

# The Women in Leadership Seminar on Career Advancement, Capacity Development, Key Leadership Skills and Capabilities for Success

## OVER VIEW

Today's organisations are flatter and less authoritarian where success is achieved through strategic networking, collaboration and influence. Evidence shows that these results stem from leaders who are able to embrace and adopt genuine influential skills in order to engage in their organisational environment and create high performance. Many women leaders today are torn between the often conflicting demands of career, personal life and wellbeing. The pressure can be intense, and the "price of promotion" too high to pay. The sessions in this course are highly interactive, and designed to stimulate not just your thinking, but your deeper senses of intuition and knowing. You will leave with an expanded sense of what's possible and what's right for you, plus some great skills in relating to others, building effective teams, managing change, and surviving the rigors of the workplace whilst maintaining balance in your life.

## WHAT'S ON THE PROGRAM

- Utilizing your natural skills and talents as a woman to become a powerful leader in your workplace
- Exploring your own leadership style and potential as a leader
- Coaching and mentoring competencies for women: Leadership and Management
- Branding yourself successfully: Walk the walk and talk the talk
- Achieving total freedom through educational liberation: developing a learning culture throughout a woman's lifetime
- Understanding the differences between leadership and management
- Workplace culture and career resilience - Seizing opportunities, overcoming adversity and adapting to change

24 - 26 MARCH 2015 - BIRCHWOOD EXECUTIVE HOTEL - JOHANNESBURG

## PARTICIPATING ORGANISATIONS



NURTURING-GROWTH TRADING  
*Inspire, Nurture, Grow*



Inspired Perspectives  
strategic coaching and consulting



Potential  
Unlimited Organization

## Transformations



*Maisha SA*

## RESEARCHED BY:



## IN COLLABORATION WITH:



## ACCREDITED BY:



SETA Accreditation No: 4027

# The Women in Leadership Seminar on Career Advancement, Capacity Development, Key Leadership Skills and Capabilities for Success

## FACILITATORS

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### PAT ROBERTS



Pat Roberts  
Partner  
Change Partner

### PAULA QUINSEE



Paula Quinsee  
Life, Health & Relationship Coach  
Ati2ud Communications

### NELIA STEYN



Nelia Steyn  
Director  
Nelia Steyn Life Coaching

### CHENE SWART



Chené Swart  
Director  
Transformations

### TANYA DU TOIT



Tanya du Toit  
NLP Master Life Coach & Founding Partner  
Re.invent Life Coaching Group

### ALICIA S PIETERSE



Alicia S Pieterse  
Certified Deep Coaching Professional  
(CDCP).  
Facilitator. Trainer. Enneagram Teacher  
Leadership Coach (ACMC-ISNS)

### DR. MARIA MOTEKANG



Dr. Maria Motebang  
Executive Director:  
Tshwane Leadership & Management  
Academy

### SUE MOORE



Sue Moore  
Managing Director  
Maisha SA

### BARBARA WALSH



Barbara Walsh  
Director and Coach to Executives, Leaders,  
Teams & Organisations  
MSc (Coaching and Behavioural Change)  
Licensed Neuro-Semantics Coach and Trainer  
METACO

### HEIDI POULTON



Heidi Poulton:  
Executive Coach & Facilitator  
Potential Unlimited Organization

### MEERA JERAM



Meera Jeram  
Director  
Inspired Perspectives

### CINDY BELL



Cindy Bell  
DIRECTIONS

# The Women in Leadership Seminar on Career Advancement, Capacity Development, Key Leadership Skills and Capabilities for Success

## DAY ONE

OUTLINE

**0830 Arrival and Registration. Morning Tea**

**0855 Opening Remarks from the Chair**

### SESSION A

#### 0900-1100 APPROACHES TO LEADERSHIP

- Leadership styles: traditional vs. “next generation”
- Integrating the skills of management and leadership for maximum effectiveness
- Creating high performance and high commitment
- Implications for managing change

**Chene Swart, DR, Transformations**

#### EXPLORING YOUR OWN LEADERSHIP STYLE AND POTENTIAL AS A LEADER

- Understanding your personal power and where it comes from Peeling the Onion: An exercise to reveal what drives you, and what holds you back
- Harnessing both your strengths, and your “weaknesses” for greater energy and effectiveness
- Building the courage to put yourself in service of your highest purpose, and inspire others to do the same
- Devising action steps and a support plan to achieve this

**Sue Moore, Managing Director, Maisha SA**

#### ACHIEVING TOTAL FREEDOM THROUGH EDUCATIONAL LIBERATION:

##### Developing a learning culture throughout a woman’s lifetime

- Enhancing your skills gradually but continuously  
Expanding your leadership skills through using each job function as a means to further your knowledge
- Using knowledge as a powerful means to educate your sons and daughters for the continued struggle to develop the nation

