



Leadership Development for Women

GLOBAL COURSEWARE

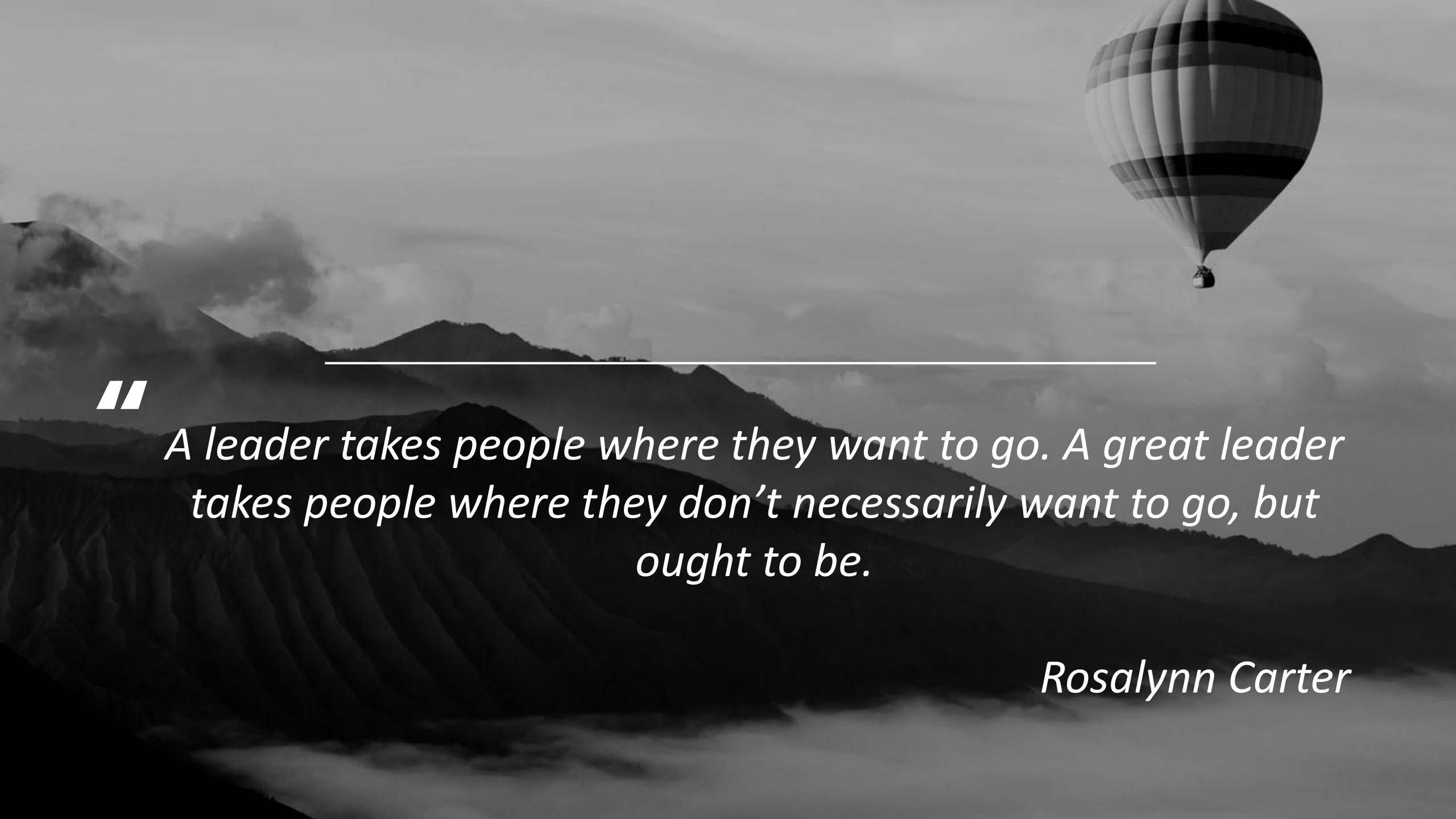
Getting Started

Understanding the importance of women's leadership is not only a matter of justice and equality, but also a critical step towards creating a better, more **inclusive** world for everyone.

Workshop Objectives



- Understand the value of women's leadership
- Identify common gender-based barriers
- Explore strategies and tools to gain confidence to lead
- Identify the power of leadership networking



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A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.

Rosalynn Carter

MODULE TWO

Leading With Purpose

Leadership is a dynamic force that has the power to motivate, inspire, and guide people towards achieving their goals, as well as creating positive change in the world.



Women in Business

Despite challenges such as gender bias or the lack of access to mentorship still existing today, women continue to push forward and make their mark on the business world.

The Importance of Female Voices

- “What I have to say is of value. My voice matters.”
- “I am resilient.”
- “I am not alone.”





Inclusive Leadership

Open
communication

Self-awareness

Accountability

Continuous
learning

Qualities of Successful Leaders

A great leader can adapt to changing circumstances, and take calculated risks.



Achieving Gender Equity

When equity is not achieved, human potential is limited and systemic inequalities persist.



Practical Illustration



- Women in Business
- The Importance of Female Voices
- Inclusive Leadership
- Qualities of Successful Leaders
- Achieving Gender Equity

Module Two: Review Questions

1. Which of the following statements is true regarding women's leadership in the workplace?

A. Women leaders are known to be less effective than male leaders

B. Organizations with gender diversity in leadership roles tend to have a more negative workplace culture

C. Women are often overrepresented in many industries

D. Gender diversity in leadership roles tends to lead to a more positive workplace culture

Module Two: Review Questions

2. Which of the following statements accurately describes the history of women in the workforce?

A. Women have always had equal opportunities in the workforce

B. Women were only encouraged to enter the workforce during times of war

C. Women began to break down substantial barriers and receive greater access to leadership positions in the second half of the 20th century

D. Women did not enter the workforce until the second half of the 20th century

Module Two: Review Questions

3. Women are now a part of every division of the economy, making notable contributions all around the world.

A. True

B. False

Module Two: Review Questions

4. Women make up _____ of the world's population.

A. Nearly half

B. Most

C. Only 20%

D. A small portion

Module Two: Review Questions

5. What is the result of voices being ignored or silenced?

A. The reinforcement of gender inequality

B. A more diverse and inclusive environment

C. Powerful change

D. A better decision-making process

Module Two: Review Questions

6. _____ is a leadership style that seeks to create a culture of belonging.

A. Delegative leadership

B. Inclusive leadership

C. Exclusive leadership

D. Autocratic leadership

Module Two: Review Questions

7. Which of the following is *not* an important component of inclusive leadership?

A. Self-awareness

B. Empathy

C. Closed communication

D. Continuous learning

Module Two: Review Questions

8. Successful leaders only focus on the present, and do not anticipate future events.

A. True

B. False

Module Two: Review Questions

9. _____ involves recognizing that people have different needs, challenges, and experiences, and seeking to ensure that they are given what is needed to succeed.

A. Equality

B. Equity

C. Reflection

D. Bias

Module Two: Review Questions

10. Which of the following is a reason why gender equity is incredibly important for women's leadership development?

A. It addresses historical injustices

B. It helps to remove barriers to women's advancements

C. It creates a more inclusive environment

D. All of the above



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Success isn't about how much money you make; it's about the difference you make in people's lives.

Michelle Obama

MODULE THREE

The Value of Women's Leadership

Through supporting women's leadership, we can work to maximize the potential of almost half of our population.



Mentors and Role-Models

Women leaders can serve as powerful role-models and mentors- not only by challenging career barriers, but also by inspiring women of the next generation to do the same.

Diversity of Experience and Thought

In today's business world, having a team with diverse thoughts and experiences is invaluable.





Collaboration

- Encouraging open communication with the team
- Building strong relationships with team members
- Seeking diverse perspectives

Empathy and Inclusivity

Women leaders tend to possess higher levels of emotional intelligence and empathy.





Enhanced Reputation

There are many factors that contribute to building a successful reputation for a company, including its products, plans, and *people*.

