AZ TECH

"Excellent Service – Excellent Delivery"

Women in Leadership

Unleashing the Power, Potential & Positivity of Women in the Workplace

15 - 19 December 2019
05 - 09 July 2020
08 - 12 November 2020
Dubai, United Arab Emirates

17-JUN-19

An ISO 9001:2015 & ISO 29990:2010 Certified Company

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IAM Corporate Member | IAM endorsed TRAINER

United Nations Global Compact

Women in Leadership

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Why Choose this Training Course?

Perhaps you've got great ideas but want to be taken more seriously. Or you work harder than your equals but want more recognition or opportunity to make a real difference. Maybe you are doing a great job at managing your work and your team but you need an extra boost of confidence and ability to call yourself a true leader.

Women's innate sense of responsibility, people skills, and creativity are well known and as more and more women are entering the workforce, they are proving themselves to be invaluable assets to their company's. However for women to truly step up and into leadership roles with confidence, they need the knowledge, support, encouragement which comes from trainings especially designed with the women leader in mind.

This AZTech training course empowers women to value themselves, and develop their leadership potential by focusing on the skills, attitudes and qualities that are especially required by women in the work place. As well as preparing them for the internal and external obstacles likely to be faced along the way. This training course offers a truly unique opportunity for women to take a high jump in terms of their confidence and competence as leaders in the workplace.

This training course will feature:

- Tools for increased self-awareness, self-confidence, and self-management
- Common leadership mistakes women make and how to avoid them
- Opportunities to practice vital communication skills, such as presenting, setting boundaries and conflict management
- Strategies for becoming a transformational leader work with your team to create a clear purpose, vision and mission
- Techniques to enable you to think creatively, solve problems and make decisions
- The 8 habits of highly effective women leaders

What are the Goals?

By the end of this training course participants will be able to:

- Express themselves clearly and confidently in front of an audience
- Communicate assertively with higher management and with subordinates
- Recognise their own leadership strengths and weaknesses
- Formulate a master plan for creating a successful team
- Practice emotional awareness and self-management in any situation
- Create innovative approaches to improve every area of their job

Who is this Training Course for?

Women who are new to positions requiring leadership skills, or experienced women leaders seeking inspiration and insights to further their roles.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Supervisors
- Team leaders
- Managers
- Community leaders
- Women business owners

How will this Training Course be Presented?

This AZTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes group and individual exercises, case studies, role-plays, videos, and discussions - along with formal inputs.

The Course Content

DAY ONE:
The Changing Role of Women at Work

- Recognising your value and your leadership gifts as a woman leader
- Learning from role models of successful women at work
- Examining leadership styles and their effectiveness
- Understanding and clarifying purpose, vision and mission and values
- Recognising and avoiding common mistakes new leaders make
- Overcoming glass ceilings and creating a support network

DAY TWO:
Self Managing Leadership

- Managing your roles, responsibilities, relationships and resources
- Building positive self-image and self-worth
- Establishing empowering beliefs
- Increasing Self-Awareness and Emotional Intelligence at work
- Creating a balanced lifestyle to support your success

DAY THREE:
Essential Communication Skills for Women at Work

- Delivering a clear, confident public presentation
- Practicing assertive communication in every situations
- Adapting communication for gender differences
- Giving directions, delegation and feedback
- Influencing others to create positive change
- Handling competition, jealousy and political manoeuvring

DAY FOUR:
Team Leadership in Times of Change

- Creating a happy and productive team
- Team leadership in a multi-cultural, multi-gender team
- Develop team charters to help focus the team
- Overcoming resistance to change
- Managing conflict through win-win thinking
- Leading productive, energised and creative meetings

DAY FIVE:
Tool Box for the Creative Leader

- Logical and Intuitive Decision Making Tools
- Mind Mapping for creativity, planning and problem solving
- Encourage creativity and innovation in a team
- Problem Solving and creativity techniques
- Where to go next – continuing learning strategies

COURSE SCHEDULE:

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THE CERTIFICATE:
AZTech Certificate of Completion for delegates who attend and complete the training course

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DATE	VENUE	FEES(USD)
15 - 19 Dec 2019	Dubai - UAE	$4,950
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08 - 12 Nov 2020	Dubai - UAE	$4,950

REGISTER NOW

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION: COMPANY:

MAILING ADDRESS:

TELEPHONE: MOBILE:

FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:

POSITION: EMAIL:

TELEPHONE: FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- ☐ PLEASE INVOICE MY COMPANY
- ☐ PLEASE INVOICE ME
- ☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ☐ ONLINE / CREDIT CARD

Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Event Disclaimer

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

4 Ways to Register

Toll Free: **800-AZTECH**
Telephone: **+971 4 427 5400**
Fax Number: **+971 4 427 5401**
Email Address: **info@aztechtraining.com**
Visit our website: **www.aztechtraining.com**

Certification

AZTech Certificate of Completion for delegates who attend and complete the training course

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Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.