



The West Africa Business School in collaboration with Equip HR African (Pty) Ltd, South Africa



brings you the

Register Today

To register for this course, please contact our Lagos office.

The Director of Programmes
West Africa Business School
Signalhouse Learning Centre,
61 Kudirat Abiola Way, Oregun Ikeja, Lagos
Tel: +2348027922649, Fax: +234-1-710-0276
e-mail: wabs.edu@gmail.com
info@westafricabusinessschool.com
westafricabusiness_school@yahoo.com

See registration form and fees on page 4 of this brochure. N.B East Fees apply to registration with payment made on before 20th August 2015.

WOMEN IN LEADERSHIP AND MANAGEMENT PROGRAMME

Presented By >>> **Sheila Zondo**
Renowned South African Speaker

Venue: Kairaba Beach Hotel, The Gambia
Date: 14 - 15 September 2015

Course Overview

This course has been specifically designed with extensive research, to provide you with renewed techniques and alternative approaches to assist, Strengthen and expand your skills, thus boosting confidence and maximize your potential as a woman in management.

Your Course Objectives

- Establish and project credibility in the workplace
- Understand good leadership behaviors
- Increase professional effectiveness.
- Provide insight in making the right decisions
- Balance your work load while coping with Conflicting demands
- Retaining productivity under stressful circumstances
- Tools for handling confrontation and conflict with ease
- Develop a more balanced lifestyle



About your Course Director:
Sheila Zondo: BA - Social Sciences

Sheila Zondo, who is a nationally acclaimed leader course on issues regarding women in the workplace, facilitates this course. Sheila is a founder member of the Black Management Forum and has also featured in the list of top 500 women in South Africa. Sheila believes that a management and leadership skill is key for women managers to earn respect up and down the ladder.

Membership of Institution/Association

- Former member of Career Women's Association of Africa (CWASA)
- Founder member of the Black Management Forum (BMF)
- Director on the HE-ATID Board
- Former Committee member of the Insurance and Investment Seta's Learnership Committee
- Former Member of the Education Committee of the Association of Unit Trusts

Contact Details:

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COURSE OUTLINE

Module One

What Great Women Leaders Do Differently - An Exploration Of How You Can Use Your Own Personality & Leadership Styles To Maximum Effect

- Learning to lead with true meaning of leadership development for women
- How to tell good leadership from bad leadership
- 8 key issues that every women in leadership confronts sooner or later and proven techniques to quickly diffuse these issues
- What are the characteristics of today's successful leaders
- What are the behaviours of today's successful leaders?
- What are the traits of today's successful leaders?
- How to recognize and use your natural leadership style to your advantage
- Tips on how to quickly determine if leadership style meets the needs of your employees
- Proven strategies that you can use to adopt your style to better influence, motivate, communicate and coach your employees
- Why you simply can't be everyone's best friend and other traps that you must avoid at all costs
- Learn how to apply these techniques and find out exactly what your employees want from a leader

Module Two

Learning How To Correctly Position Yourself As A Powerful & Effective Leader To Be Reckoned With Without Losing Your Femininity

- Take your rightful place and get back your 'power' by letting go of the traditional stereotypes about women in leadership roles
- Deal with diversity in the workplace and explore why this can make all the difference to your career
- Take time to assess your own power-base and how you actually rate on the influence scale
- Understand the principles of influence and how you can use this skill to radically boost your leadership status
- Get to grips with the differences between:
 - Power-Base vs. Authority
 - Pressure vs. Coercion
- Identify and eliminate your personal barriers that currently affect your influencing skills
- Develop your own influencing style – a blueprint for expanding your sphere of influence

Module Three

Project Confidence and Command Respect By Applying Assertive Communication Techniques Your Daily Communication

- Find out how you come across to others
- Take advantage of your personal communication strength
- Avoid key communication mistakes that can damage your career
- Improve your voice control to convey a winning attitude of a highly competent, confident professional at all times
- Get your body language in synch : using gestures, posture, and eye contact to reiterate your message
- Adjust your assertive communication techniques to make sure you come across professionally without coming off as aggressive
- Pinpoint why and how communication typically breaks down between people
- Delve into the conflicting roles faced by women in business and how to reduce this role conflict
- Assess the current communicate style within your organization and recognize how this impacts your day-today working relationships

Module Four

Learn How To Establish And Project Credibility And Earn The Respect That You Deserve As A Women In A 'Man's World'

- 'Play the game'- the ins and out of corporate politics and the rules that women are generally not privy to
- Apply proven techniques for projecting confidence, credibility and authority whenever you speak
- A step-by-step method for developing instant rapport and building professional alliances up, down and across the organisation
- Gain recognition for your contributions by 'tooting your own horn' without coming on too strong
- Master active listening skills and using them to your advantage to help you strengthen relationships
- Apply tips and advice for what you should and shouldn't say to promote trust during any interaction
- Recognise and eliminate certain speech mannerisms and behaviours that may be detracting from your Power Profile
- Eliminate other credibility-robbing mistakes that most women tend to make
- Tips for cultivating a broad network of contacts and a web of relationships: what is in it for you and using these resources to your advantage

Contact Details:

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Module Five

Your Must Have Guide To Emotional Intelligence (EQ) -Everything You Need To Know To Apply It For Winning Results

