MERCURY

Skills for Women at Work Training Course

14 – 18 February 2027
Amman (Jordan)



Dubai - UAE: +971 4 450 5697
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Ref: 1098_333239 **Date:** 14 – 18 February 2027 **Location:** Amman (Jordan) **Fees:** 3300 Euro

Introduction

Increasing recognition of equal opportunities for women has allowed women to take on more responsibility and contribute significantly to the success of organizations.

To maximize their potential, women must nurture the confidence and abilities essential for thriving. Our skills for women at work training course is meticulously tailored to empower women with the skills, knowledge, and assurance to excel in a historically male-dominated professional environment.

Engaging in this transformative journey, participants in this skills for women at work course will experience personal growth and acquire ten core competencies foundational for success in leadership and managerial roles.

Women in Leadership Training

To incorporate modules focused on women in leadership training, this skills for women at work course aims to dismantle the barriers that have historically hindered the ascension of women to leadership positions.

Participants in this skills for women at work course will explore the unique challenges and opportunities of being a woman in a leadership role and develop strategies to navigate and leverage their positions effectively.

Targeted Groups

- Heads of departments.
- Managers.
- Human resources professionals.
- Individuals seeking to enhance their knowledge and skills.

Course Objectives

By the conclusion of this course, participants in this skills for women at work course will be proficient in the following:

- Enhancing self-awareness.
- Augmenting personal effectiveness.
- Expanding their ability to influence.
- Bolstering assertiveness and self-confidence.

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• Enriching business acumen.

Targeted Competencies

• Leadership.
• Impact and influence.
• Thinking and problem-solving.
• Customer awareness.
• Interpersonal skills and assertive communication.
• Initiative and pro-activity.
• Emotional intelligence and self-management.
• Results focus.

Course Content

Unit 1: The Changing Role of Women at Work

• Introducing one another.
• Discussing the evolving world of work for women.
• Examining role models and successful women at work.
• Overcoming stereotypes and glass ceilings.
• Developing leadership skills tailored for women.
• Exploring personal values, attitudes, and beliefs about women as leaders.
• Embracing one's own leadership identity.
• Facilitating change from any position within an organization.
• Clarifying one's purpose, vision, and mission.
• Enhancing both external and internal customer service.

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Unit 2: Taking Control of Your Life

- Discovering the secret to working efficiently.
- Prioritizing tasks with a priority matrix.
- Achieving results through delegation.
- Formulating long-term plans for optimal office organization.
- Regaining focus amidst distractions.
- De-cluttering and organizing personal and work life.
- Striking a life balance tailored for women.
- Utilizing Mind Mapping for various applications.
- Understanding right brain/left brain theory.
- Finding harmony between logical and intuitive thinking processes.

Unit 3: Self-Esteem for Peak Performance

- Where does self-esteem come from, and why do we lose it?
- The relationship between self-esteem, self-respect, self-confidence, and self-motivation.
- Determining your comfort zone - self-image/self-talk/goals.
- Overcoming the ABC anger/blame/complain of self-esteem killers.
- Building and sustaining high self-esteem.
- The ABC of self-transformation awareness/beliefs/commitment.
- How to free yourself from fear.
- The law of cause and effect - the principle of creating positive outcomes.
- How do you make and keep commitments to yourself?
- Finding more significant meaning and purpose in your work.
- Ten steps to peak performance linking self-esteem to effectiveness at work.
- Image and Self-projection for today's professional woman.

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Unit 4: Vital Communication Skills

- Networking: how to make conversations and connections?
- Representing your organization in the public arena.
- Political Savvy - the unwritten power skills for professional women
- Assertive Communication.
- Understanding and using body language.
- The most effective way to say no.
- Communicating with confidence.
- Understanding gender differences.
- Overcome biases and discomfort associated with exercising power.
- Understanding different personality types and how to deal with them.

Unit 5: Self-Empowerment and Self-Management

- Recognizing stress factors specific to women.
- Building resilience and response mechanisms for challenging scenarios.
- Techniques for mental and physical rejuvenation.
- Understanding stress indicators, causes, and triggers.
- Deciphering the messages conveyed by stress.
- Disrupting the cycle of stress-inducing thoughts.
- Mastering essential emotional intelligence skills.
- Applying emotional intelligence in professional settings.
- Transforming fear, negativity, and reactivity into positivity.
- Developing proactive, responsible, and self-aware dispositions.

Each training course module in the skills for women at work is imbued with components drawn from a breadth of topical areas such as leadership and management skills for women, vocational training, professional development, and many other facets geared towards advancing women's roles in the workforce.