

Take your next step in developing your potential & living your leadership

The **Women's Personal Mastery** program for 2010 consists of **4 powerful ½ day seminars** that are **guaranteed** to impel you forward in your business and career. **Put these dates in your diary today!**

Seminar	Date / Time	Benefits / Outcomes
Speak Your Mind and Mind How you Speak: How to assertively communicate to increase your influence	Wed 18 Aug 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> Express your thoughts and opinions without fear of being seen as aggressive Negotiate 'Win/Win' outcomes Say 'no' and draw boundaries for yourself Generate conversation, not conflict
Positive Self-Promotion: How to stand out & tout your talents (without feeling as though you are bragging!)	Thurs 23 Sept 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> Accurately identify your unique skills and talents Know the impact of your communication & behaviour on others Increase your effectiveness by being more assertive Learn the physiology of confidence and charisma! Use a simple 3-step formula for articulating your worth
Purposefully Powerful: How to confidently deal with conflict and "difficult" people	Tues 19 Oct 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> Have greater patience with the 'difficult' behaviours of others Work <i>with</i> differences, rather than <i>against</i> them Develop behavioural flexibility to establish better working relationships Communicate in the receiver's preferred 'channel' so they truly understand
The Power to Present: How to move beyond nervousness and get your message across	Wed 17 Nov 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> Lead discussions and chair meetings with confidence Network more effectively Promote yourself and your company to its best advantage Take the lead and facilitate conversations with grace and ease

Since 2008, the **Women's Personal Mastery** program has proven to be exceptionally well received by women in both the corporate and small-medium business sector.

Why? Because the programs are one-of-a-kind. They feature ...

- ✚ Real-world solutions that are easily implemented in your day-to-day life
- ✚ Practical information and strategies (not reams of theory)
- ✚ Learning that is learner-centered (full of interaction and activity)
- ✚ A relaxed, fun and professional environment
- ✚ Teaching methods specifically designed to meet the needs of adult learners with a variety of learning styles
- ✚ Music, metaphors, stories and anecdotes ... and ...
- ✚ Sandi's uniquely authentic and entertaining style of facilitation!

Join women who, like **you, want more** ... more **confidence**, more **success**, more **enjoyment** in their lives!

Email Tracey (tracey@sandigviens.com.au) for investment details and your Registration Form - **today!**

Workshops to be held at Cliftons, 440 Collins St, Melbourne. A receipt and details will be sent after your registration is received.

2010 Women's Personal Mastery Program – Employer Information –

The **Women's Personal Mastery** program is the premiere program to help women develop their confidence, and enable them to fully utilise their capabilities in their work environment.

It teaches the critical skills for women to be empowered leaders in their workplaces, to help them feel in control and be willing to step into their personal power and perform at higher levels of responsibility.

Conducted as 4 half-day sessions, the unique delivery format makes the acquisition of these skills affordable, easy and effective.

"You exceeded my expectations. I have learned so much about self belief. I know now if I put my mind to something, I can do it – not just at work, but in all areas of my life. Thanks, Sandi"

Kathy Zahra, Test Analyst, IOOF

Why do Australian employers invest in these programs for their female staff? Because they return to the workplace with ...

- ✚ An increased belief in themselves and confidence to share their ideas
- ✚ Greater levels of proactivity and taking initiative
- ✚ Stronger motivation to succeed in all they do and contribute their skills and abilities more fully in the workplace
- ✚ Capabilities to take on greater levels of responsibilities at work and extend their skills base

About the Program Designer and Presenter

Over the past 25+ years, Sandi Givens has worked with literally tens of thousands of women at all organisational levels and become one of the most respected speakers on Women's issues and Businesswomen's Professional Development needs. Despite the differences of profession and industries, she has discovered businesswomen face many common themes and challenges, and many of these she has faced herself. As a leading specialist in this field, Sandi has catapulted the careers and financial success of women in corporate management and independent business ownership through her Conference presentations, Seminars and Executive Coaching.



Sandi is an International Award-winning Professional Speaker and Facilitator, and volunteers her time as the Patron of the Australian Institute of Office Professionals Victoria Division and as a Member of the Advisory Board of The Global Good Foundation.

This is a rare opportunity to learn from someone who truly 'walks the talk'. Authentic, inspiring and insightful, Sandi's provocative (*not* prescriptive) approach impels women upward in their careers and enables them fully live their leadership and maximise their contribution to their organisation.

“With professionalism, enthusiasm and genuine interest, you have imparted many helpful techniques and given us with plenty of encouragement and inspiration to put these to use.”