**Barbara Walsh, Director and Coach, Metaco Coaching, Consulting and Training, with Danny Tuckwood, Director Metaco**

**1100 Mid-morning Tea**

### SESSION B

#### 1115-1300 COMMUNICATION AND CONFLICT MASTERY

- How to truly listen so others feel heard
- How to talk so others will listen
- Using 110% presence to radically improve the quality of your relationships
- Managing conflict with courage and grace
- A step-by step guide to difficult conversations
- Practice with “real life” scenarios

**Paula Quinsee, Entrepreneur, Author, Speaker, Mentor, Ati2ud Communications**

#### THRIVING AND SURVIVING AS A WOMAN LEADER

- Work/life balance – a critical issue for female leaders
- Recognising and managing stress  
Building resilience to get you through the hard times
- Tips for dealing with guilt, jealousy and criticism
- Negotiating organisational politics, power and gender issues
- Presenting and promoting yourself as a leader
- Coaching as a powerful tool for developing yourself & your staff
- The strategic value of leadership
- Understanding the differences between leadership and management
- Explore the different roles leaders can play– strategists, motivators, change agents, coaches managers, mentors & team members
- Understand the role of influence in leadership
- Learn how to develop your own leadership style for maximum influence & impact
- Increase your influence

**Tanya du Toit, NLP Master, Life Coach and Founding Partner, Re.invenT Life Coaching Group**

**1300 Luncheon**

### SESSION C

#### 1400-1600 UNDERSTANDING AND LEVERAGING YOUR PERSONAL POWER BASE

- Understand the ‘Imposter Syndrome’ and how that may be affecting you
- Manage your self-sabotaging behaviours and habits
- Develop your credibility
- Motivate and inspire the people you lead, and even those you don’t
- Gain buy-in for your ideas from others
- Leading through change to build your credentials

**Pat Roberts, Partner, Change Partner**

#### ENHANCING YOUR PERFORMANCE BY LEARNING TO EMBRACE UNCERTAINTY

- Understand the journey to change for individuals, teams and organisations so you can lead the way
- Enhance your ability to manage unexpected and unwanted change
- Strategically align your processes to support success
- Harness the strategic influence of a high-performing team  
What a successful and high-performing team says about you as a leader
- Know what and when to delegate
- Empower your team to solve problems as a group and individually
- Effectively communicate your expectations (both as a manager and team member) to your colleagues
- Give powerful feedback in a productive and positive manner to achieve results
- Learn how to use coaching as a strategic tool to improve the effectiveness of individuals & teams
- Managing people for increased performance

**End of Day One**

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## DAY TWO

### OUTLINE

0830 Morning Tea

0855 Opening remarks from the Chair

#### 0900 - 1100 AUTHENTIC LEADERSHIP - DEVELOPING YOUR PERSONAL LEADERSHIP IDENTITY TO LEAD EFFECTIVELY

- In order to lead others effectively and meet the demands of the changing Public Sector environment, it is essential that leaders understand and continue to develop their own capabilities and leadership style. Successful women know their strengths and have the confidence to acknowledge their shortcomings. In this session, we will provide advice on:
- Identifying and developing your strengths and mastering your weaknesses
- Challenges to maintaining your authenticity
- Empowering your followers and inspiring them to align with your vision, values and goals

**Janice Hanly, Life Coach, Janice Hanly Business and Life Coach**

#### A BALANCING ACT - MANAGING TIME PRESSURES AND PRIORITISING TASKS

- An efficient leader is not only aware of deadlines and outstanding responsibilities but they manage these pressures to use their time in the most productive way. This panel will discuss their personal advice on:
- Strategies to manage your time effectively
- Skills to increase productivity and delegate tasks if necessary
- Individual tips and tricks to beat the time versus workload pressures
- Workplace culture and career resilience - Seizing opportunities, overcoming adversity and adapting to change
- The critical importance of personal resilience in a gender lopsided workplace - the "how" and "why you must" recover and keep going after a significant setback.

#### Discuss:

- Personal aptitudes and leadership skills required to navigate complex agendas and close the perennial gap between what is offered and what is achieved
- Understanding what's personal, and what's not
- The difference between the applications of a "rules" versus "principles" approach to driving reform

**Neila Steyn, Business Owner; Neila Steyn Life and Business Coaching**

#### Mid-morning Tea

#### Discuss:

- Developing the ability to be a flexible, adaptable and responsive leader
- Empowering the workforce instead of managing them
- Creating a culture of resilience
- Resolving gendered discrimination complaints, and drawing the line to stop sexual harassment

