

WOMEN MOVING INTO MANAGEMENT

COURSE DESCRIPTION

This course is designed to provide women with the tools to make the move into management successfully. It is aimed at those contemplating the move into management as well as for women who are already starting managerial careers and want to manage more effectively.

COURSE OUTLINE

A. Planning Your Management Career

To design your management career you will learn the skills necessary to answer four basic questions:

1. What are my dreams?
2. Where do I want to be in five years?
3. What am I committed to achieving?
4. What action must I take to accomplish my objectives?

B. Giving and Getting Support

For years men have relied on the "old boy" network for support and advancement; now you as a woman will begin building your own "new woman network." This means learning how to give and get support as you move into management.

C. Communicating for Results

To communicate effectively, a woman moving into management must master face-to-face communication skills and develop an assertive style.

In this part of the course you will learn to:

- be aware of how you listen to others and how they listen to you
- identify and use language that produces results: requesting, promising, declaring, and asserting with evidence
- deal with assumptions, complaints, blaming and faultfinding, broken promises, criticism and other difficult communication situations.
- get action out of meetings.

JOIN US IN THIS TWO DAY SEMINAR IF YOU ARE A WOMAN

- looking for a management position
- wanting to advance in your company
- in business for yourself
- recently promoted
- contemplating a management career
- supervising men and/or other women
- unsure of your management skills
- wanting the support of women like yourself.

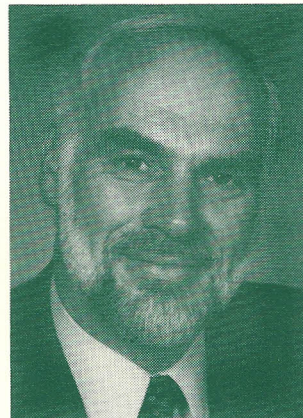
In **WOMEN MOVING INTO MANAGEMENT** you will begin to create for yourself:

Communication Skills that bring forth trust, co-operation and commitment to results in meetings, delegation, presentations, selling and face to face encounters with co-workers.

A Career Design that takes you where you want to go, when you want to get there, in both your professional and personal life.

Support from both women and men inside the organisation at every level as well as outside the organisation from other professionals, family members, and friends.

COURSE LEADERS:



Dr. George Simons



Dr. Peggy Motsch

SEE BIOGRAPHIES UNDER
"INTERPERSONAL SKILLS LAB"
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PROGRAMME DETAILS



Registrations
(02) 929-7922

LOCATION: Australian Institute of Management
Development Centre
215 Pacific Highway, North Sydney 2060

DURATION: Two Days

TIMES: 9.00 am to 4.30 pm each day

DATES: July 8, 9, 1985 (99/75)

FEE: AIM-Members: \$425 Non-Members: \$465

Course fee is payable in advance and must be sent with enrolment form or letter.

NOTE: 50% discount offer to Registered Delegates of Member Companies does not apply to this programme.