



IT'S YOUR TIME

# WOMEN IN BUSINESS

  
**ime**  
INSPIRE, MOTIVATE & ENGAGE

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# IT'S YOUR TIME **WOMEN IN BUSINESS**

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It's no secret that sadly there are not enough women working in senior positions in the business world.

We believe there are both external and internal barriers preventing women reaching top positions. Our training expertise lies in empowering women to overcome the internal barriers holding them back.



## THE MALE FEMALE DIVIDE

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Internalised cultural messages and gender stereotypes have resulted in men being applauded for being ambitious and powerful, however for women ambition is often seen as a negative.

Most leadership roles are held by men and as a result, women haven't expected to achieve them and that's some of the reasons why they don't.

Everyone needs to get more comfortable with female leaders – including female leaders themselves.

There is a shift occurring in the new generations, but the leadership gap still remains. A recent survey of millennials, women are less likely to characterize themselves as 'leaders', 'visionaries' or 'self confident'.

**The It's your Time** leadership programme, addresses these internal barriers and teaches tools and techniques to thrive in business, with increased confidence and executive gravitas.

Attendees will have access to a range of experts throughout the programme and during the training programme you will learn:

- 1 Recognising and Overcoming Gender Bias to Thrive as a Female Leader
- 2 Increasing your Executive Presence, Gravitas and Banishing Imposter Syndrome
- 3 Seizing Opportunities and not Underestimating Yourself
- 4 Overcoming Limiting Beliefs Through Positive Self-talk and new Thinking Habits
- 5 Authentic Communication - Authenticity Over Perfectionism
- 6 How to Use your Signature Strengths to Lead as Yourself
- 7 How to Network Inside and Outside your Business
- 8 Presentation Skills - Building your Assertiveness for Powerful Presenting
- 9 Macro and Micro Negotiation Skills
- 10 Reporting on your Achievements and Getting Exposure with Senior Stakeholders to Work Towards Promotion
- 11 Planning your Long Term Goals

## COURSE AFTERCARE

Three months after the course our tutors will arrange a call with each participant to talk through their progress so far, implementing the tools and techniques learnt throughout the course at work or home.



## WHO IS THE TRAINING PROGRAMME FOR?

Women with an ambition to move powerfully forward in their career, usually manager level and above. The course is also good for those who want to increase their confidence and gravitas in the business world.



## Duration:

- The course takes place across three dates, spread over a three month period
- Two hour long webinars (scheduled over a lunchtime)

We only take a maximum of 15 people per course. This small group allows us to provide concentrated attention to each participant throughout her learning experience. It also allows us to ensure that the scheduled programme dates suit your schedule as much as possible.

## DAY 1

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**Overview: Understanding yourself, understanding others and creating a mindset for success**

### Part 1: Understanding Gender Bias

- Recognising gender bias and where we are now: the story of Heidi versus Howard
- How to thrive in spite of the challenges  
*(Discussion and pair work)*

### Part 2: Raising Self-awareness to Become a Better Team Player and Leader

- Understanding yourself, understanding others – why the map is not the territory
- Developing your listening skills  
*(Peer coaching exercises)*

### Part 3: Overcoming Impostor Syndrome and Building Confidence

- The power of positive self-talk and CBT
- Overcoming perfectionistic tendencies in order to push yourself outside your comfort zone
- Using body language to create a mindset of confidence
- Developing a growth mindset to build resilience
- Goal setting: comfort zone challenges for the coming month  
*(Positive visualisation exercise)*

### Takeaway:

1. Personality assessment to identify signature strengths and how to recognise the strengths and communication styles of your team for improved leadership
2. Book – GROW by Jackie Beere OBE

## DAY 2

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**Overview: How to create a leadership mindset and develop your presentation skills for executive gravitas**

**Structure of the day:** The group will be split into two groups and will swap activities after lunch.

### **Part 1: Leadership Mindset Coaching & Personality Assessment Review**

- Understanding your signature strengths and leadership style
- Building the right team around you
- Group executive coaching session Introducing concepts of Leadership Mindset and Peak Performance through state management, followed by various NLP and EFT exercises.

### **Part 2: Presentation Skills Training**

- Why some of us get more nervous than others: changing how you approach public speaking opportunities, putting yourself forward to present and lead
- 5 key tips on how to overcome nerves
- Essential body language and voice techniques that build powerful rapport and motivate others
- Giving a powerful elevator pitch on yourself
- How to design and structure business presentations
- Conference speaking skills
- Developing your executive presence –gravitas and impact
- Asserting your boundaries – how to master difficult conversations
- Setting public speaking goals for the coming month
- Closing positive visualisation exercise to build confidence (Speaking exercises and role-plays throughout)

### **Takeaway:**

1. Buddy up scheme to support each other in meeting your public speaking goals over the coming month.
2. Lunchtime Webinar Session: Being an Inclusive Leader.

# DAY 3

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## Recognition, promotion and getting a seat at the table

### Career Planning:

- Identifying your core strengths and what makes you happy
- Career action planning  
*(Written exercises and discussion)*

### Promotion and Leadership:

- Finding sponsors and mentors to advance your career
- Getting more exposure – how to report on your achievements
- Negotiation skills – promotions and pay rises
- How to network inside and outside your business
- Building your resilience for the tough times  
*(Discussion and role-play exercises)*

### Round-up:

- Key learnings and final discussion
- Goal setting to continue making progress

### Takeaway:

- Book - Rise by Patty Azarello
- Audio recording – confidence-building visualisation for presentations
- End of course certificate
- Follow-up accountability call



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