Master Class in

WOMEN LEADERSHIP SKILLS DEVELOPMENT WORKSHOP

for Women in or Aspiring Leadership skills advancement

24TH - 28TH APRIL 2017 - HYATT REGENCY HOTEL - DUBAI

Course Overview

People need leaders that motivate, inspire and develop them. They want authentic leaders who identify and reward commitment and achievement. In short they need leaders that lead.
Leadership is the decisive ingredient in the modern, dynamic, successful businesses. Without great leadership, businesses will never unlock the power of their employees. Projects will never leverage optimum results and profits will never reach the levels of the global best.

As businesses grow and develop, leadership becomes the key to business success, the key to cultural brilliance and the driver of personal success, authority and power. Ask yourself a question: Why should people follow you? There great leaders to be found in many businesses, become one of those great leaders now.

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THE FIRST 5 DELEGATES
TO BOOK WILL GET A
TABLET PC
BOOK & PAY NOW !

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LEADERS IN BUSINESS TRAINING

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by ACCESS BUSINESS MANAGEMENT CONFERENCING INTERNATIONAL LIMITED

WHO SHOULD ATTEND THIS COURSE

This highly practical and interactive course has been specifically *d*esigned for any Personal Assistants women:

However any woman who has management or leadership responsibility at any level, in all types of corporate businesses:

- Women Business Unit leaders
- Women Area Managers
- Women Team Leaders
- Women Project Leaders
- Women Executive Directors
- Women Project Managers
- Women Administration Managers
- Women Operations Team Leaders
- Women in Engineers
- Women Project Directors
- Women Personal Assistants to Senior Executive Officers
- Women Planning Coordinators
- Women Team, departmental Supervisors
- Women Procurement Managers
- Women Management Consultants

Any Women who are interested in developing their leadership acumen skills or refreshen their perspective of Women in Leadership in a 21st Century Leadership

By attending this interactive course you will be equipped with the following skills to:

- Recognize the value of great leadership to the success of your career, your team and your business
- Develop and demonstrate your personal leadership ethos and style
- Develop the drive and energy to achieve exceptional results
- Leverage relationships to generate individual, team and business achievement
- Drive continuous improvement by raising performance standards of those around you

Develop an action plan that will drive, change, and improve your leadership effectiveness

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Course Outline

What is Leadership?

- Defining leadership qualities
- The skills and approaches of leadership
- Leadership core competences explored
  - Self belief and self leadership
  - Values and beliefs
  - Inspiring and motivating
  - Defining and creating culture
  - Leadership vision and direction
  - Planning and Control
  - Coaching others to continually improve
  - Performance management
  - Creating results and success
- Assessing self against the competences
- The personal, team and business benefits

Why exceptional leadership matters

- Global leadership studies, research and findings
- The link between strategic leadership and commercial success
- The costs and risks of poor leadership

Personal Effectiveness

- Self awareness techniques
- Releasing your potential
- Globally recognised team styles questionnaire
- Self management – time management, discipline and creating a time effective culture.

Leadership style

- What kind of leader do you want to be?
- Integrity and authenticity; Accountability in practice
- Toughness and empathy
- How to create the right culture through leadership

Strategic vision and direction

- What is vision?
- Why is it important? What are the benefits?
- Creating a practical vision for your team or business: Setting clear direction and standards

Leadership Communication

- Communicating upwards, downwards and to peers
- Defining the purpose of the communication
- Using the right vehicle (face to face, email, telephone etc.)
- Briefing teams and individuals with clarity, avoiding ambiguity or confusion
- Communicating vision

Leadership in action

- What sort of role-model do you want to be?
- Being a great role-model in practice
- Defining clear objectives for your leadership role-modelling and action planning

Planning, organisation and control

- Strategic planning to deliver strategic objectives
- Setting goals and SMART objectives that align with strategic goals
- Right people in the right place – strategic resource planning
- Evaluating, monitoring and controlling delivery
- Creating performance indicators to drive progress

Team Leadership and management

- Leveraging relationships and driving results
- Developing practical personal discipline (time, thought, communication and action)
- Consultation and decision making
- Generating confidence and helping others become responsible and accountable

Driving performance

- Defining, monitoring, assessing and raising standards of behaviour and performance
- Your assertiveness – the means to deliver results
- 3 techniques for improving working relationships
- Performance management techniques; performance evaluation, appraisal and how to raise performance levels to the level of the best
- Tackling performance issues / difficult
- conversations
- Giving world class feedback (DCW model)

Leader as coach

- What is coaching in a business context?
- Using coaching to meet standards
- How coaching works
- Practical performance coaching

Leader as change agent

- The Kotter model of change and improvement
- Understanding the effects of change on people
- Spheres of influence and control

Inspiring Leadership

- Personal impact and developing your ‘presence’
- Transactional Analysis in practice
- Developing personal drive and energy
- Influencing behaviours and outcomes
- Interpersonal negotiations that inspire commitment

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To register, please provide the following information and Send this form to
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COURSE FEE

All Prices Above Are Per Delegate and they Exclude VAT where applicable Visa fee, accommodation and transportation.
The course fee will cover training fee, course material, online pre-event set up, exam, certification, meals i.e. Luncheon.

1. ☐ **(1) DELEGATE = USD 2, 190.00**
2. ☐ **BLOCK BOOKING OF 3 DELEGATE S & ABOVE = USD 1, 890.00 PER DELEGATE**
3. ☐ **INCLUDE VISA FEE PROCESSING - USD 150 PER DELEGATE**
4. ☐ **WE WANT INHOUSE TRAINING FOR A GROUP OF 10 DELEGATES & ABOVE AT OUR PREMISES**

AUTHORIZATION

Signatory must be authorized to sign on behalf of contracting organization, any cancellation should be done in writing 30 days before the training dates there after 100% course fee will be charged, a substitute will be accepted.
This booking is invalid without a signature.

Name:
Job Title:
Organization:
VAT No.:
Telephone:
Physical Address:
Postal Address:
Signature:

Cell / D – Line:
Email:
Facsimile:
Registration Date:

TERMS & CONDITION FOR THIS SERVICE LEVEL AGREEMENT

1. Signatory must be authorized to sign on behalf of contracting organization.
2. Any cancellation should be done in writing 30 days before the training dates there after 100% course fee will be charged , however a substitute will be accepted.
3. This booking is invalid without a signature.
4. This contract booking is final, there will be no refunds for any cancellations, partial or in full, made by the client after 30 days, no show is considered a cancellation and no refund will be made .
5. If the client decides to cancel, the full invoice remains payable after 30 days to the event.
6. Written cancellation before 30days to the event, entitles the client to a credit voucher to attend a future event with ABMC International less service charge.
7. ABMC International reserves the right to modify the content, timing, speakers or venue of the conference should circumstances dictate. The event may be postponed or cancelled due to acts of terrorism, war, extreme weather conditions, industrial action, force majeure or any event beyond the control of ABMC International.
8. Clients who wish to make payment closer to the event dates or at the event are required to fill in ABMC International payment guarantee otherwise full payment is required within 5 working days.
9. Any dispute related to attendance and payments of this sales will be resolved under the Kenya Law in a court of Law in Kenya as per terms and condition of this service level agreement contract and all the legal fees involved shall be billed to the client.
10. A Purchase Order is acceptable as form of payment, however payable within 15 days after the event.