



LEADERSHIP FOR WOMEN

Make a Difference Through Leadership

- ⤴ Identify and achieve your most important goals, personal & business
- ⤴ Clarify your purpose and live a balanced life
- ⤴ Live in harmony with your values
- ⤴ Build your self-image and develop self-confidence
- ⤴ Develop a plan of action for your personal and business life
- ⤴ Recognize your untapped potential
- ⤴ Identify attitudes needed for success
- ⤴ Increase your self-motivation

<p><i>ONE: Introduction to Concepts</i></p> <ul style="list-style-type: none"> ⤴ 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 	<p><i>TWO: Goal Setting</i></p> <ul style="list-style-type: none"> ⤴ 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
<p><i>THREE: Personal Leadership is Where it Begins</i></p> <ul style="list-style-type: none"> ⤴ 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 	<p><i>FOUR: The Challenge of Conditioning</i></p> <ul style="list-style-type: none"> ⤴ 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
<p><i>FIVE: Building a Positive Self-Image</i></p> <ul style="list-style-type: none"> ⤴ 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! 	<p><i>SIX: Understanding Motivation</i></p> <ul style="list-style-type: none"> ⤴ 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
<p><i>SEVEN: The Power of Goal Setting</i></p> <ul style="list-style-type: none"> ⤴ The Importance of Your Values ⤴ The Principles of Goal Setting ⤴ Five Steps to Successful Goal Setting ⤴ Goal Setting Helps Balance Family and Work 	<p><i>EIGHT: Affirmation and Visualization</i></p> <ul style="list-style-type: none"> ⤴ The Power of Affirmations ⤴ Types of Affirmations ⤴ Why Affirmations Work ⤴ Guidelines for Writing Effective Affirmations ⤴ Visualization and Imagination ⤴ Visualization and Your Leadership Priorities
<p><i>NINE: The Challenge of Leadership</i></p> <ul style="list-style-type: none"> ⤴ 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 	<p><i>TEN: Time Management</i></p> <ul style="list-style-type: none"> ⤴ Time is Your Friend ⤴ Types of Time Problems ⤴ A Positive Time Program ⤴ Planning and Decision Making ⤴ Organizing Time ⤴ Managing Time ⤴ Controlling Your Time
<p><i>ELEVEN: Communication and Persuasion</i></p> <ul style="list-style-type: none"> ⤴ 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 	<p><i>TWELVE: Your Final Destination – Personal Fulfillment and Leadership Success!</i></p> <ul style="list-style-type: none"> ⤴ Dreams Become Reality ⤴ Your Widening Circle of Success ⤴ The Rewards of Leadership ⤴ The Leadership Challenge