Practical Illustration



- Mentors and Role-Models
- Diversity of Experience and Thought
- Collaboration
- Empathy and Inclusivity
- Enhanced Reputation

Module Three: Review Questions

1. Which of the following is *not* a benefit of having women in leadership positions?

A. Breaking down gender barriers and stereotypes

B. Driving innovation and collaboration

C. Contributing unique perspectives and skills

D. Decreasing employee engagement and productivity

Module Three: Review Questions

2. A _____ is an experienced individual who provides guidance and advice to someone who may be less experienced.

A. Risk-taker

B. Mentor

C. Mentee

D. Protégé

Module Three: Review Questions

3. How can women leaders contribute to creating a more diverse team in the workplace?

A. By reinforcing gender stereotypes and biases

B. By providing the same perspectives and experiences as their male counterparts

C. By discouraging diversity and inclusion initiatives

D. By bringing unique perspectives and experiences to the table

Module Three: Review Questions

4. A(n) _____ approach to leadership is the key to unlocking a shared potential of teams that may not be achieved through individual efforts alone.

A. Collaborative

B. Individualistic

C. Authoritarian

D. Autocratic

Module Three: Review Questions

5. Women leaders often bring an individualistic approach to leadership.

A. True

B. False

Module Three: Review Questions

6. Which of the following is *not* included with a collaborative approach to leadership?

A. Seeking diverse perspectives

B. Ensuring that all voices are heard and considered

C. Encouraging closed communication with the team

D. Recognizing and rewarding team successes

Module Three: Review Questions

7. What is empathy?

A. The ability to understand and share the feelings of others

B. Feeling *for* a person, rather than feeling *with* them

C. Acknowledging another individual's feelings

D. Sharing your feelings with others

Module Three: Review Questions

8. Which of the following statements about women leaders is true?

A. Women leaders tend to possess lower levels of emotional intelligence and empathy

B. Women leaders are not emotionally expressive

C. Women leaders tend to possess higher levels of emotional intelligence and empathy

D. Women leaders avoid using a people-oriented approach to leadership

Module Three: Review Questions

9. Women in leadership positions will often serve as a driving force of _____ change.

A. Slow

B. Negative

C. Irreversible

D. Progressive

Module Three: Review Questions

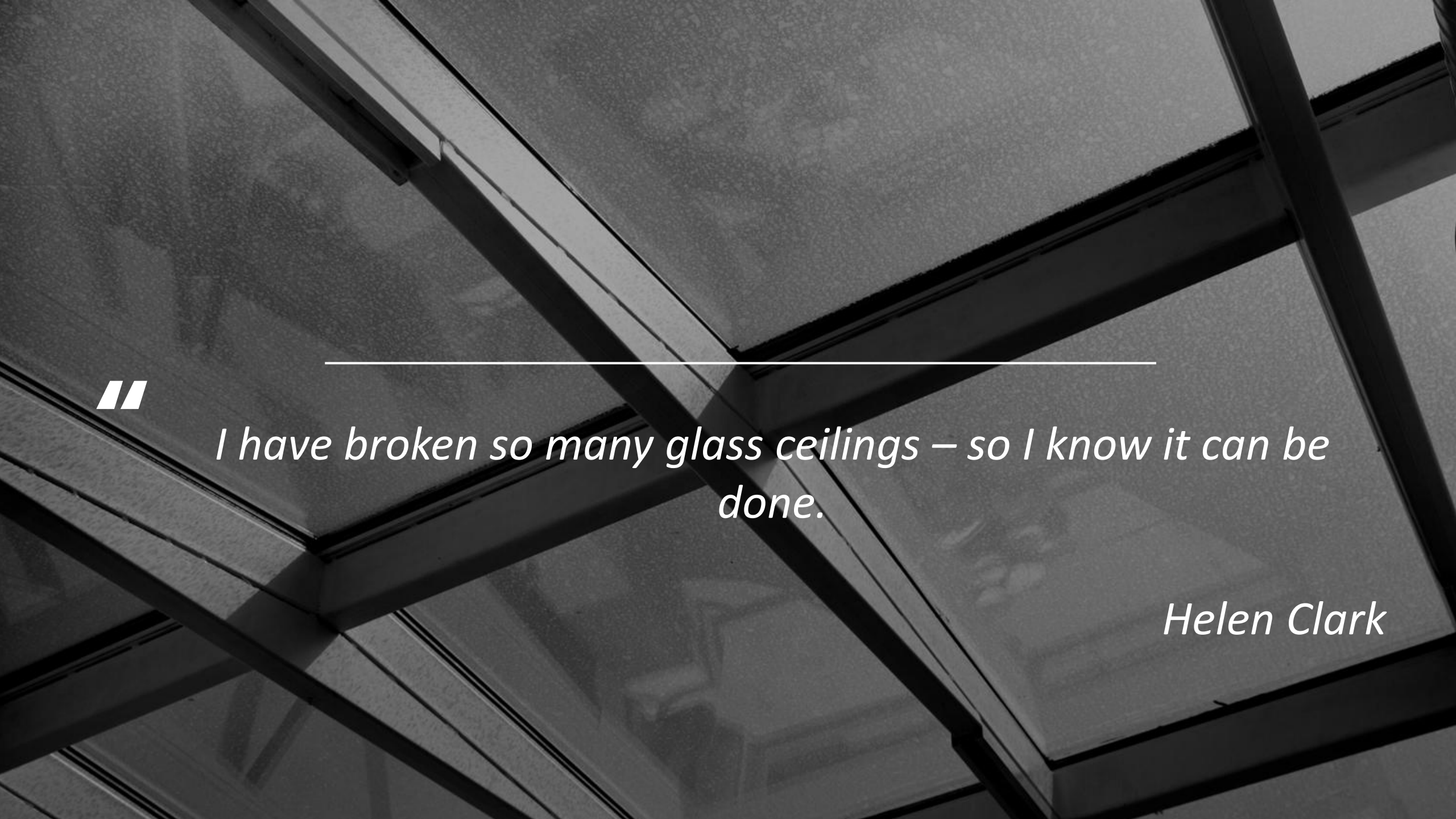
10. Female leaders are often known for...

A. Having strong communication skills

B. Having a competitive mindset

C. Being micromanagers

D. All of the above



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I have broken so many glass ceilings – so I know it can be done.

Helen Clark

MODULE FOUR

Gender-Based Barriers

It's important to acknowledge that these barriers exist, in order to explore strategies to overcome them to create inclusive workplaces that celebrate women's leadership.



Promotion and Pay Gaps

Gender-based promotion and pay gaps continue to be prevalent issues that hinder women's career progression, and limit their access to leadership positions.

Underrepresentation in Leadership

It's imperative to have a strong representation of women in leadership positions for several reasons.





Work-Life Balance

The balance of both caregiving and professional responsibilities may lead to burnout or lack of job satisfaction.

Imposter Syndrome

People who experience imposter syndrome hold a fear of being exposed as a fraud, and lack the sense of belonging.





Access to Resources

Training

Networking
opportunities

Mentorship

Education

Practical Illustration



- Promotion and Pay Gaps
- Underrepresentation in Leadership
- Work-life Balance
- Imposter Syndrome
- Access to Resources

Module Four: Review Questions

1. The _____ is a metaphor used to represent an invisible barrier that prevents a given demographic from rising beyond or advancing to a higher-level position in their careers, regardless of their qualifications.

A. Glass floor

B. Wooden ceiling

C. Glass ceiling

D. Metal walls

Module Four: Review Questions

2. What is the gender wage gap?

A. The difference in earnings between genders in the workforce

B. The difference in earnings for an individual after taxes

C. The similarity in earnings between genders in the workplace

D. The total earnings of an individual compared over time

Module Four: Review Questions

3. What impact does the underrepresentation of women in leadership positions have on their careers?

A. It ensures that leadership positions remain male-dominated spaces

B. It creates a perception that women are not interested in these roles

C. It provides more opportunities for women to advance in their careers

D. It has a considerable impact on their ability to succeed, and perpetuates gender-based biases

Module Four: Review Questions

4. Why is it important to have a strong representation of women in leadership positions?

A. To provide some negative examples for other women

B. To discourage other women from pursuing leadership positions

C. To ensure that decisions are more reflective of the needs of everyone in the workplace

D. To make decisions more reflective of the needs of men in the workplace

Module Four: Review Questions

5. Which of the following common requirements for leadership positions may make it difficult for women to achieve work-life balance?

