

*Master leadership essentials guaranteed to take
you to a whole new level of success!*

LEADERSHIP & SUPERVISORY SKILLS *for Women*

**A ground-breaking professional
development seminar designed to
address the toughest challenges
facing women leaders and
supervisors today**

**What's
YOUR
Leadership
Style?**

**Take our insightful
QUIZ on page 3
and find out!**

Brought to you
by the NATIONAL
BUSINESSWOMEN'S
LEADERSHIP
ASSOCIATION
A division of
Rockhurst University
Continuing Education
Center, Inc.

ENROLL online at www.Nationalseminarstraining.com OR CALL 1-800-258-7246

BECOME a HIGHLY EFFECTIVE, CONFIDENT LEADER WHO INSPIRES OTHERS TO PEAK ACHIEVEMENT!

Dear Fellow Leader:

We've never met, but you and I have plenty in common. We're women in leadership positions. Despite tremendous advances women professionals have experienced over the years, we still find ourselves facing tough challenges.

We get mixed messages and mixed reactions as we take on leadership roles. And all too often, we get only mixed results when leading others.

That's why I'm eager to share news of an incredible leadership training opportunity for women like us: **Leadership & Supervisory Skills for Women**. Developed by the National Businesswomen's Leadership Association, this intensive one-day workshop is designed to build on our inherent talents and strengths to help us become more effective, more confident and more successful.

IN THIS RESULTS-FOCUSED PROGRAM, YOU WILL LEARN ...

- Strategies for effective leadership at all levels — in every situation
- Discipline and feedback skills for improving employee performance
- Supervision techniques guaranteed to earn you cooperation and respect
- Assertive communication techniques to ask for what you need directly and tactfully
- How to sell your ideas in meetings and to the boss
- Tools for handling confrontation and conflict with ease
- Motivation strategies for bringing out the best in your employees
- Lessons and insight from women in top leadership positions

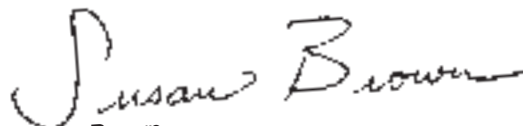
That's just the beginning! You'll discover how to disagree firmly but tactfully without backing down. How to effectively delegate. How to turn around specific unwanted employee behaviors. How to keep your ideas from being drowned out by louder male voices in meetings. Take a look at your comprehensive agenda on page 4 to see the array of essential leadership skills we'll cover.

What's more, you'll develop a Personal Action Plan — a road map to put you on the fast track to achieving your leadership goals.

In a relaxed, stress-free environment, you'll learn shoulder to shoulder with other professional women from your area, networking with leaders you'd never have had the chance to meet otherwise. You'll leave motivated and energized, armed with must-have leadership tools guaranteed to make a dramatic, immediate impact on your results.

Don't miss this chance to build your skills fast to become a highly effective, inspiring leader others are eager to follow!

Your partner in leadership success,



Susan Brown
NBLA leader

P.S. Invest just ONE DAY from your busy schedule, and you'll gain essential techniques and strategies sure to bring you success for years to come. **Make an important career move right now by enrolling at www.NationalSeminarsTraining.com or by calling 1-800-258-7246.**

“This was excellent! I feel so good! There are so many things I will take with me from this incredible experience!”

— D. Cox, Director

“Very informative and enlightening ... I was truly moved the whole day. Thank you!”

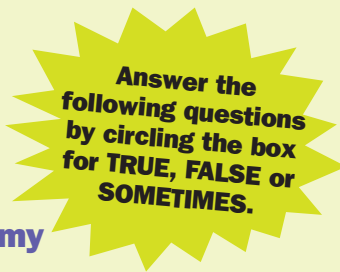
— V. Redic,
Office Manager

Attend with your colleagues and SAVE! When 3 enroll from the same organization, the 4th attends

FREE!

ARE YOU achieving YOUR FULL LEADERSHIP POTENTIAL?

Take this quick quiz and find out!



