



Introducing a groundbreaking day of professional development designed to address the toughest challenges facing female managers and supervisors today ...

LEADERSHIP & MANAGEMENT SKILLS FOR WOMEN— ONE-DAY WORKSHOP

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

**We're
coming
to your
area ...**

This course covers critical skill areas for leaders, including:

- Influence and persuasion
- Coaching and teambuilding
- Powerful, assertive communication
- Dealing with difficult employees and underachievers
- Succeeding in times of chaos, crisis and pressure
- Balancing priorities and managing time
- Creating a great relationship with your boss and senior management
- Building your leadership career
- And more!

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

Become a highly effective, confident leader who inspires others to peak achievement!

Despite the tremendous advances professional women have experienced over the years, we still find ourselves facing tough challenges. There is still a 20 percent disparity in women’s earnings. There are still too few female leaders at the top.

That’s why we’re eager to share news of an incredible leadership training opportunity for women: **Leadership & Management Skills for Women—One-day Workshop**. Developed by National Seminars Training, this intensive workshop is designed to build on your inherent talents and strengths to help you grow as a professional ... and lead boldly.

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.

Are you achieving your full LEADERSHIP POTENTIAL?

Circle the box for TRUE, FALSE or SOMETIMES. Give yourself 2 points for each True, 1 for Sometimes and 0 for False.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. I have little or no trouble holding my own in meetings with men who are managers in our company | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Rarely have I had employees misunderstand my instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I am confident that my peers see me as a credible, effective leader | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I frequently delegate tasks to employees and feel comfortable doing so. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Overall, I would say my stress level is low to moderate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. When I give feedback, it produces an improvement in employee behavior | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INTERPRETATION

- **A score of 10 – 12:** You have plenty of confidence in your leadership abilities. This workshop will fine-tune your skills for even greater effectiveness.
- **7 – 9:** You’ve obviously mastered some basic leadership and supervisory techniques. This workshop will take your skills to the next level.
- **6 and under:** You’ve not yet gained the essential skills you need to feel comfortable in a leadership role. This workshop will arm you with powerful leadership tools guaranteed to put you on the fast track to supervisory success.



Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com/CorporateTraining or contact a training specialist at 1-800-344-4613.

Unlimited Seminars, Webinars and On-Demand Content ... With the STAR12 Professional Edition

For one low annual fee, STAR12 gives you unlimited access to the most comprehensive collection of seminar training and online learning resources in North America. Give yourself the edge you need to achieve your dream career. Join STAR12 today! Sign up today at joinSTAR12.com or call 1-800-258-7246.

Your LEADERSHIP Agenda

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

Registration begins at 8:15 a.m.

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

- What's your Power Profile? An insightful self-assessment
- Why you can't be everyone's best pal and other missteps female leaders must avoid

Winning Motivation Techniques and Other Must-have Leadership Tools

- 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

Criticism and Discipline for Improved Employee Performance

- When—and how—to confront employee performance problems
- Tips for turning around attitude problems and other specific unwanted behaviors

Assertive Communication: Your Key to Leadership Success

- Assertive communication: How to be direct in an honest, respectful manner
- Power speaking skills to help you shine
- How to say “no” without feeling guilty

Effectively Handling Confrontation, Conflict and Other Uncomfortable Situations

- How to disagree firmly but tactfully, without backing down
- The 3-point ACE method to conflict resolution
- Quick-thinking strategies for handling cheap shots and hardball tactics

Dealing With the Diversity of the Workplace

- Avoid the pitfalls when supervising those much younger or older than you
- Strategies that get past gender bias: What you can do when issues arise
- Learn how to supervise those with different work ethics, styles and perspectives

Building Credibility and Increasing Your Visibility to Get Ahead

- Credibility plus: Tips for communicating the image of a total professional
- Expanding your connections through the power of networking: How to make it work

Onward and Upward: Creating a Success Road Map

- Gaining the key skills top management looks for in women they promote
- Guarding your personal time: The secret to avoiding burnout and stress
- Developing your **Personal Action Plan**

Visit NationalSeminarsTraining.com/LSW to see your complete agenda.

Enrollment Fee

Group discount: When three enroll from your organization, a fourth attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

STAR12 Professional Edition—only \$499*: STAR12 entitles you to unlimited access to all NST seminars (retail priced \$399 or less) + Webinars, online courses and more for 12 months. Enroll today at joinSTAR12.com.

*Plus tax where applicable

To Enroll ...



Register online at
NationalSeminarsTraining.com/LSW



Call toll-free **1-800-258-7246**

REGISTRATION INFORMATION

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. You may also call us at 1-800-258-7246 for additional assistance.

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.



National Seminars Training

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