A. High salary demands

B. Around-the-clock availability

C. Limited decision-making power

D. None of the above

Module Four: Review Questions

6. How can an organization support work-life balance for women in leadership positions?

A. By implementing practices or policies, such as telecommuting and paid parental leave

B. By eliminating leadership positions for women

C. By increasing a woman's workload

D. By providing women with unpaid leave as an only option

Module Four: Review Questions

7. _____ is a psychological state in which an individual will doubt the validity of their skills, accomplishments, or talents.

A. The glass ceiling

B. Self-assurance

C. Imposter syndrome

D. Emotional intelligence

Module Four: Review Questions

8. Which of the following is a common factor that may make it difficult for women to view themselves as successful leaders?

A. Financial stability

B. Geographical location

C. Participating in self-affirming practices

D. Gender biases and stereotypes

Module Four: Review Questions

9. Which of the following is *not* an effective technique for overcoming imposter syndrome?

A. Acknowledging your feelings

B. Comparing yourself to others

C. Working with a career development coach

D. Celebrating your accomplishments

Module Four: Review Questions

10. Which of the following is an example of a systemic barrier that can limit a woman's access to resources for leadership development?

A. Discrimination

B. Lack of interest in leadership positions

C. Having a strong connection with other influential people in their field

D. Support from a mentor



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Do not be afraid to make decisions. Do not be afraid to make mistakes.

Carly Fiorina

MODULE FIVE

Addressing Bias Against Women

It's imperative to address these biases and provide women with the tools that they need to succeed and lead with confidence.



Unconscious Bias

They are often held unconsciously or unintentionally, and can affect an individual's judgments and perceptions.

Microaggressions

- Being subjected to demeaning comments
- Being given fewer challenging assignments
- Being told that one is too emotional for a leadership role





Stereotyping

Women are not assertive

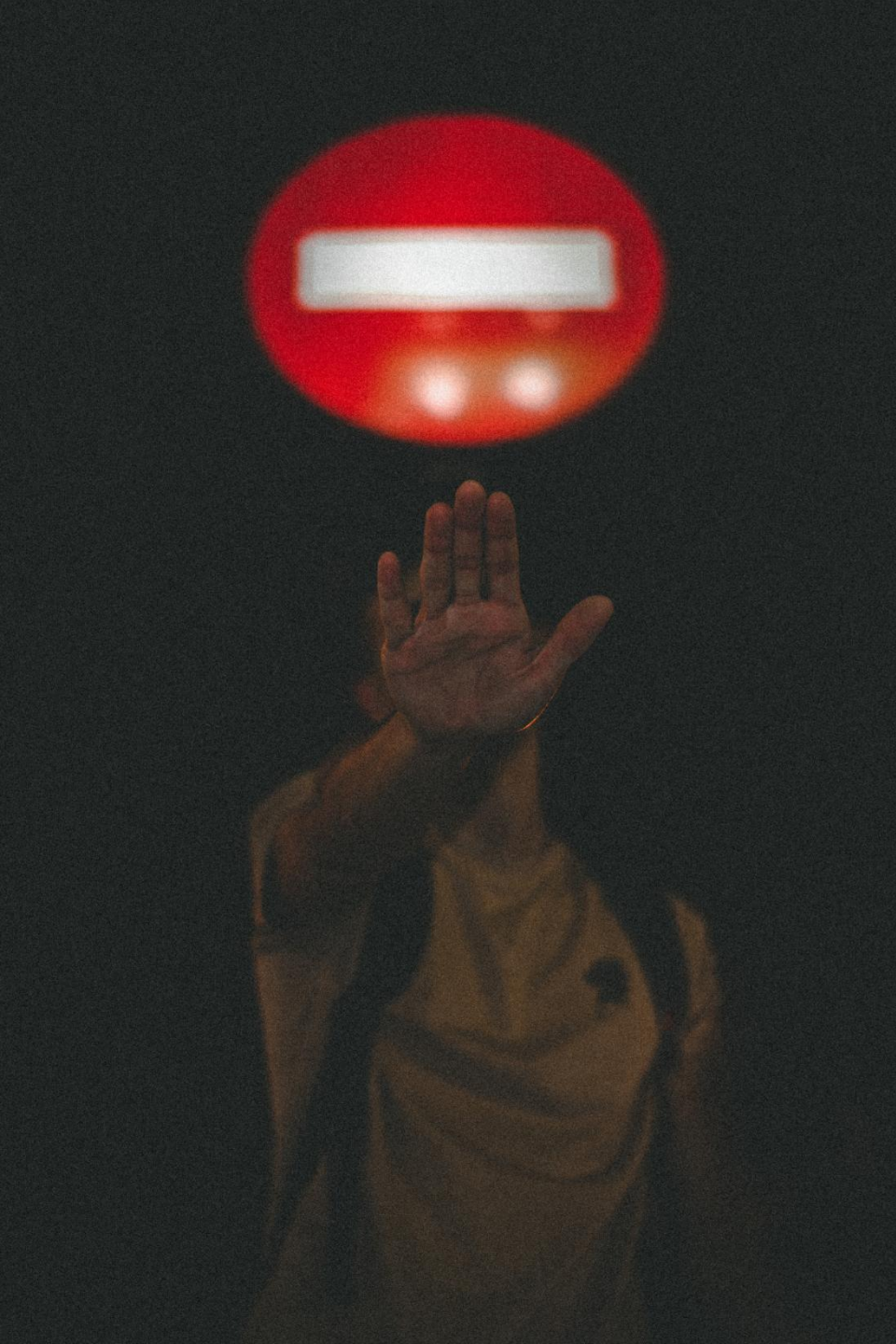
Women are emotional

Women are less competent

Harassment

Harassment, a form of discrimination, includes any unwelcome behavior that causes an individual to feel humiliated, uncomfortable, or offended.





Discrimination

Gender-based inequalities that persist today are largely due to historical and traditional factors.

Practical Illustration



- Unconscious Bias
- Microaggressions
- Stereotyping
- Harassment
- Discrimination

Module Five: Review Questions

1. Which of the following is *not* a reason why it's important to acknowledge the presence of bias against women in leadership positions?

A. Women face significant barriers in realizing their full potential and achieving their goals

B. Gender discrimination, systemic bias, and stereotypes limit women's career opportunities

C. The success and growth of organizations can be hindered by bias against women

D. Bias only affects women- not other marginalized groups

Module Five: Review Questions

2. Unconscious bias is also known as _____.

A. Implicit bias

B. Explicit bias

C. Overt bias

D. Covert bias

Module Five: Review Questions

3. Which of the following is a common unconscious bias against women in the workplace?

A. The assumption that women are less emotional and better at handling high-pressure situations

B. The assumption that women are more capable of handling high-pressure situations

C. The assumption that women are less competent and committed to their careers

D. The assumption that women are more competent and committed to their careers

Module Five: Review Questions

4. _____ are subtle and often unintentional actions that occur in everyday interactions, and communicate negative messages that reinforce biases and stereotypes.

A. Microaffirmations

B. Microaggressions

C. Micro-validations

D. Micro-inclusions

Module Five: Review Questions

5. Which of the following is *not* a common microaggression against women in the workplace?

A. Being given more challenging assignments

B. Being told that one is too emotional for a leadership role

C. Being talked over or interrupted in conversations

D. Being excluded from informal conversations or networks

Module Five: Review Questions

6. A _____ is a widely-held and simplified belief or generalization about a particular characteristic that leads to social categorization.

