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# Women as Leaders

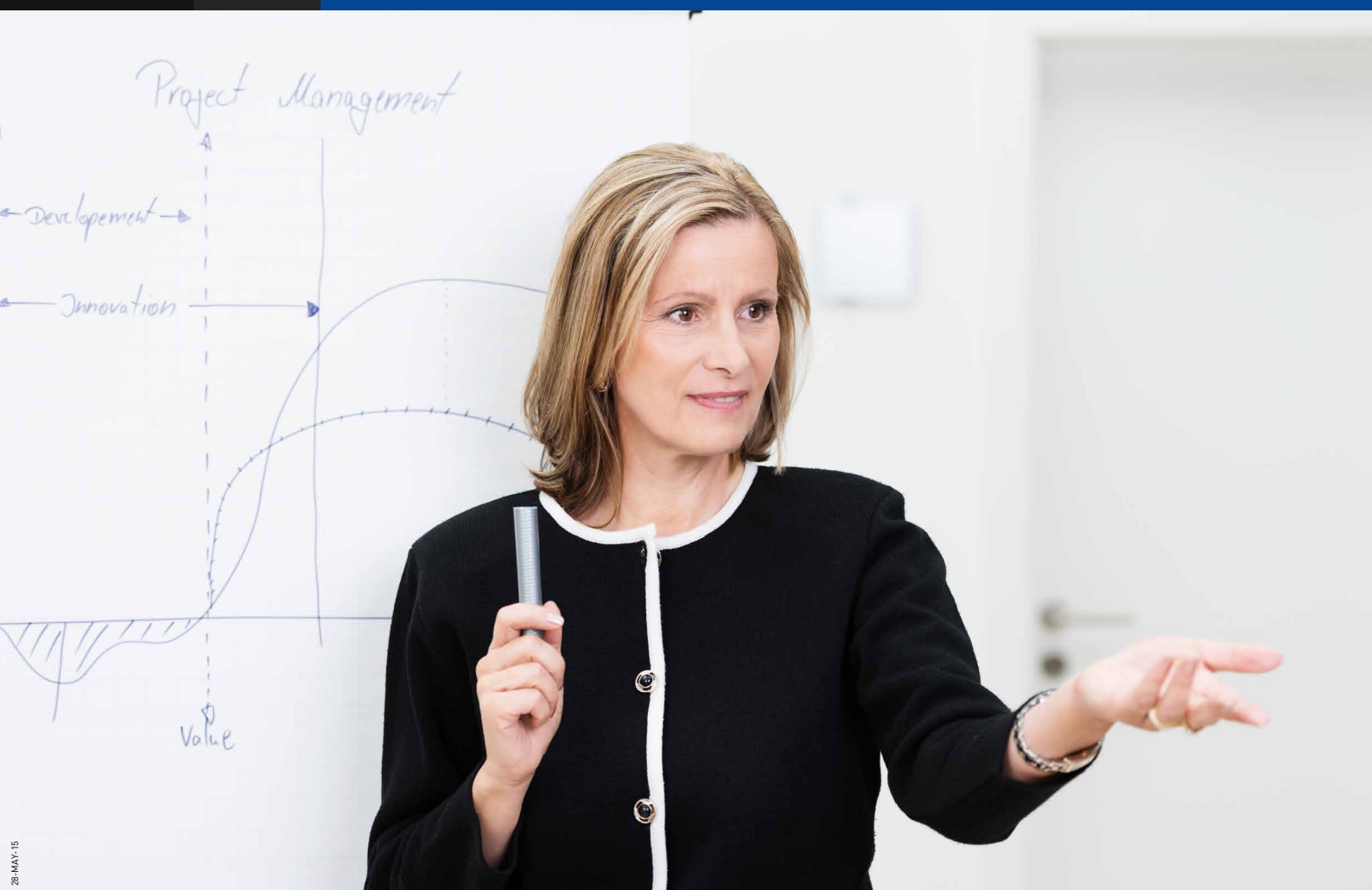
## Unleashing the Power, Potential & Positivity of Women in the Workplace

27 - 31 Dec 2015

10 - 14 Jul 2016

25 - 29 Dec 2016

Dubai, United Arab Emirates



Project Management


Development

Innovation

Value

28 MAY 15





# Women as Leaders

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

### Why Choose this Course?

This interesting course offers a unique opportunity for women to take a high jump in terms of their confidence and competence as leaders in the workplace.

Women's innate sense of responsibility, people skills, and creativity are well known. As more and more women are entering the workforce, they are proving themselves to be invaluable assets to their company. This course empowers women to really 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.

#### This 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
- Techniques to enable you to thinking creatively, solve problems and make decisions
- The 8 habits of highly effective women leaders

### What are the Goals?

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

- Express themselves clearly and confidently in front of an audience
- 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 improving every area of their job

### How will this be Presented

This 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.

### Course Schedule:

**DUBAI,  
UNITED ARAB EMIRATES**  
27 - 31 Dec 2015  
10 - 14 Jul 2016  
25 - 29 Dec 2016

### Who is this Course for?

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

This course is suitable to a wide range of professionals but will greatly benefit women who are:

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



# THE COURSE CONTENT

## DAY 01

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 02

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 03

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 maneuvering

## DAY 04

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, energized and creative meetings

## DAY 05

Toolbox for the Creative Woman 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

# Women as Leaders

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

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

27 - 31 Dec 2015  10 - 14 Jul 2016  25 - 29 Dec 2016

Dubai, United Arab Emirates

## REGISTRATION DETAILS

Family Name:

.....

First Name (Mr./Ms.):

.....

Position:

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Company:

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Mailing Address:

.....

.....

Telephone

.....

Mobile

.....

Fax

.....

Email

.....

## AUTHORISATION

Authorised by:

.....

Position:

.....

Telephone

.....

Fax

.....

Email

.....

Postal Address:

.....

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## FEES

**US\$ 4,150/- per participant**

This fee is inclusive of Documentation, Lunch and Refreshments

## MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH

## CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

## 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 program.

## CANCELLATIONS & SUBSTITUTIONS

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.

## DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

## 4 WAYS TO REGISTER

Tel: **+971 4 427 5400**  
Fax: **+971 4 427 5401**  
Email: **info@aztech.ae**  
Website: **www.aztech.ae**

# ABOUT AZTECH

## TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.



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