



WOMEN IN LEADERSHIP

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Influencing: Inspire Yourself and Others

Class Length Online pre-work, 2 day ILT, optional follow-up coaching
Prerequisites None

Overview

Influence is defined as a leader's ability to motivate others to change their behaviors, beliefs, and attitudes toward achieving unified goals. Whether we are leading, following, or collaborating while bidding for resources or working on projects we often find ourselves needing something from someone we don't manage.

Influencing others and bargaining for what is needed are essential components of the professional woman's tool bag. Influence tactics are one of the most common ways to measure a leader's effectiveness.

Since the research done on the topic of Gender Differences in Influence suggests that the differences are due more to influence tactics used versus gender, we will discuss and practice various Influence tactics and strategies to increase your effectiveness as a leader.

Target Audience

Women who are "Professional Leaders," whether you are a consultant, entrepreneur, corporate, or independent professional looking for additional guidance or if you want to be the leader of your own life no matter who you are or what you do then this program will give you the strategies and confidence you need to "influence with boldness"

The Problem

Many women leaders struggle with building greater buy-in for their ideas whether it is to:

- Rally support in difficult situations
- Gain recognition
- Break down barriers toward upward communication

Our Solution

To Learn to...

- Avoid the common mistakes women make while influencing
- Learn about five unique influencing styles and differentiate between "push and pull" and "soft and hard" influence tactics

Course Outline

- Define Influence
 - Explore the research about gender nationality, and age choices made when it comes to using various influence tactics
 - Identify the common mistakes women make while influencing
 - List the five unique influencing styles
- Analyze Your Personal Influence Style Assessment
 - Examine what your chosen influence style looks like to others
 - Determine best opportunities to use your style to address a variety of situations
- Develop New Influence Habits
 - Summarize the value of each style and the most appropriate situation to use or not use each style
 - Apply influence tactics to real-world cases
- Practice Influence Skills
 - Overcome the five barriers to develop bolder confidence
 - Create your 30 second "promotion pitch"
 - Practice four steps to become more persuasive



Embrace the Life You Want: Develop the Leader Within

Class Length Blended approach, 2 day 1L plus pre and post webinar work, optional follow-up, coaching suggested
Prerequisites None

Overview

Personal leadership is the leadership of the self. Today's women have opportunity and choice. With that choice also comes the pressure to "Do it all!" With choice comes the pressure to make the "right" choices. Therein is the challenge.

Personal leadership means you are willing to look at situations as a "moment of choice" where you choose to reach higher, reflect on being your best, and discern the most effective way to proceed.

In order to optimize those "moments of choice" you must first find your inner compass. That compass is discovered through exploring your beliefs, values, experiences, strengths, and level of emotional intelligence. It is only after that exploration that you will begin the work of designing a vision or direction for your leadership and life.

Target Audience

Women who are stepping into a leadership role; women who need inner guidance during times of uncertainty or change

The Problem

- Women set unrealistic expectations for themselves

Our Solution

To Learn to...

- Discover your "strength role" that applies to your personal and professional life

Course Outline

- Pre-work: Online assessment
- Define Personal Leadership:
 - List the five areas of self-reflection
 - Identify the four steps necessary for creating and living a Personal Leadership vision daily
- Self-Reflection:
 - Examine the personal, professional, and cultural gender beliefs that may be impacting you
 - Analyze significant life experiences and reflect on lessons learned
 - Clarify and prioritize your values
- Create a Personal Leadership Vision to Live By
 - Describe the five step process to turning Personal Leadership possibilities into reality
 - Use the four Ps for Personal Leadership vision writing



Clever Moves for Speaking Out

Class Length 1 dayILT, pre course webinar, optional follow-up coaching **Prerequisites** None

Overview

It's not news that women and men communicate differently. What is news is that there are unconscious, implicit biases that interpret women's communication style as lacking leadership ability. Which means even men and women who think of themselves as open to women leaders, have negative reactions when women communicate.

Women need to learn a new language: Male Leadership Speak.

Target Audience

Women who are "Professional Leaders;" women who are at the beginning of their leadership journey

The Problem

- Women and men are unaware of their implicit biases which undermine women's leadership effectiveness

Our Solution

To Learn to...

- Assess our own communication style and provide tools to assess others
- Identify 10 key communication approaches that can boost their leadership perception
- Practice leadership communication

Course Outline

- Understand Yourself
 - Learn about the DiSC® model and workplace communication
 - Identify your DiSC style and explore your leadership communication strengths and challenges
 - Develop skills in recognizing people's DiSC styles and learn to "communicate in their language"
- Recognize Body Language Traps:
 - Describe common body language habits, which women use, but which communicate "non-leadership"
 - Identify ten common body language habits that are associated with power
 - Practice three steps to observe and change your body language
- Present Your Message with Power:
 - Utilize a seven-step process to prepare and deliver your message
 - Demonstrate confidence and credibility through using "power" body language
 - Receive feedback to improve your skills



Make Bold Choices as Women Leaders

Class Length 1 day ILT, pre course webinar, optional follow-up coaching *Prerequisites* None

Overview

Experts are constantly looking for a rational explanation of why gender inequalities still exist in business. Depending on the study du jour, some of the current explanations include women's inability to negotiate, women's lack of confidence, and women's unwillingness to compromise their ethical values for career success.

What if there isn't a rational explanation? What if a major cause has to do with implicit biases which result in discriminatory behavior? Instead of focusing on acting "more like a man" - a strategy that has not worked in the past 30 years - we have a different solution. The key to moving up in your career is to get to the root cause of what is blocking your career.

It starts with implicit biases.

Target Audience

Women who are either stepping into a leadership role or are currently taking on a challenging leadership assignment

The Problem

- These unconscious biases play a huge role in decision making

Our Solution

To Learn to...

- Assess our own implicit biases surrounding gender
- Recognize how implicit biases are hindering our careers
- Transform unconscious biases to conscious ones
- Develop strategies to change behaviors based on implicit biases

Course Outline

Pre-work: Harvard Implicit Gender Bias Assessment Webinar:

- Introduction and assessment discussion
- What does your assessment reveal about your own bias Classroom Training:
 - Define Implicit Biases — The Numbers Don't Lie:
 - Examine a statistical journey women in leadership have taken in the past 50 years
 - Review media and cultural stereotypes for women in leadership
 - Compare percentage of women in key fields 50 years ago and now: business, tech, medicine, law, and politics including salary changes in fields
 - Parallel career trajectories of women and men in same fields
 - Break Implicit Bias Habit:
 - Recognize your "adaptive unconscious" through introspection
 - Practice three steps to observe and change your bias behaviors
 - Overcome Boldness Barriers and Build Confidence:
 - Annul self-defeating beliefs
 - Apologize for mistakes, but not for who you are
 - Anticipate and prepare for setbacks
 - Annihilate arrogance
 - Communicate Boldly:
 - Use a framework to plan what you will say even "on the run"
 - Prepare for bold communication in meetings
 - Be engaging — ask questions and listen



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