A. Setback

B. Stereotype

C. Mentor

D. None of the above

Module Five: Review Questions

7. Why are women often stereotyped as being less committed to their careers?

A. Women are too assertive or bossy

B. Women typically do not have the same experience or education

C. Women are too emotional

D. Women are typically the primary caregivers and have family responsibilities

Module Five: Review Questions

8. What is harassment in the workplace?

A. Any welcome behavior that causes an individual to feel humiliated

B. Any unwelcome behavior that causes an individual to feel humiliated, uncomfortable, or offended

C. Any behavior that makes an individual feel comfortable

D. A legal behavior that can may be physical, verbal, or nonverbal

Module Five: Review Questions

9. _____ refers to any situation in which someone is being treated differently or unfairly due to a protected characteristic, such as gender, race, or age.

A. Harassment

B. Stereotyping

C. Discrimination

D. Inclusivity

Module Five: Review Questions

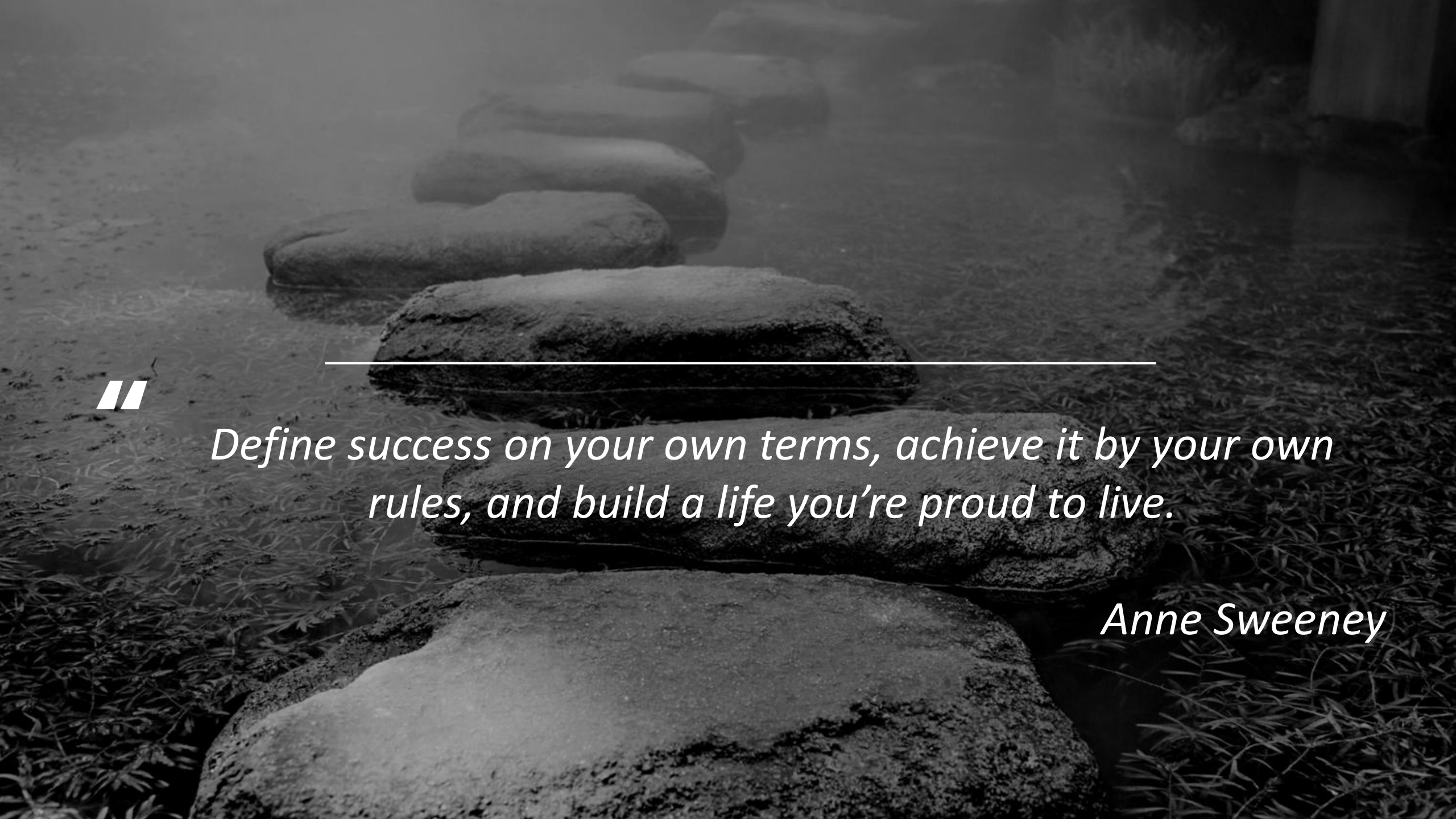
10. Gender-based inequalities that persist today are largely due to _____ factors.

A. Historical and traditional

B. Intrinsic

C. Contemporary and traditional

D. Experimental



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Define success on your own terms, achieve it by your own rules, and build a life you're proud to live.

Anne Sweeney

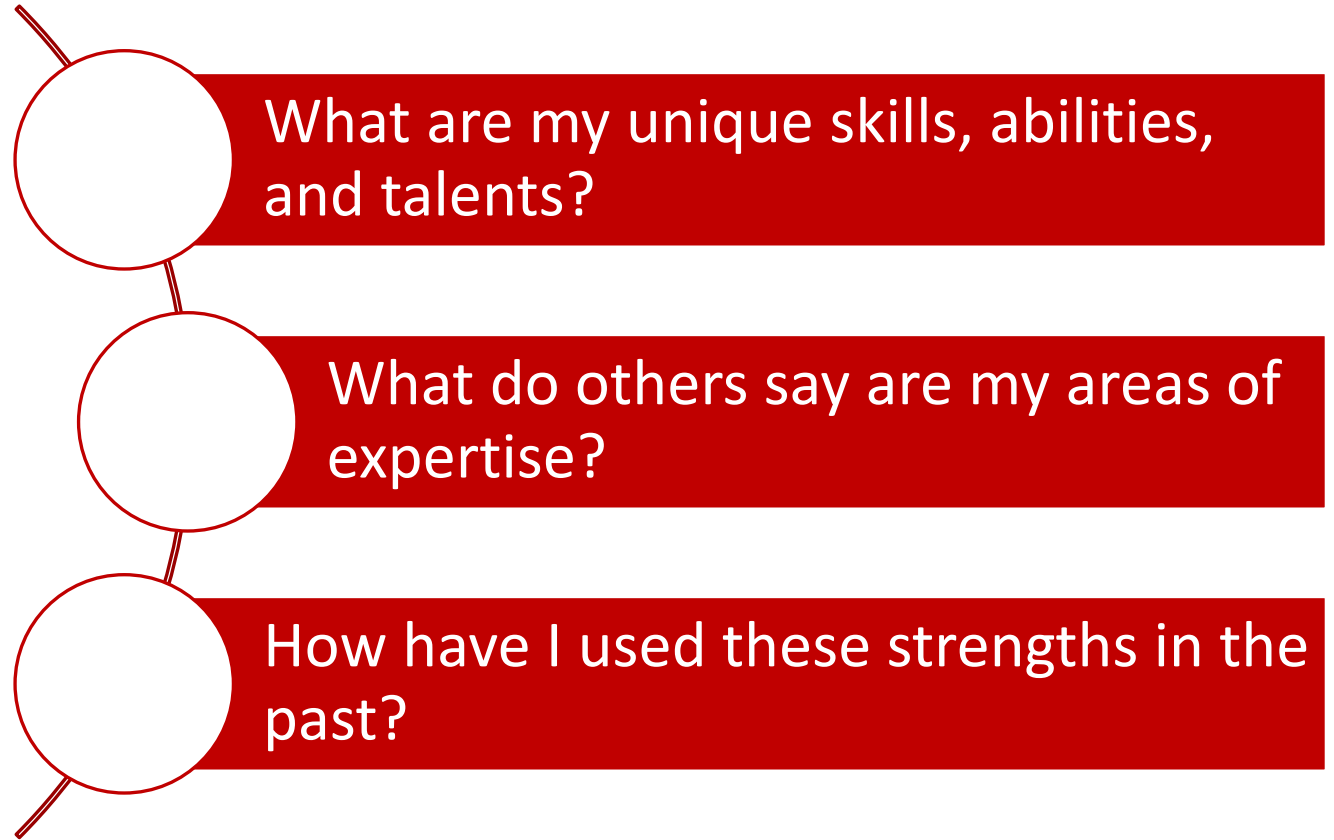
MODULE SIX

Gaining Confidence to Lead

With the right mindset, strategies, and tools, women can continue to develop the confidence that is needed to break the glass ceiling and create a pathway for future generations of female leaders.



