



# 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><b><i>ONE: Introduction to Concepts</i></b></p> <ul style="list-style-type: none"> <li>⤴ Concepts of Success, Motivation and Attitude Change</li> <li>⤴ Organizational Climate Survey</li> <li>⤴ Individual Self-Image Profiles</li> <li>⤴ Success as Related to Past Conditioning</li> <li>⤴ Attitude and Habits – The Effective Motivators</li> <li>⤴ Multi-Sensory Learning</li> <li>⤴ Spaced Repetition</li> <li>⤴ The Power of Goal Setting</li> </ul>	<p><b><i>TWO: Goal Setting</i></b></p> <ul style="list-style-type: none"> <li>⤴ Validation of ROI</li> <li>⤴ Developing Personal Related Goal Planning Sheets</li> <li>⤴ Developing Business Job Related Goal Planning Sheets</li> <li>⤴ Fine Tuning Goal Tracking Systems</li> <li>⤴ Integration of My-Tyme Planner with Goal Planning Sheets</li> <li>⤴ Profile Evaluation Awareness and Integration into Goal Planning Sheets</li> </ul>
<p><b><i>THREE: Personal Leadership is Where it Begins</i></b></p> <ul style="list-style-type: none"> <li>⤴ To Know Yourself is to Lead Others</li> <li>⤴ The Untapped Potential of Women Leaders</li> <li>⤴ The Rewards of Personal Leadership</li> <li>⤴ A Leadership Philosophy that Works</li> <li>⤴ The Journey to Successful Personal Leadership</li> </ul>	<p><b><i>FOUR: The Challenge of Conditioning</i></b></p> <ul style="list-style-type: none"> <li>⤴ Redefining Women's Leadership Roles</li> <li>⤴ A Great Time for Women</li> <li>⤴ Challenging the Effects of Conditioning</li> <li>⤴ Your Unlimited Potential to Succeed</li> <li>⤴ Conditioning through One's Environment</li> <li>⤴ Conditioned Self-Restrictions</li> <li>⤴ Learning from Mistakes and Setbacks</li> <li>⤴ Encouraging Others to Succeed</li> </ul>
<p><b><i>FIVE: Building a Positive Self-Image</i></b></p> <ul style="list-style-type: none"> <li>⤴ The Importance of a Positive Self-Image</li> <li>⤴ Self-Image and Leadership</li> <li>⤴ Strengthening Your Self-Image</li> <li>⤴ Enjoying the Freedom to Choose</li> <li>⤴ Preparing for Leadership Opportunities</li> <li>⤴ Living with Positive Expectancy</li> <li>⤴ Attitude Is Everything!</li> </ul>	<p><b><i>SIX: Understanding Motivation</i></b></p> <ul style="list-style-type: none"> <li>⤴ Motivation and Needs</li> <li>⤴ Understanding Our Basic Human Needs</li> <li>⤴ Traditional Approaches to Motivation</li> <li>⤴ The Power of Motivation through Attitude</li> <li>⤴ Motivation and Your Meaning for Life</li> <li>⤴ Commitment to a Single Purpose</li> <li>⤴ Defining Your Personal Life's Mission</li> </ul>
<p><b><i>SEVEN: The Power of Goal Setting</i></b></p> <ul style="list-style-type: none"> <li>⤴ The Importance of Your Values</li> <li>⤴ The Principles of Goal Setting</li> <li>⤴ Five Steps to Successful Goal Setting</li> <li>⤴ Goal Setting Helps Balance Family and Work</li> </ul>	<p><b><i>EIGHT: Affirmation and Visualization</i></b></p> <ul style="list-style-type: none"> <li>⤴ The Power of Affirmations</li> <li>⤴ Types of Affirmations</li> <li>⤴ Why Affirmations Work</li> <li>⤴ Guidelines for Writing Effective Affirmations</li> <li>⤴ Visualization and Imagination</li> <li>⤴ Visualization and Your Leadership Priorities</li> </ul>
<p><b><i>NINE: The Challenge of Leadership</i></b></p> <ul style="list-style-type: none"> <li>⤴ Integrating Personal Goals and Leadership</li> <li>⤴ Planning for Group Accomplishment</li> <li>⤴ Attitudes for Leading Others</li> <li>⤴ Sharing the Power with Team Members</li> <li>⤴ The Art of Empowering Others</li> <li>⤴ Delegating with a Purpose</li> <li>⤴ Tracking Performance</li> <li>⤴ Trust Earns Respect and Equals Productivity</li> </ul>	<p><b><i>TEN: Time Management</i></b></p> <ul style="list-style-type: none"> <li>⤴ Time is Your Friend</li> <li>⤴ Types of Time Problems</li> <li>⤴ A Positive Time Program</li> <li>⤴ Planning and Decision Making</li> <li>⤴ Organizing Time</li> <li>⤴ Managing Time</li> <li>⤴ Controlling Your Time</li> </ul>
<p><b><i>ELEVEN: Communication and Persuasion</i></b></p> <ul style="list-style-type: none"> <li>⤴ The Importance of Good Communication</li> <li>⤴ Planning the Total Message</li> <li>⤴ Breaking Down Psychosocial Barriers'</li> <li>⤴ Communicating Verbally</li> <li>⤴ Communicating Via E-mail, Fax and Memo</li> <li>⤴ Using Your Power to Persuade</li> </ul>	<p><b><i>TWELVE: Your Final Destination – Personal Fulfillment and Leadership Success!</i></b></p> <ul style="list-style-type: none"> <li>⤴ Dreams Become Reality</li> <li>⤴ Your Widening Circle of Success</li> <li>⤴ The Rewards of Leadership</li> <li>⤴ The Leadership Challenge</li> </ul>

