

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.

“For Unbelievable Breakthroughs That Deliver Outstanding Results”

“With professionalism, enthusiasm and genuine interest, you have imparted many helpful techniques and provided 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: _____