Building on Strengths



Practicing Self-Care

- Practicing mindfulness meditation
- Seeking support from others
- Spending time pursuing hobbies or interests





Seeking Out Opportunities



Reframing Setbacks

To reframe a setback simply means to view it in a different context, or from a different perspective.





Visualizing Success

- Identifying the specific outcome
- Creating a mental image of achieving the desired outcome
- Making the mental image vivid by engaging with the senses

Practical Illustration



- Building on Strengths
- Practicing Self-Care
- Seeking Out Opportunities
- Reframing Setbacks
- Visualizing Success

Module Six: Review Questions

1. Which of the following is a challenge that women may face when it comes to gaining confidence as leaders in the business world?

A. A lack of motivation to lead

B. The fear of success

C. Stereotypes, feelings of exclusion, or gender biases

D. Overconfidence in their abilities

Module Six: Review Questions

2. How can identifying personal strengths help women gain confidence in leadership positions?

A. It allows them to brag about their abilities to others

B. It makes them feel superior to their colleagues

C. It encourages them to overcome negative self-talk and self-doubt

D. It gives them an excuse to avoid taking on challenging tasks

Module Six: Review Questions

3. What are some personal strengths that are valuable for leadership positions?

A. Procrastination and pessimism

B. Emotional intelligence and creativity

C. Aggression and incompetence

D. Impulsiveness and apathy

Module Six: Review Questions

4. _____ is the foundation of our emotional, mental, and physical health, while providing the strengths and resilience that we need to face the difficulties of leadership.

A. Self-care

B. Self-doubt

C. Self-neglect

D. None of the above

Module Six: Review Questions

5. An effective method for professionals to practice self-care is to always agree to unnecessary demands.

A. True

B. False

Module Six: Review Questions

6. What is a benefit of seeking out professional development opportunities?

A. Being able to avoid change and difficult situations

B. Taking on fewer responsibilities

C. It provides an opportunity to see how you compare to others

D. Being able to showcase your potential to those around you and gain confidence in your abilities

Module Six: Review Questions

7. Which of the following is *not* an opportunity for professional development?

A. Keeping our skill set the same

B. Seeking out feedback from colleagues or mentors

C. Accepting new challenges

D. Attending workshops or training programs

Module Six: Review Questions

8. How can reframing setbacks and challenges be especially beneficial for women in leadership positions?

A. It allows women to avoid obstacles and challenges altogether

B. It helps women to view obstacles as a natural part of the learning process

C. It leads to a defeatist attitude when faced with challenges

D. It results in a lack of confidence and resilience

Module Six: Review Questions

9. To reframe a setback simply means to...

A. Ignore the setback completely

B. To accept defeat

C. View it in a different context, or
from a different perspective

D. To dwell on the negative aspects
of the setback

Module Six: Review Questions

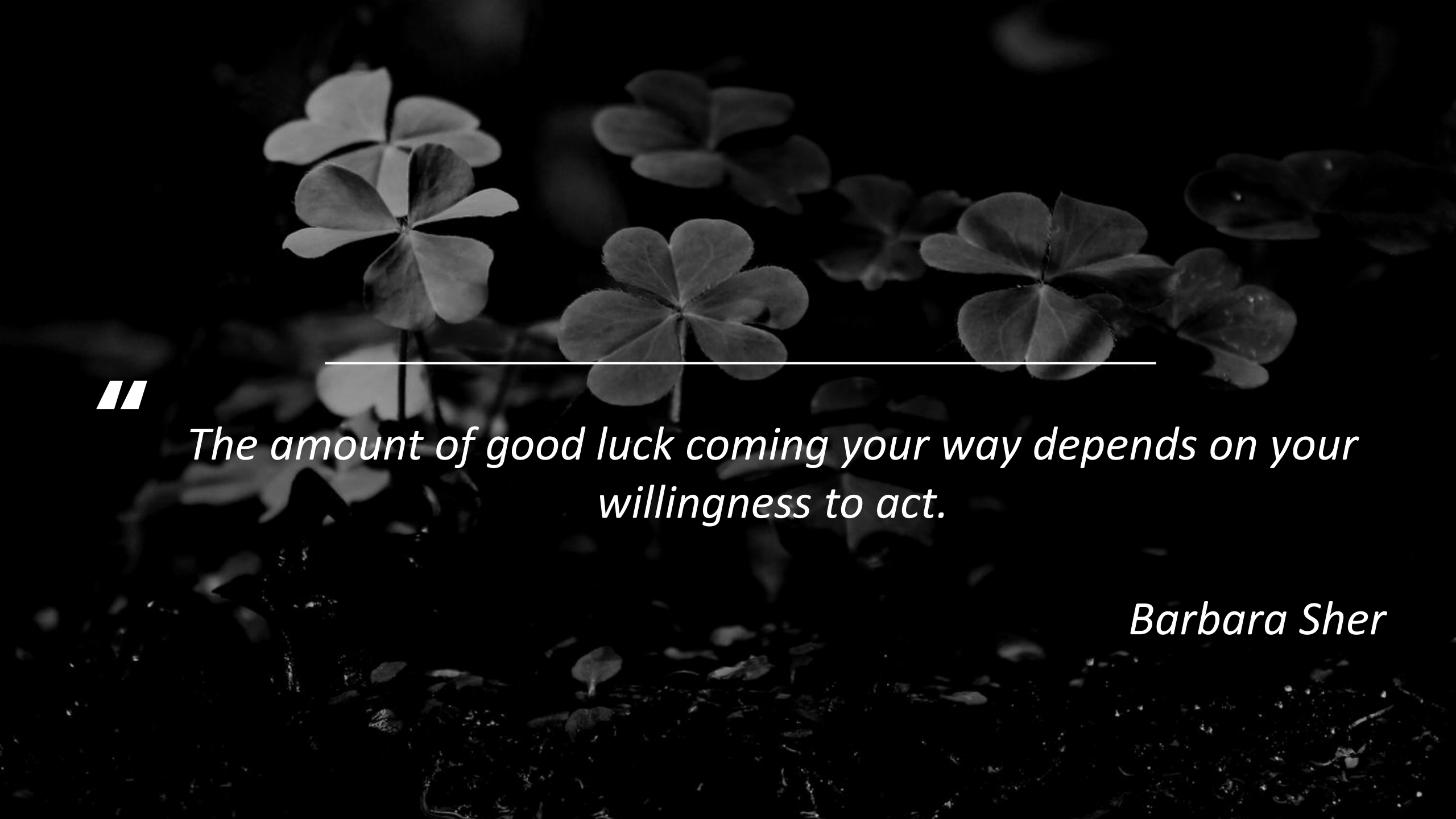
10. Which of the following is *not* a recommended step for effective visualization of success?

A. Identifying the specific outcome

B. Repeating the visualization regularly

C. Creating a mental image of achieving the desired outcome

D. Focus on potential negative outcomes



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*The amount of good luck coming your way depends on your
willingness to act.*

Barbara Sher

MODULE SEVEN

Creating Organizational Change

Change is essential for any organization that seeks to remain innovative, competitive, and adaptable to evolving business needs.



The Promotion of Equity

By prioritizing equity and focusing on this culture of inclusivity, leaders can create organizational change that benefits everyone.

Negotiation Strategies

- Preparing Thoroughly
- Knowing our worth
- Using effective communication strategies
- Focusing on common ground





Female Leadership Programs

- Communication skills
- Work-life balance
- Social responsibility

Mentorship and Sponsorship

Mentorship and sponsorship are not just personal development tools, but also powerful catalysts for creating organizational change.





