



## Time Allocation - Topics

### 10% The Origin of the Rules of Engagement

- From the Playground to the Boardroom
- The Seven Most Asked Questions About Gender : Men and Women as Two Distinct Subcultures

### 15% Expanding Your Presence

- The Twelve A's to Axe: Ways Women are Socialized that Create Stumbling Blocks
- How to achieve the Balance of Being Assertive
- Letting Go of Approval and Affiliation

### 25% Being Heard and Taken Seriously

- 5 Ways Women and Men Manage Conversation
- Taking Charge versus Taking Care
- Process versus Goal Oriented Talk
- Unlocking your Credibility

### 15% It is What We Don't Say that Means A Lot

- Nonverbal Cues that Enhance Credibility
- The Top 5 Noverbals that Undermine Credibility
- What is Means to "Walk the Walk"

### 20% How Leadership is Achieved with Code-Switching

- What is the Code-Switching Style?
- How Code Switching is a Blend of Two styles-Masculine and Feminine: A Synergistic Approach to communication
- How Code Switching is Strong and Soft, Assertive and Straightforward
- How Code Switching is Flexible and Adaptable

### 15% Wrap-Up: Back to Work as a Visible, Credible Employee-Enforce the Opportunity and Success You Deserve

- Breaking the "He" and "She" Code
- How to Become Self-Conscious, Self-Aware and Self Monitor Your Communication

## Focus

### Primary - Leadership Development

Presence, Political Skills, Developmental Perspective, Interpersonal Relations

### Secondary - Planning/Organizing

Generate and Obtain Plan Support

### Tertiary - Executing/Controlling/Evaluating

Coordination, Follow-Up

## Level

Introductory

Intermediate

Advanced

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