ Types of Time Problems
- ✓ A Positive Time Program
- ✓ Planning and Decision Making
- ✓ Organizing Time
- ✓ Managing Time
- ✓ Controlling Your Time
- ✍ *Action steps*

**LESSON NINE: *Communication and Persuasion***

- ✓ The Importance of Good Communication
- ✓ Planning the Total Message
- ✓ Breaking Down Psychosocial Barriers'
- ✓ Communicating Verbally
- ✓ Communicating Via E-mail, Fax and Memo
- ✓ Using Your Power to Persuade
- ✍ *Action steps*



**LESSON TEN: *Your Final Destination – Personal Fulfillment and Leadership Success!***

- ✓ Dreams Become Reality
- ✓ Your Widening Circle of Success
- ✓ The Rewards of Leadership
- ✓ The Leadership Challenge
- ✍ *Action steps*

***Review and Participants Graduation***