- 1 I have little or no trouble holding my own in meetings with men who're managers in our company..... T F S
- 2 Confrontation with an employee or a peer does not ruin my day T F S
- 3 I excel at motivating employees to achieve T F S
- 4 Rarely have I had employees misunderstand my instructions T F S
- 5 I am confident that my peers see me as a credible, effective leader T F S
- 6 I frequently delegate tasks to employees and feel comfortable doing so T F S
- 7 Overall, I would say my stress level is low to moderate T F S
- 8 I can generally resolve conflict quickly and easily T F S
- 9 When I give feedback, it produces an improvement in employee behavior... T F S
- 10 Speaking in front of others doesn't make me nervous. T F S
- 11 I can disagree with others firmly and tactfully, without backing down. T F S
- 12 I'm confident I have the leadership skills I need to get where I want to go in my career T F S

SCORING...

Give yourself 2 points for each True, 1 for Sometimes and 0 for False.

INTERPRETATION

A score of 20-24: You have plenty of confidence in your leadership abilities. This workshop will fine-tune your skills for even greater effectiveness and give you a crucial update on the latest tools and techniques other top leaders are using to get outstanding results.

15-19: You've obviously mastered some basic leadership and supervisory techniques. This workshop will take your skills to the next level — for dramatic, immediate improvement in your leadership effectiveness.

14 and under: You've not yet gained the essential skills you need to feel comfortable in a leadership role. This intensive workshop is a golden opportunity for you because it will arm you with powerful leadership tools guaranteed to put you on the fast track to supervisory success.

Attend Leadership & Supervisory Skills for Women and discover how to achieve your full potential as an inspiring, highly effective leader others want to follow!

To expand your network of professional resources – attend this workshop!

Does your career suffer because you're not “well-connected” in the world of business and leadership?

Time and again, women leaders have told us at NBLA that a lack of professional connections keeps them from competing on a level playing field with male counterparts. That's why **Leadership & Supervisory Skills for Women** is designed to offer you plenty of opportunities to meet and network with other women leaders and supervisors in your area.

In just one day, you'll expand your network of contacts, building resources it would've taken you years to find otherwise!

The National Businesswomen's Leadership Association: Renowned training for professional women

For more than 15 years, the National Businesswomen's Leadership Association (NBLA) has provided world-class career training for professional women from coast to coast. Women like you have relied on the NBLA to help them not only meet, but exceed, their career goals — and achieve their personal and professional dreams. You are guaranteed an unforgettable day of learning with a nationally renowned NBLA trainer as your guide. Expect to leave inspired, motivated and armed with new leadership skills that will make an immediate and dramatic improvement in your effectiveness!

ENROLL online today at
www.nationalseminarstraining.com
OR CALL 1-800-258-7246

Your Leadership

Program hours: 9 a.m. to 4 p.m.

“This training is for every working woman! You don’t know what you’re missing if you cheat yourself from being part of this very special seminar.”

– T. Gates, Admin.

“Intense and remarkably on target.”

– L. Leska, VP

“Fabulous! Entertaining ... engaging ... memorable.”

– C. Ward, Senior Integrator

“The most beneficial and profound seminar I’ve ever attended.”

– D. Teada

“Energizing and thought-provoking ... I loved it and would recommend it for all women.”

– T. Braer, Distribution Administration

“Fun and enlightening!”

– K. Western, Operations Supervisor

“Very energizing ... I thoroughly enjoyed the networking and excellent leadership discussions.”

– N. Salerno, HR Director

1. A Woman's Unique Strength as a Leader: How to Develop Yours!

- Understanding how your strengths play into today’s management style
- Major myths about women in leadership you should erase from your consciousness
- What’s your Power Profile? An insightful self-assessment
- Why you can’t be everyone’s best pal, and other missteps women leaders must avoid
- Taking risks, taking responsibility, taking action — and other crucial leadership lessons from today’s most successful women in business

2. Winning Motivation Techniques and Other Must-Have Leadership Tools

- Proven techniques for motivating your employees to give their all
- The power of sincere praise to motivate, build loyalty and keep good employees
- The art of delegation — and why some women find it so tough
- Key negotiation strategies for getting what you want without being a steamroller
- Top 10 Tools: Goal setting, coaching, team building and 7 other supervisory essentials sure to earn you respect from employees, peers and top brass

3. Criticism and Discipline for Improved Employee Performance

- 13 reasons why people don’t do what they’re supposed to do and what you can do about it
- When — and how — to confront employee performance problems
- How-to’s for giving constructive feedback that results in improved performance, not anger and defensiveness
- Tips for turning around attitude problems and other specific unwanted behaviors
- Discipline techniques that really work — and measures guaranteed to fall flat

4. Assertive Communication: Your Key to Leadership Success

- Assertive communication: How to be direct in a tactful, professional manner
- Be heard! Proven strategies for getting your ideas heard in meetings — even when louder male voices threaten to drown you out
- Uncomfortable speaking in front of others? Power speaking skills to help you shine
- How to say “no” without feeling guilty
- Active listening tips that double your communication effectiveness

Seminar Agenda

Registration begins at 8:30 a.m.

