

# WOMEN, Ignite Your Strengths!



*The advance of women to company boardrooms is slowed not by discrimination but by the decisions of women workers themselves, caused partly about how women feel deep down about their own abilities, and partly about how they express their confidence through communication, relationship, networking and people management. What undermines the female confidence and persistence are those micro-biases, those subtle stereotypes about what men and women are naturally good at.*

Women learn through connection, watching other women, and conversation about both business and life. The Women at Work is a program with all of this, is all about how to come back with strength to your organization as a more fully IGNITED person.

## Women at Work Building Confidence & Managing Interaction

### INTRODUCTION

Women at work face numerous challenges by overlooking the fact that "Our leadership style, communication style, and working style are heavily influenced by our Behavioral Characteristics or patterns." The same is true for other people. How we communicate with people, build relationships, network at business meetings, build teams and manage people all hinges on the interaction between our Characteristics and the Characteristics of people with whom we interact.

These differences can get in the way of effective dealings with others. If we have a framework for understanding these differences, it is possible to overcome personality conflicts by understanding other people's differences instead of merely reacting to them emotionally. As a result we not only will be able to manage ourselves effectively to work / deal with others but could manage them effectively for productivity and profitability.

This workshop will support in Building Confidence, Leading and Managing teams / people, relationships, communications and productivity by understanding that some behaviors produce specific results more effectively than others.

### COURSE CONTENTS

#### Module 1: Building Confidence

- Understanding Human Nature & Behavior
- Behavioral Insights in Organisations
- Quality Leading the Way

#### Module 2: Developing Positive Mindset

- Mental & Emotional Preparations
- Fixing & Preventing Problems
- Positive Vocabulary/ Choice of Words
- Listening Skills

#### Module 3: What is your Current Behavioral Style?

- Plotting your Behavioral Profile
- Your Behavioral Patterns - IMPACT
- How does it differ from other "STYLES"

#### Module 4: Identify Others Behavioral Styles

- Environmental Clues
- Verbal, Vocal and Visual Indicators

#### Module 5: Possible Limitations - WEAKNESS

- Behavior under Stress
- Blind Spots of Behavioral Style

2012

March

7 & 8 March 2012 (Wed & Thurs) **TIME** 9am - 5pm **VENUE** Eastin Hotel, Petaling Jaya

## Module 6: Managing by Behavioral Style

- Communication with different styles
- Motivating the different styles
- Complementing the different styles
- Counseling the different styles
- Correcting the different styles
- Delegating to different styles

## Module 7: Personal & Professional Flexibility

- How to Modify your style for Success

## OBJECTIVES

At the end of the course participants shall be able to:

- Develop Positive Mindset & Confidence
- Understand how Behavioral patterns Influence a person's
  - Wants, Needs, Expectation & Decision making
- Understand their own Primary Behavioral Style
- Recognise individual behavioral style - its impact & value
- Build Stronger Professional Relationships
- Improve Communication and Teamwork
- Reduce Tension and Increase Cooperation & Trust.
- Understand how Different Styles react under Stress

## WHO SHOULD ATTEND?

Anyone who needs to take factual records of meetings, Admin assistant, Secretaries, Human Resource and Corporate Communications.

## METHODOLOGY

An interactive and practical approach incorporating group discussions/exercises and presentations.



## TRAINER'S PROFILE

- LLB (HONS) – *University Of London.*
- MBA (INTERNATIONAL MANAGEMENT) – *Asia Pacific International Institute New Zealand.*
- CERTIFICATE IN STRATEGIC HR TRANSFORMATION & ORGANISATION DEVELOPMENT -
  - *Pennsylvania State University*
  - CERTIFICATION IN TRAINING (TTT/2776) - *Pembangunan Sumber Manusia Berhad*

**VANAJA SANGARAJOO** has over 18 years of working experience in various industries ranging from Education, Telecommunication, Property Development and Construction. She assumed positions as Head of Customer Quality Control, Head of Business Architecture, Head of Human Resource Development, Head of Organisation Development and also as a Lecturer.

Some of the portfolios that she has undertaken during her tenure in the various organisations includes:- Writing policies & procedures, Setting up departments, Implementing Human Resources initiatives, Conducting customer satisfaction surveys, Organisation health assessments, Establishing Company driven goals & objectives, Implementing Quality initiatives, Complaints / Grievance Management, Recruitment & Selection, Learning & Growth initiatives, Standardization of methods and practices, Induction Programs, Creating and implementing Change Management plans that minimize employee resistance and maximize employee engagement.

She strongly believes in People Management Practices and Learning & Growth principle as being one of the key elements for organisations to succeed. She has acted as change agent, with a flair for spotting and analysing problems and opportunities to guide top management in their efforts to transform and change the culture in the organisation.

Her area of expertise is to develop the company's internal capacity through its people to most efficiently and effectively sustain itself over the long term as well as developing & implementing organisational transformation strategy intended to change the beliefs, attitudes, values and structure of organizations so that they can better adapt to new challenges.

Register Online

Download Registration Form

### COURSE FEES

**RM 980.00** per person for 2 days  
Includes Lunch, Tea-Breaks,  
Course Notes and  
Certificate of Completion



### ORGANISER / CONTACT PERSON

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