#### SESSION B

#### 1100 – 1300 TRANSITIONING FROM SPECIALIST TO LEADER

- Many of us start our careers with a particular set of skills, or expertise - usually based on formal qualifications. Over time these skills will only take us so far. To progress into senior roles, leaders are challenged to absorb increased pressure and workload and to rapidly expand their skillset to perform as a strategic decision-maker.
- Making the decision to move from a specialist to a leadership role
- Utilising your existing skills to optimise chances of success
- Practical advice to transition between roles for emerging leaders
- Managing and leading - Optimising both functions to get the best out of your team
- Rising to senior leadership positions in the Public Sector will inevitably involve the management of large and complex workforces. Successful women are able to optimise both their leadership and management skills to create teams that are high-performing, resilient and successful. In this interactive session, panellists will draw on their various experiences to explore:
- Strategies to ensure maximised team engagement and aligned workplace vision
- How to create high-performance teams to optimise your organisations' operations
- Communication techniques to enhance your management and leadership effectiveness
- Leadership, self-awareness and "mindfulness" - A pathway to leadership development
- Unlike management - which can be taught as a technical skill - good or even great leaders can only emerge from a process of personal development. This session will cover:
- The three essential character traits found in truly great leaders
- The critical role of accurate, in-depth self-awareness in developing leaders
- How "mindfulness" can be employed as a powerful tool in facilitating personal and leadership development
- A description and discussion of the three levels of personal and leadership development

**Dr. Maria Motebang, Executive Director, Tshwane Leadership & Management Academy**

**1300 Luncheon**

#### SESSION C

#### 1400 – 1600 Critical ingredients of a successful career

- Working hard and being highly competent are not necessarily enough to progress into senior roles. This session will draw on career progression through senior leadership roles in both the private and public sector to explore:
- Reflections on career progression
- Positioning yourself for career advancement
- Having the courage to take risks and seize opportunities
- Leading resiliently through complexity and uncertainty
- Leaders are often faced with the task of making difficult decisions that can have far reaching consequences for their teams and for the wider population.

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## DAY THREE

0830 Morning Tea

0855 Opening remarks from the Chair

### HALF DAY WORKSHOP

0900 **The Self: A personal insight into influential leadership**

- Examine characteristics and competencies behind successful influential leadership
- Identify your potential influencing style (strengths, preferences and underutilized styles) to build towards a development plan
- Explore your personal brand and what you want to say about yourself
- Identify recurrent patterns that may be sabotaging your influence
- Understand the interaction between credibility perception, influence & leadership
- "I don't manage anyone – Can I be a leader?"

**Ailicia Pieterse, Certified Deep Coach Professional  
Nurturing-Growth Trading**

1000 **Mid-morning Tea**

1015-1230 **The gender gap**

- Men and Women – why we're different in our communication
- What research tells us about socialisation and how it might have influenced your ability to be assertive
- Avoiding the pitfalls – common mistakes that women make
- How not to diminish your message through body language
- Rationalising your thinking – avoiding the temptation to "act like a man"
- Leading through change to build your credentials
- Enhance your performance by learning to embrace uncertainty
- Understand the journey to change for individuals, teams and organisations so you can lead the way
- Enhance your ability to manage unexpected and unwanted change
- Strategically align your processes to support success

**Cindy Bell, Founder and Managing Member  
Focusing Talent for Profit**

13:00 Closing remarks from the Chair

13:00 - 16:00

## END OF THE SEMINAR: COCKTAIL PARTY



Researched and Organised:  
Ark Training  
Development Corporation



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24 - 26 MARCH 2015 BIRCHWOOD EXECUTIVE HOTEL, JOHANNESBURG

**R7 490 excl VAT**

**\*\*Terms & Conditions Apply\*\***

## COMPANY DETAILS:

Company Name: .....

Company Address:.....

Post Code:..... Country: .....

Tel: ..... Fax: .....

Authorising Signatory:

Name (Mr/Mrs/Ms): .....

Designation: .....

Tel: ..... Fax: .....

Email: .....

Signature:.....

Please register the following delegates:

Delegate 1:

Name (Mr/Mrs/Ms) .....

Designation: .....

Tel: ..... Fax: .....

Email: .....

Delegate 2

Name (Mr/Mrs/Ms) .....

Designation: .....

Tel: ..... Fax: .....

Email: .....

Delegate 3

Name (Mr/Mrs/Ms) .....

Designation: .....

Tel: ..... Fax: .....

Email: .....

Delegate 2

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## THREE WAYS TO PAY:

### Cheque

Enclosed is our cheque for R.....  
Please ensure that conference name is written on the back of the cheque

Cheques can be posted to:  
Ark Training Development Corporation  
P.O Box 3570, Edenvale, 1609

### Bank Transfer

Bank transfers can be made to the following account:

Account holder:	<b>Ark Training</b>
Bank:	<b>ABSA</b>
Branch:	<b>Edenvale</b>
Branch code:	<b>632005/631205</b>
Account Type:	<b>Business Savings Acc.</b>
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### Terms & Conditions

By signing and returning the registration form, the authorising signatory on behalf of the stated company is subject to the following Terms & Conditions: Delegate Substitutions – Delegate substitutions are welcome at any time.. Please notify Ark Training in writing of any changes.

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For any cancellations received 7 working days before the start of a training course, will issue a credit voucher for the value paid to be used for up to one year for current events from the date of issue for any future training.  
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