5. EFFECTIVELY HANDLING CONFRONTATION, CONFLICT AND OTHER UNCOMFORTABLE SITUATIONS

- ▶ How to disagree firmly, but tactfully, without backing down at the last minute
- ▶ Why women so often fear confrontation — and a step-by-step method for calmly facing it head on
- ▶ The 3-point ACE method to conflict resolution
- ▶ Quick-thinking strategies for handling cheap shots and hardball tactics
- ▶ Tips for neutralizing paralyzing emotions so you can think straight when things get heated

6. DEALING WITH THE DIVERSITY OF THE WORKPLACE

- ▶ Avoid the pitfalls when supervising those much younger or older than you
- ▶ Build a framework for creating a successful organizational culture from your staff's diversity
- ▶ Strategies that get past gender bias: What you can do when issues arise
- ▶ Plain ol' difficult people ... are they really difficult or just different?
- ▶ Create an atmosphere of inclusion for workers with disabilities
- ▶ Learn how to supervise those with different work ethics, styles and perspectives

7. BUILDING CREDIBILITY AND INCREASING YOUR VISIBILITY TO GET AHEAD

- ▶ Credibility plus: Tips for communicating the image of a total professional
- ▶ Common land mines that can damage a woman's leadership credibility — and how to sidestep them
- ▶ Strategies for increasing your visibility, inside and outside your organization
- ▶ How to toot your own horn to showcase your accomplishments without being obnoxious
- ▶ Expanding your connections through the power of networking: How to make it work

8. ONWARD AND UPWARD: CREATING A SUCCESS ROADMAP

- ▶ Looking beyond the boundaries of self-limiting perspectives to determine what your version of success really is
- ▶ Be prepared! Gaining the key skills top management looks for in women they promote
- ▶ How a mentor can pave the way for you — don't be afraid to ask!
- ▶ Guarding your personal time: The secret to avoiding management burn-out and stress overload
- ▶ Developing your **Personal Action Plan**

“The most interesting, informative and moving seminar I've ever attended!”

– C. Bartoshi, Relations Specialist

“I learned A LOT!”

– T. Hall, Lead AR

“Awesome! Great, useful information.”

– S. Dayal, Telecommunications Supervisor

“I had a blast! Absolutely wonderful!”

– M. Campreas, Manager

You'll be a stronger leader — in fact, we guarantee it!

Your satisfaction with our training is our absolute #1 priority at the National Businesswomen's Leadership Association. That's why we guarantee that **Leadership and Supervisory Skills for Women** will provide you with essential tools and strategies you need to become a stronger, more confident, more effective leader. We're so certain that you'll benefit from attending this program that we stand behind it with our 100% money-back guarantee of satisfaction. You must be completely satisfied with your training or we'll refund every penny of your enrollment fee. **GUARANTEED!**

Enroll online at www.NationalSeminarsTraining.com or call **1-800-258-7246**

BRING THIS TRAINING TO YOUR ORGANIZATION



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- Team Building
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Fax the completed registration form to 1-913-432-0824



or Mail the registration form to:
National Businesswomen's
Leadership Association
P.O. Box 419107
Kansas City, MO 64141-6107

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. **Enrollments** taken online 24/7. **Group Discount:** When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own. **Cancellation.** If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCCE is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction. The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

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RECOMMENDED RESOURCES FROM OUR TRAINING EXPERTS...

Get the Skills You Need to Succeed!

The powerful skills you will gain with this information-packed duo of resources will provide you with the tools you need to succeed and excel! Too often people are promoted into supervisory and management positions without the training they need to succeed. Give yourself the tools you deserve and the edge you need! Order **The Women's Supervisory & Leadership Collection** today!

The Women's Supervisory & Leadership Collection

INCLUDES:

- Supreme Teams** 60-Minute Video
- Leadership & Supervisory Skills for Women** Audio

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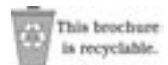
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