Demonstrating Through Action

- Demonstrating the behaviors that are expected from others
- Encouraging continuous learning
- Embracing change and adapting to new circumstances

Practical Illustration



- The Promotion of Equity
- Negotiation Strategies
- Female Leadership Programs
- Mentorship and Sponsorship
- Demonstrating Through Action

Module Seven: Review Questions

1. Which of the following is *not* a reason why change is essential for any organization?

A. To remain innovative

B. To remain competitive

C. To remain stagnant

D. To remain adaptable to evolving business needs

Module Seven: Review Questions

2. Which of the following is *not* a strategy that leaders should use to promote equity in the workplace?

A. Conducting a comprehensive assessment of the organization's procedures and policies

B. Establishing a diversity and inclusion committee

C. Setting targets for increasing the representation of underrepresented groups in leadership positions

D. Providing preferential treatment to certain employees based on demographic factors

Module Seven: Review Questions

3. Which of the following is an effective negotiation strategy?

A. Using aggressive and confrontational tactics to assert dominance

B. Focusing on common ground and building rapport

C. Avoiding eye contact to appear non-threatening

D. All of the above

Module Seven: Review Questions

4. Effective communication is critical to successful negotiations because it allows leaders to assert their dominance over the other party.

A. True

B. False

Module Seven: Review Questions

5. Which topic is most likely to be covered in a female leadership program?

A. Techniques for interior design

B. Welding and metal fabrication

C. Managing conflict and difficult conversations

D. Cooking and baking techniques

Module Seven: Review Questions

6. Which of the following groups may offer female leadership programs?

A. Employers

B. Non-profit organizations

C. Industry associations

D. All of the above

Module Seven: Review Questions

7. A _____ may offer advice on how to navigate workplace challenges, provide guidance on career development, or share knowledge on a particular industry or field.

A. Mentor

B. Sponsor

C. Mentee

D. Protégé

Module Seven: Review Questions

8. _____ mentorship relationships may develop naturally between individuals who share common interests or goals.

A. Formal

B. Informal

C. Structured

D. Unstructured

Module Seven: Review Questions

9. _____ will often use their influence and networks to help others gain visibility and access to key opportunities, such as promotions of networking events.

A. Competitors

B. Critics

C. Detractors

D. Sponsors

Module Seven: Review Questions

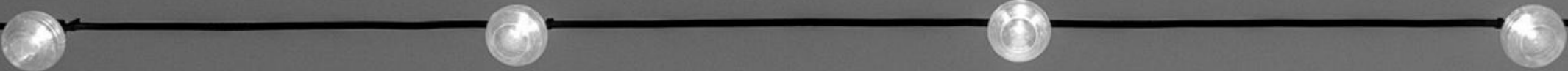
10. What does it mean to demonstrate through action?

A. To set a positive tone and demonstrate specific behaviors that are expected of others

B. To be a follower, rather than a leader

C. To be passive and avoid taking action with difficult situations

D. To tell others what to do in a micromanagement style



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Don't be intimidated by what you don't know. That can be your greatest strength and ensure that you do things differently from everyone else.

Sara Blakely

MODULE EIGHT

Leadership Networking

Leadership networking is the process of nurturing connections and professional relationships with other people who share similar interests or industry affiliations.



The Benefits of Networking

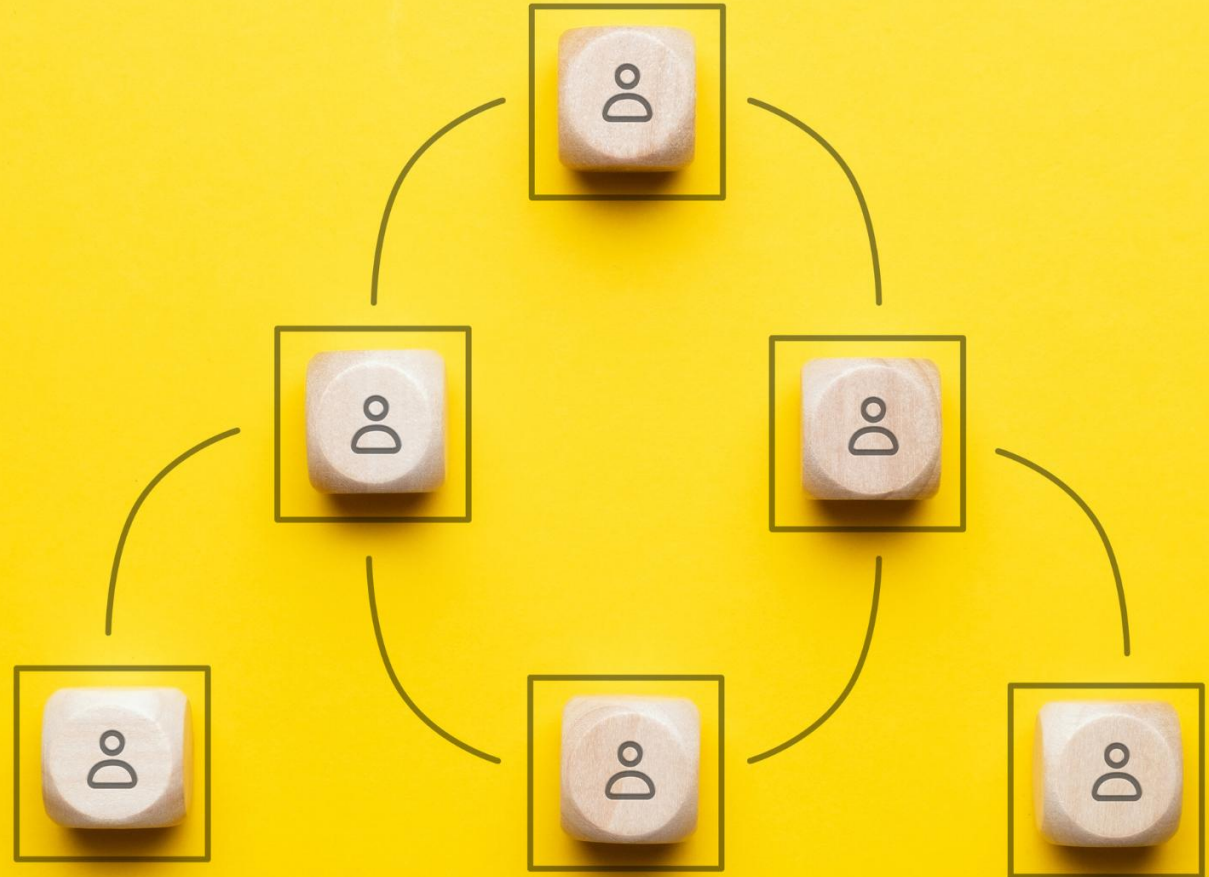
Gaining new clients
or customers

Accessing new
job opportunities

Overcoming gender
bias and other barriers

A Lack of Networking

- Using social media platforms to connect with others
- Volunteering to speak or present at industry events





Communicating Your Leadership Vision

A leadership vision is a clear picture of the future that we wish to create, as well as the impact that we would like to have in our careers.

Creating Resilient Networks

The key to creating a strong professional network starts with identifying our strengths and goals.





Social Networking

Learning and
development

Building
communities

Attending
virtual
events

Practical Illustration



- The Benefits of Networking
- A Lack of Networking
- Communicating Your Leadership Vision
- Creating Resilient Networks
- Social Networking

Module Eight: Review Questions

1. What is leadership networking?

A. The process of acquiring leadership skills by attending seminars and workshops

B. The process of outsourcing one's leadership responsibilities

C. The process of nurturing connections and professional relationships with people who share similar interests or industry affiliations

D. The process of gaining a title or position of authority

Module Eight: Review Questions

2. As individuals meet and connect with like-minded individuals, a sense of _____ is shared.

A. Jealousy

B. Community

C. Competition

D. Authority

Module Eight: Review Questions

3. Which of the following is a benefit of leadership networking for professional women looking to develop their leadership skills?