Pauline Anderson, Customer Services Manager, Random House Australia

Seminar	Date / Time	Benefits / Outcomes for Employers
Speak Your Mind and Mind How you Speak: How to assertively communicate to increase your influence	Wed 18 Aug 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> • Staff who are willing and able to express their opinions without fear of being seen as aggressive • Skills in negotiating ‘Win/Win’ outcomes • Staff who can say ‘no’ and discuss alternatives • Staff who generate conversation, not conflict
Positive Self-Promotion: How to stand out & tout your talents (without feeling as though you are bragging!)	Thurs 23 Sept 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> • Staff who accurately identify their unique skills and talents • Staff who understand the impact of their communication & behaviour on others • Increased effectiveness on the job • Better use of staff skills as a result of their heightened confidence
The Power to Present: How to move beyond nervousness and get your message across	Tues 19 Oct 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> • Staff capable of taking on greater responsibilities that involve communication with others • Staff skilled in effectively promoting their department and organisation to others • Increased confidence in your staff when they deal with external stakeholders • Skills and capabilities in representing themselves and their team’s contribution
Purposefully Powerful: How to confidently deal with conflict and “difficult” people	Wed 17 Nov 1pm Registration 1:30 – 5pm Workshop	<ul style="list-style-type: none"> • Reduction of conflict in the workplace • Effective management of disagreement – less unproductive time spent in developing resolutions • Less negative ‘gossip’ – more efficient problem-solving • Reduced absenteeism due to stress and poor morale

“Very enjoyable – down to earth with great strategies to put in place.”

Gayle Philipp, Marketing Specialist, Tech Online

“Sandi’s presentation is dynamic and polished – her body and voice grab and maintain your attention. She adds richness with stories that beautifully underscore the message and leave you feeling empowered and able to tackle any challenge. She creates an environment that is alive with the air of possibility.

Kerrie Lawrence, HR Consultant, Human Resources Services Division, Deakin University

Ensure your female workforce are fully utilised and working to their capacity – register them today! Alternatively, these programs can be run in-house for your team – we’d be happy to provide you with a personalised quotation.

Yes! Please contact me to discuss running in-house programs for my staff

Name: _____ Company: _____

Position: _____ Phone: _____ Email: _____

Your Registration Details



The **2010 Women's Personal Mastery** program consists of 4 x ½ day workshops, and the maximum benefit will be gained from attending the complete series.

The option of attending individual workshops is available, with savings and bonuses should you bring a friend and/or lodge your registration by the **Early Bird** date.

Option 1: Complete Program → Full Benefits!

			Early Bird Bonuses Register by Friday 6 Aug	Value
Full Program	Speak Your Mind and Mind How you Speak	Wed 18 Aug	8-Week e-Course: Unstoppable Confidence!	\$250.00
	Positive Self-Promotion	Thurs 23 Sept	2 hours of Personal Coaching with Sandi	\$1,000.00
	Purposefully Powerful	Tues 19 Oct	Book: Masters of Networking, by Robyn Henderson and others	\$27.50
	The Power to Present	Wed 17 Nov	Book: S.M.I.L.E. your way to Success!, by Helen Macdonald	\$27.50
	Standard Program Price: \$1,180.00		Total Value ...	\$2,485.00
			You pay only ...	\$595.00

Option 2: Selected Workshops – Bring a Friend!

			Early Bird Bonuses Register by Friday 6 Aug	Value
Your Selected Workshops Standard Individual Workshop Price: \$295.00	Bring a friend to the same workshop as you are attending	You pay only \$169.00 each	30 mins of Personal Coaching with Sandi for each of you	\$500.00
			e-Book: How to have 100% Confidence for each of you	\$24.95
			Total Value for 2 people	\$1,114.95
			You pay only ...	\$338.00

Option 3: Selected Workshops for yourself

			Early Bird Bonuses Register by Friday 6 Aug	Value
Your Selected Workshops Standard Individual Workshop Price: \$295.00		\$197.00 each	30 mins of Personal Coaching with Sandi	\$250.00
			Total Value ...	\$545.00
			You pay only ...	\$197.00

Your Registration Details



Option 1: Complete Program \$595

Name:	Company	Position:
Phone:	Mobile:	Email:

Option 2: Selected Workshops – You & a Friend – \$338 per workshop

Name #1:	Company	Position:
Phone:	Mobile:	Email:
Name #2:	Company	Position:
Phone:	Mobile:	Email:

YES! <input type="checkbox"/>	Speak Your Mind and Mind How you Speak	Wed 18 Aug	YES! <input type="checkbox"/>	Purposefully Powerful	Tues 19 Oct
YES! <input type="checkbox"/>	Positive Self-Promotion	Thurs 23 Sept	YES! <input type="checkbox"/>	The Power to Present	Wed 17 Nov

Option 3: Selected Workshops for yourself – \$197 per workshop

Name:	Company	Position:
Phone:	Mobile:	Email:

YES! <input type="checkbox"/>	Speak Your Mind and Mind How you Speak	Wed 18 Aug	YES! <input type="checkbox"/>	Purposefully Powerful	Tues 19 Oct
YES! <input type="checkbox"/>	Positive Self-Promotion	Thurs 23 Sept	YES! <input type="checkbox"/>	The Power to Present	Wed 17 Nov

	Payment Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Cheque	Total Amount paid:
	Card Number:				
	Name on Card:	Expiry Date:		CVC#	
Signature:					