

WOMEN'S LEADERSHIP IN WORKPLACE



GENTEX[®]
TRAINING CENTER



Introduction

Women's Leadership in the Workplace Training Course develops women professionals to lead with confidence, clarity, and credibility in organizations that do not always make it easy. Participants work through self-awareness, influence, negotiation, executive presence, and career strategy as one connected practice. The programme addresses the real dynamics women meet at work, from unspoken norms to visibility and sponsorship gaps. As a result, learners gain practical approaches rather than general encouragement. Furthermore, the course strengthens resilience, stakeholder influence, and a deliberate plan for advancement.

Women's Leadership in the Workplace Course Objectives

- Define your own leadership identity, strengths, and development priorities.
- Recognise and respond to bias, micro-messages, and unspoken workplace norms.
- Build credible influence using the Trust Equation and evidence-based persuasion.
- Communicate with authority using the pyramid principle (Minto) and executive presence practice.
- Negotiate for resources, pay, and advancement with the BATNA concept and interest-based negotiation.
- Build stakeholder support with power-interest grids and strategic network building.
- Coach and develop others using the GROW model and SBI feedback.
- Set boundaries, manage workload, and sustain personal resilience.
- Build psychological safety and support other women through sponsorship and allyship.
- Design a career strategy with SMART goals and a sponsorship plan.

Course Methodology

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- Interactive sessions built on workplace leadership cases and lived experience.
- Workshops on influence, negotiation, presence, and career strategy.
- Group exercises on bias, boundaries, and difficult conversations.
- Hands-on practice with the Trust Equation, pyramid principle, BATNA preparation, and GROW.
- Simulation of a negotiation, a challenging stakeholder meeting, and a visibility opportunity.
- Facilitator coaching and peer review on personal leadership and career plans.

Who Should Take This Course

- Women managers, team leaders, and supervisors.
- Women professionals moving into leadership roles.
- Senior specialists preparing for broader responsibility.
- Women in technical, operational, and commercial functions.
- HR, talent, and inclusion professionals supporting women's advancement.
- Leaders and mentors sponsoring women in their organizations.

Women's Leadership in the Workplace Course Outlines

Day 1: Leadership Identity and Self-Awareness

- Defining your own leadership identity and purpose.
- Strengths, blind spots, and the Johari Window.
- Emotional intelligence (Goleman) and managing personal triggers.
- Recognising bias, micro-messages, and unspoken norms.
- Confidence, self-doubt, and managing the inner critic.



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- Credibility, consistency, and personal presence.
- Case discussion: a capable leader overlooked for advancement.

Day 2: Influence and Credible Communication

- The Trust Equation: credibility, reliability, intimacy, and self-orientation.
- Cialdini's principles of persuasion used responsibly.
- Communication with authority using the pyramid principle (Minto).
- Being heard in meetings: airtime, interruptions, and framing.
- Handling challenge, scepticism, and being talked over.
- Managing upwards and building visibility with decision-makers.
- Workshop: presenting a proposal with authority.

Day 3: Negotiation and Career Advancement

- Interest-based negotiation and separating positions from interests.
- BATNA, reservation value, and ZOPA preparation.
- Negotiating pay, resources, scope, and promotion criteria.
- Handling pushback, delay, and conditional offers.
- Sponsorship versus mentorship and how to earn both.
- Building a strategic network with power-interest grids.
- Simulation: a negotiation for role scope and compensation.

Day 4: Boundaries, Resilience, and Difficult Conversations

- Setting boundaries and managing workload pressure.
- Feedback with the SBI (Situation-Behaviour-Impact) model.



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- Difficult conversations with peers, managers, and stakeholders.
- Conflict handling with the Thomas-Kilmann conflict modes.
- Managing career pressure, visibility, and personal wellbeing.
- Psychological safety (Edmondson) and speaking up.
- Exercise: a difficult conversation with structured observation.

Day 5: Leading Others, Sponsorship, and Career Strategy

- Coaching with the GROW model and developing other women.
- Sponsorship, allyship, and building the pipeline behind you.
- Leading change with Kotler's eight steps and the ADKAR model.
- Personal brand, visibility, and reputation management.
- Career strategy with SMART goals and a sponsorship plan.
- Personal leadership and resilience development planning.
- Capstone: presenting a personal leadership and career plan.

Conclusion

By successfully completing Women's Leadership in the Workplace, participants will gain a practical command of leadership identity, credible influence, negotiation, boundaries, and career strategy. They will acquire skills in executive communication, stakeholder networking, sponsorship building, and resilient leadership practice. Gentex Training Center designs the programme to help women professionals advance with confidence and a clear plan.





FAQs

Q1 What is the "Women's Leadership in the Workplace" course about?

It develops women professionals to lead with confidence, clarity, and credibility in organizations that do not always make it easy. The course spans leadership identity and self-awareness, influence and credible communication, negotiation and career advancement, boundaries, resilience and difficult conversations, and leading others with career strategy.

Q2 What are the key benefits of the "Women's Leadership in the Workplace" course?

You gain practical approaches rather than general encouragement. The course strengthens credible influence and communication, improves negotiation for pay, resources, and advancement, sharpens boundary setting and difficult conversations, and gives you a concrete plan for career progression and sponsorship.

Q3 What skills will I gain from the "Women's Leadership in the Workplace" course?

You will develop four core skills: leadership identity and self-awareness, credible influence and authoritative communication, negotiation and career advancement, and boundary setting with resilient leadership and sponsorship building.



Q4 What tools, methods, or standards are covered in the "Women's Leadership in the Workplace" course?

The course covers the Johari Window, Goleman's emotional intelligence framework, the Trust Equation, Cialdini's principles of persuasion, the pyramid principle (Minto), bias and micro-message awareness practice, interest-based negotiation with the BATNA concept and ZOPA preparation, power-interest grids for strategic networking, the SBI (Situation-Behaviour-Impact) feedback model, the Thomas-Kilmann conflict modes, Edmondson's psychological safety framework, the GROW coaching model, SMART goal setting, sponsorship and allyship practice, Kotler's eight steps, and the ADKAR model.

Q5 How is the "Women's Leadership in the Workplace" course applied in real-world practice?

Participants apply it to real work such as negotiating a role scope or salary, presenting a proposal with authority to senior leaders, holding a difficult conversation with a manager, and building a sponsorship and network plan for the next career step. The same methods support mentoring other women and managing career pressure.