

Effective Communication for Women in the Workplace

Duration: 2 days

Date: August 8-9, 2019

Programme Directors: Prof. Sriparna Basu & Prof. Reeta Raina

Fees : Rs. 16,000 (Non-Residential)*

Rs. 28,000 (Residential)*

Plus GST @18%

Introduction:

Even though facts show that there is an increasing trend of women taking management positions, it is equally true that women are working for major corporations but in very few instances leading them. Women hold 16% of director positions at Fortune 500 companies, and according to Catalyst, a non-profit organization, and women only hold 4.6% percent of CEO positions as of 2013. Interestingly, Research indicates there are three must-have communication and leadership skills that women need in order to get the roles and positions best suited to their skills, interests, abilities and it is time this are debated and practiced to see what value they can yield.

Objectives will be to:

- Identify and analyse key issues and challenges for women in the workplace
- Understand how communication effectiveness can influence personal and professional behaviour
- Understand the different cultural and social perspectives on workplace behaviour for women
- How to audit one's own communication and set personal goals

Contents:

1) Self-Image:

Exploring how you view yourself and your abilities? exploring what others really think of you; building self-respect; identifying your comfort zones; emphasizing personal strengths; giving yourself credit; focusing on things you know you can do; applauding yourself for efforts rather than seeking out failures;

2) Understanding & Defining Assertiveness:

The Key Concepts of Assertiveness and its Influence on Personal and Professional behavior; Different cultural and social perspectives on assertive behavior; Challenges of executing

assertiveness as personal and workplace behavior; How to audit assertiveness and set personal goals

3) Intrapersonal and Interpersonal Behaviour:

Aligning the intrapersonal and interpersonal; managing interpersonal equations at work; Building resilience in interpersonal relationships; Building a personal and professional behaviour competence roadmap

4) Action Planning:

Participants plan and discuss what they will do on return to work.

Methodology:

To involve participants in experiential exercises, role plays, case study analysis and roadmap building for various themes.

Who should attend?

Middle level women executives of private and public sector companies