



# Leadership and Management A Program for Women

2 Days

Acquire the leadership skills most needed by today's business professionals

## HOW YOU WILL BENEFIT

This 2-day workshop sums up what every woman needs to know about herself to advance in her career. Learn how to identify your leadership style, managerial strengths, and the barriers preventing you from achieving your goals.

After the workshop, you will be able to:

1. Delegate, direct, coach and counsel employees or team members.
2. Apply proven communication and negotiation skills.
3. Work with and motivate people of differing personality types.

## WORKSHOP DESCRIPTION

### Examining Leadership Models

- Review the most effective current theoretical leadership models and their practical application in the workplace
- Discover your own leadership style
- Discover how today's work reality calls for women's ways of leading
- Identify your own potential leadership strengths and weaknesses
- Augment your skills in the essential areas of motivating, coaching, guiding, and delegating

### Your Personal and Professional Strengths

- Identify your temperament and interactive style
- Learn how to best manage others by employing different styles
- Develop the essential relationship-building skills that effective leaders need

### Increase Your Comfort with Power

- Improve your knowledge of power
- Learn how to use it constructively
- Discover the potential barriers that women leaders experience and those facing you in particular
- Learn some key strategies to improving your work and personal relationships

### Develop Your Personal Power

- Identify your "edge" in leadership
- Strengthen your personal power for leadership effectiveness
- Identify the barriers preventing you from meeting your goals and learn to plan accordingly
- Practise "inner leadership" by creating productive thought patterns

## BUILD YOUR COMPETENCY IN

- Leading and influencing employees
- Carrying out powerful conversations
- Coaching and supporting employees
- Delegating and ensuring that individual assignments or group tasks are completed

## ATTEND THIS WORKSHOP IF YOU...

- Aspire to a career in which you mobilize and motivate others
- Need to develop more effective relationship-building skills
- Are a professional woman who works in a leadership role or who is deciding whether to seek one

## HOW TO REGISTER

To register, call **(613) 727-7729**  
Or email [training@algonquincollege.com](mailto:training@algonquincollege.com)

**Dates: November 26, 27, 2009**  
**March 1, 2, 2010**  
8:30 a.m. to 4:00 p.m.

**Fee: \$675 (plus GST) for 2-day program**

**Location:** 340 Albert Street, 11<sup>th</sup> Floor  
Constitution Square, Ottawa  
*Check-in, coffee and muffins start at 8:00 a.m.*

*Afternoon refreshment provided.*

*Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.  
On-site delivery of this workshop is available.*

### CLAIRE BEAULNE, M.Ed.

Fluently bilingual, Claire has more than 15 years of experience in delivering highly engaging and participative learning sessions. Claire brings energy, enthusiasm and the most up-to-date methods and knowledge to the learning sessions she offers. Claire specializes in the areas of leadership development, team skills, career building and meaningful living. Highly committed to the area of learning and development, Claire is a certified coach and is pursuing doctoral studies in Human and Organization Development. She is also accredited in numerous psychometric tools used in leadership, team building, and personal development. She is a member of the Canadian Association of Professional Speakers and the Organization Development Network.