A. Learning how to micromanage every task effectively

B. Getting others to do their work for them

C. Being the only woman in the room

D. Accessing new job opportunities

Module Eight: Review Questions

4. Research has shown that women tend to have _____ networks than men.

A. Smaller

B. Larger

C. More influential

D. None of the above

Module Eight: Review Questions

5. The disparity in professional networks, or the difference in the quality and quantity of connections between different groups of people is known as the _____.

A. Gender-pay gap

B. Skills gap

C. Learning gap

D. Networking gap

Module Eight: Review Questions

6. A(n) _____ is a clear picture of the future that we wish to create, as well as the impact that we would like to have in our careers.

A. Journal

B. Leadership vision

C. Positive mindset

D. Idea

Module Eight: Review Questions

7. Which of the following statements is true regarding the importance of a leadership vision in networking?

A. A leadership vision involves short-term perspective

B. A leadership vision helps us to stay on track to make decisions that align with our goals

C. It is not necessary to have a leadership vision when networking

D. A leadership vision is a clear picture of the past that we wish to create

Module Eight: Review Questions

8. Why is it important to have a positive mindset when networking?

A. It shows that we do not care about the outcome

B. It shows that we are not confident

C. It shows that we have authority

D. It shows that we are warm and inviting

Module Eight: Review Questions

9. Which of the following is a benefit of professional networks on social media?

A. The sharing of personal information and photos with family and friends

B. Entertainment and playing games

C. Finding mentors and role-models

D. The promotion of rivalry and competition

Module Eight: Review Questions

10. Which social networking platform allows users to create and manage professional networks?

A. LinkedIn

B. Snapchat

C. TikTok

D. Pinterest



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Do not follow where the path may lead. Go instead where there is no path and leave a trail.

Muriel Strode

MODULE NINE

Developing a Leadership Style

Establishing a leadership style is critical, as it provides a framework on how the leader will approach their roles and responsibilities.



Establishing a Personal Brand

A strong personal brand will create a positive image of the company and its leadership.

Impactful Communication

- Encourage two-way communication
- Be open, transparent, and empathetic
- Use active listening





Using Emotional Intelligence

Adapt to changing
circumstances

Make decisions
that are grounded
in empathy and
understanding

Communicate
effectively and
think rationally

Building Assertiveness

When leaders are confident and assertive, they are more likely to inspire trust and respect in their team.





Strategic Thinking

Great leaders do not only react to changes in their workplace, but they also anticipate and shape them.

Practical Illustration



- Establishing a Personal Brand
- Impactful Communication
- Using Emotional Intelligence
- Building Assertiveness
- Strategic Thinking

Module Nine: Review Questions

1. What is a leadership style?

A. The specific goals that the leader sets for their team

B. The unique approach a leader uses to lead and motivate their team

C. The level of power that a leader has over their team

D. The type of tasks that the leader assigns to their team

Module Nine: Review Questions

2. Why is it important for leaders to establish a personal brand?

A. To prioritize individual success over the success of the team

B. To conform to gender stereotypes

C. To showcase their leadership style and strengths

D. To blend in with the crowd

Module Nine: Review Questions

3. Leaders who use _____ body language, such as nodding in agreement, using gestures, and maintaining good eye contact, will communicate trust and confidence to their team members.

A. Closed

B. Defensive

C. Open

D. Mirroring

Module Nine: Review Questions

4. Effective leadership requires both verbal and nonverbal communication.

A. True

B. False

Module Nine: Review Questions

5. What is emotional intelligence?

A. The ability to understand and manage emotions in oneself and others

B. The limits that we set in order to protect our values

C. The impressions that we form on those around us

D. The overall satisfaction and emotions from every team member

Module Nine: Review Questions

6. Who is capable of developing emotional intelligence?

A. Female leaders

B. Children

C. Strategic leaders

D. Everyone

Module Nine: Review Questions

7. _____ is the ability to express oneself in a direct and honest way, without violating the rights of others.

A. Aggressiveness

B. Assertiveness

C. IQ

D. Strategic thinking

Module Nine: Review Questions

8. The stereotype of women leaders being perceived as “too aggressive” or “bossy” is known as a _____.

A. Double-bind

B. Glass ceiling

C. Gender equality

D. None of the above

Module Nine: Review Questions

9. Strategic thinking is only beneficial for leaders in large corporations.

A. True

B. False

Module Nine: Review Questions

10. What is strategic thinking?

A. The ability to overlook potential consequences of decisions

B. The ability to memorize facts and figures

C. The ability to analyze complex problems and identify opportunities

D. The ability to rely solely on intuition

A black and white photograph of a mountain landscape. In the foreground, a wooden signpost with several directional signs is visible on the right side. The background features a large lake, distant mountains, and a cloudy sky. The overall tone is contemplative and scenic.

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Ninety percent of leadership is the ability to communicate something people want.

Dianna Feinstein

MODULE TEN

Managing Time and Priorities

Time management is a critical aspect of leadership that involves the ability to prioritize tasks, make efficient use of resources, and achieve goals within set timeframes.

An antique alarm clock with a brass finish and Roman numerals on its face is positioned on a white dashed line in the center of a dark asphalt road. The road stretches into the distance, creating a strong sense of perspective. The background is slightly blurred, showing a horizon line under a soft, warm light, possibly from a low sun. The clock's hands indicate a time around 10:10.

The Importance of Time Management

Good leaders recognize that time is a limited resource, and that managing it can make the difference between success and failure.

Setting Goals and Priorities

Setting clear goals and priorities is a fundamental strategy that leaders can use to effectively manage their time.





Planning and Scheduling

Project management software

Spreadsheets

To-do lists

Delegating Tasks Effectively

- To free up their own time
- To leverage the strengths of other team members
- To improve team dynamics





Managing Your Energy

- Lack of motivation and detachment
- Physical and emotional exhaustion
- Reduced performance

Practical Illustration



- The Importance of Time Management
- Setting Goals and Priorities
- Planning and Scheduling
- Delegating Tasks Effectively
- Managing Your Energy