- Defining the EQ capabilities of exceptional leaders
- Tuning into your own values, priorities and goals
- Identifying and managing your personal emotional triggers that can affect your overall performance
- Tips for tapping into your teams EQ- what's in it for you

Module Six

Decision Making 101- What This Essential & 'Must-Have' Skill Needs To Be Honed & Well Cared For And Be In All Women Business Tool Kit At All Times

- Definition of decision making- what it is and what it isn't
- How to tackle ethical dilemmas that may crop up in any decision making
- Tips on how to make a decision as a woman leader and not just as a woman
- Become more aware of how you think and how this impacts your decisions
- Defining your own decision making style and making sure that this works to your advantage
- What is your responsibility in the decision making process
- Making the differentiation between decision making and problem solving
- Identifying the common characteristics of a good decision maker
- Exploring decision making ground rules- what are they

Module Seven

Proven Methods & Skills That Every Woman In Leadership Should Know To Quickly & Effectively Identify, Defuse and Manage Conflict

- Start from a position of strength – accurately determine and get a handle on your personal conflict management style
- Recognise and assess various causes of conflict-along with the thinking, behavior and feelings that can escalate it
- Adopt proven communication techniques that you can use to successfully mediate and defuse conflict before it goes out of control
- Learn how to assert yourself as a women (in- the right way) in order to successfully manage a heated conflict situation by using:
 - Active listening
 - Probing questioning
 - Consensus-building

- Become aware of your own 'anger buttons' and how defuse them in a calm and professional manner
- Face confrontation head-on while communicating calmly and professionally
- How to find the right words to convey bad news - keep it short and sweet
- Structure and conduct efficient conflict resolution meetings

Module Eight

Finding That Perfect Work/Life Balance By Using Proven Strategies To Cope With The Conflicting Demands Of Work and Home

- What is 'balance' really? Why is it so important and how do you really get it but more importantly
- Our top time management tips that will help you take back control of your career and home life so control of your career that everyone wins
- Learning how to control and manage your emotions so that they work for you and not against you
- Getting real- what you can do and what you cant and making peace with yourself in the process
- Using your weekends wisely- restoring sanity and feeling refreshed and revived on Monday morning
- Working smarter: proven multi-tasking techniques you can use right now for maximum results

Module Nine

Top 7 Tips For Effectively Managing Stress That Will Help You To Get The most Out Of Every Single Day

- Explore the most common causes of stress for working women and learn how to apply proven stress-reducing techniques
- Identifying and dealing with 'toxic' stressors
- Tips on how to handle those pressurised and intense crisis situations without losing your cool
- Dealing with 'success stress'- discussing why this can severely affect and derail even the most talented women
- Do you suffer from the disease to please?
- Explore self-induced stress triggers and learn how you can manage but more importantly keep them under control
- Danger ahead! Proven ways to tell if you are at risk and if stress is seriously affecting your overall energy and performance
- Developing a detailed action plan to effectively deal with your workplace stressors

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REGISTRATION FORM

How to Register

Nomination of participants can be sent by letter in hard copy or via e-mail to:
wabs.edu@gmail.com, info@westafricabusinessschool.com; OR westafricabusiness_school@yahoo.com
You can also call and talk to the Programme Manager on Tel: +234 8027922649.

COMPANY DETAILS

Company Name:
Postal Address:.....
Postcode: Country.....
Physical Address:.....
.....
Invoice for Attention Of.....
Tel:..... Fax:
Email:.....
VAT Number.....

MANAGER AUTHORISATION

Full Name:.....
Contact Tel Number:.....
Email:.....
Signature

COURSE FEES PER DELEGATE

Early bird – US\$ 750 per participant for registration and payment before 20th August 2015

Normal registration - US\$ 800 per participant after 20th August 2015

- Multiple nominations from one company attract a 5% discounts for 2 or more persons booked
- Registration MUST be received by deadline to enable organizers list the delegate/participants in the appropriate programme brochure (Closing date for registrations is 5th September 2015)
- The course/workshop fee does not include VAT, hotel accommodation and airfare. The participants are therefore expected to be responsible for their respective airfare and accommodation where necessary

BANKING DETAILS

Mode of Payment: Bank draft or Cash deposit issued in favour of **West Africa Business School** and paid to **A/c No. 0026837347 @ Access Bank Plc. Sort Code: 044151711**. All payment of regular conference fee must be confirmed at least 72 hours before event commencement date.

Foreign delegates should make payment transfer through the following bank account:

CITIBANK NEW YORK
111. WALL STREET, NEW YORK. NY 10043
SWIFT CODE: CITIUS33
FED WIRE CODE: 021-000-089
CHIPS ABA 0108

FOR CREDIT TO: ACCESS BANK PLC
ACCOUNT NUMBER: 36145842
ACCESS BANK SWIFT CODE: ABNGNGLA
FOR FINAL CREDIT TO: WEST AFRICA BUSINESS SCHOOL
ACCOUNT NUMBER. 0060230470

GROUP DISCOUNTS

2Delegates @5%discount

Registration Closing Date: 12th September 2015

DELEGATE REGISTRATION

Delegate 1:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

Delegate 2:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

Delegate 3:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

Delegate 4:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

Delegate 5:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

Delegate 6:

Full Name:
Designation:
Contact Tel Number:.....
Email:.....

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