Module Ten: Review Questions

1. What is the importance of time management in leadership?

A. It helps leaders to become more popular among their team

B. It enables leaders to make sound decisions and achieve their objectives in a timely manner

C. It helps leaders to avoid challenges and unexpected situations

D. All of the above

Module Ten: Review Questions

2. How can poor time management affect team productivity?

A. It can lead to a more organized and productive team culture

B. It can have a positive impact on the team's performance

C. It can lead to a disorganized and unproductive team culture

D. It can result in team members feeling more motivated and engaged

Module Ten: Review Questions

3. What is the urgent/important matrix?

A. A tool used for categorizing and prioritize tasks in a structured manner

B. A type of spreadsheet used for budgeting

C. A platform for connecting with other professionals

D. A type of puzzle used to improve cognitive function

Module Ten: Review Questions

4. How can the urgent/important matrix be beneficial to leaders?

A. It allows them to evaluate and prioritize their tasks in an objective and structured manner

B. It introduces them to key concepts of leadership

C. It encourages leaders to take on additional responsibilities

D. It is used as a means for advocating and raising awareness

Module Ten: Review Questions

5. Which of the following is a benefit of planning and scheduling for leaders?

A. An increase in workload

B. Improving work-life balance

C. Eliminating the need for contingency plans

D. All of the above

Module Ten: Review Questions

6. What is one of the key benefits of effective delegation for leaders?

A. It helps leaders to micromanage their team members

B. It enables leaders to focus on high-priority activities

C. It reduces the workload of team members

D. It eliminates the need for accountability and authority

Module Ten: Review Questions

7. Which of the following is a circumstance in which a leader may choose to delegate tasks to their team members?

A. To increase their own workload

B. To discourage collaboration

C. To create a sense of competition among team members

D. To provide an opportunity for learning and development

Module Ten: Review Questions

8. It is common for leaders to face high levels of stress, pressure, and demands.

A. True

B. False

Module Ten: Review Questions

9. Which of the following is a healthy habit that a leader can adopt to help manage their energy levels?

A. Having extra caffeine in the morning

B. Agreeing to additional work tasks

C. Adopting a sedentary lifestyle

D. Exercise or meditation

Module Ten: Review Questions

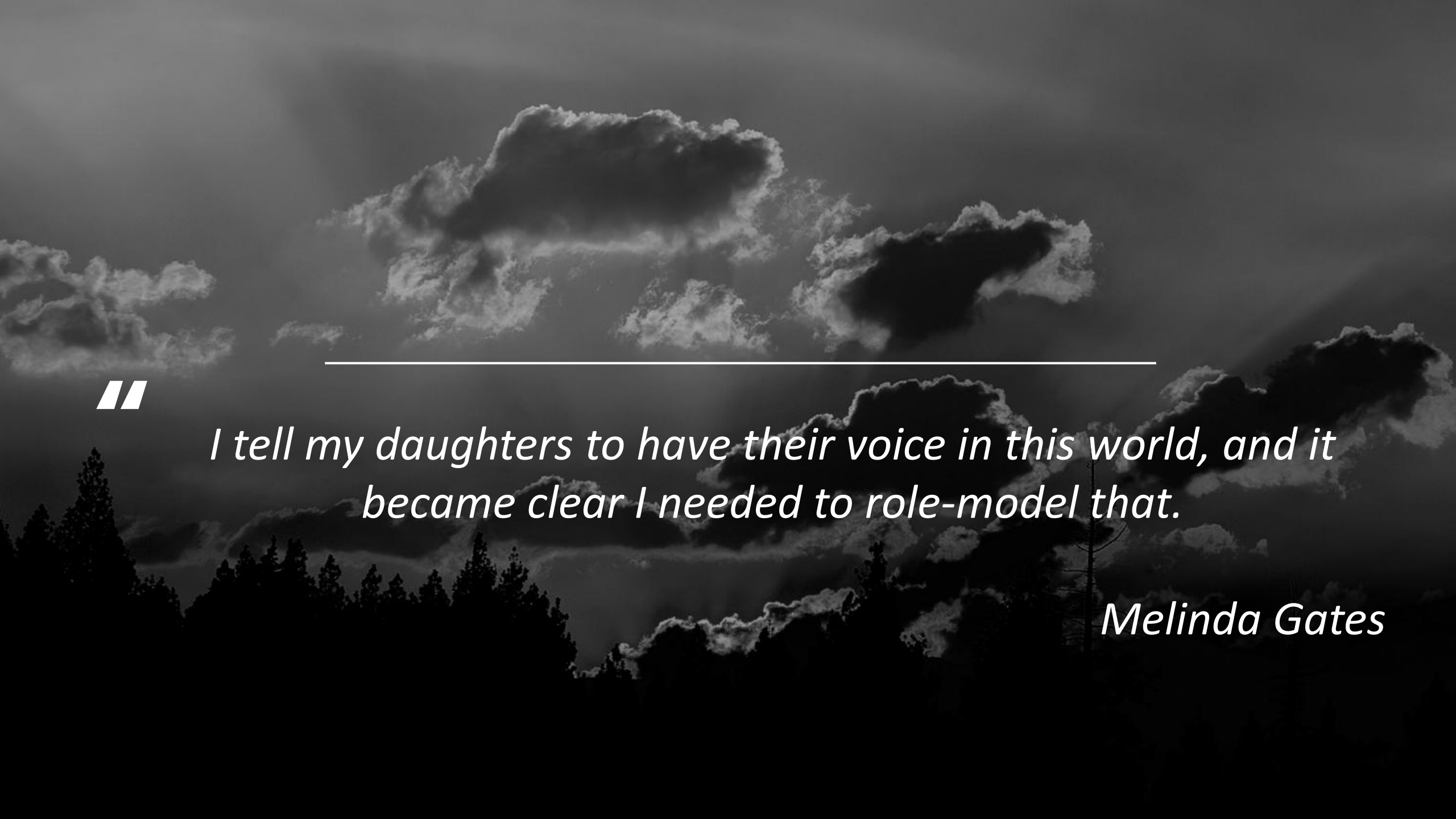
10. Which of the following is a common indicator of burnout among leaders?

A. Increased motivation and engagement

B. Physical and emotional exhaustion

C. Improved performance

D. Feeling fulfilled and satisfied with work



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I tell my daughters to have their voice in this world, and it became clear I needed to role-model that.

Melinda Gates

MODULE ELEVEN

Empowering Others

Empowerment can come through teamwork, as we collaboratively work with others to lift each other up, and achieve shared goals.



Advocacy and Support

Being an advocate involves using one's platform, voice, and influence to promote and support the rights and well-being of others.

Recruiting Women

- Job postings
- Offering flexible work arrangements
- Offering additional benefits





Leading By Example

- Advocating for equal opportunities for every employee
- Leading with empathy
- Communicating effectively

Empowerment Through Teamwork

Through the power of teamwork, women can be inspired and empowered to overcome obstacles and take on leadership positions.





Celebrating Successes



Practical Illustration



- Advocacy and Support
- Recruiting Women
- Leading By Example
- Empowerment Through Teamwork
- Celebrating Successes

Module Eleven: Review Questions

1. Which of the following is *not* a benefit of empowering and inspiring women leaders in the workplace?

A. Creating a more equitable society

B. Uncovering drive and capabilities

C. Decreasing teamwork and collaboration

D. Creating a positive work culture where everyone feels supported and respected

Module Eleven: Review Questions

2. What does it mean to 'be an advocate'?

A. Staying silent on complex issues to avoid negative consequences

B. To be controversial

C. Feeling sympathetic for another person's situation or experiences

D. Using one's platform, voice, and influence to promote the rights and well-being of others

Module Eleven: Review Questions

3. Which of the following is a benefit of advocacy in women's leadership and empowering others?

A. Decreasing opportunities for women to succeed

B. Challenging gender biases

C. Reinforcing gender biases

D. Limiting access to resources and information

Module Eleven: Review Questions

4. How can recruiting women benefit a company?

A. Socially

B. Ethically

C. Financially

D. All of the above

Module Eleven: Review Questions

5. Writing inclusive job postings that avoids the use of gendered language, focuses on qualifications, and emphasizes the company's commitment to diversity and inclusion will actively encourage women to apply.

A. True

B. False

Module Eleven: Review Questions

6. Which of the following is *not* a quality of effective leadership?

A. Accountability

B. Integrity

C. Empathy

D. Micromanagement

Module Eleven: Review Questions

7. Leading by example is important for women's leadership, as it helps to establish _____.

A. Discipline

B. Trust and credibility

C. Poor communication

D. Misunderstandings and conflict

Module Eleven: Review Questions

8. Which of the following is an effective way for leaders to motivate and inspire others to follow their lead?

A. Setting strict rules and guidelines for employees to follow

B. Criticizing employees in public for not meeting expectations

C. Using one's own actions to demonstrate the value and behaviors expected of others

D. Blaming others for the team's failures

Module Eleven: Review Questions

9. When teams work collaboratively towards a common goal, it helps to build a sense of _____ among team members.

A. Competition

B. Animosity

C. Camaraderie

D. Discord

Module Eleven: Review Questions

10. Which of the following is a benefit of recognizing and celebrating the successes of others, especially for future generations of female leaders?

A. It fosters a sense of community and support within an organization

B. It promotes a sense of competition and rivalry amongst colleagues

C. It discourages individuals from taking risks or pursuing new challenges

D. It reinforces stereotypes and barriers that prevent women from advancing in leadership roles

MODULE TWELVE

Wrapping Up

Although this workshop is coming to a close, we hope that your journey to Leadership Development for Women is just beginning.



Words From the Wise

Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.

- Sheryl Sandberg

Success is an exception, so be exceptional.

- Malti Bhojwani

If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader.

- Dolly Parton

The success of every woman should be an inspiration to another. We should raise each other up. Make sure you're very courageous: be strong, be extremely kind, and above all be humble.

- Serena Williams