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Corporate
Coach Group
Training that transforms



Training Proposal Women into Management Training

A Training Plan for your Organisation

This leadership course has been written especially for women.

This unique woman's leadership course will show you how to get the best performance from yourself and others.

This course will empower and encourage you.

It is designed to help you to overcome the subtle barriers that others may try to use, to slow down your progress.

During this course you will discover how to lead and manage with more skill, finesse, style and confidence.

Read through the course description below and then contact us to arrange for the course to be delivered in house.

Get the best performance from yourself and others

- ✓ Challenge negative attitudes and take control of the situation
- ✓ Set and achieve ambitious goals by applying the 8 Part SMART
- ✓ Identify and remove the any barriers that may tend to hinder your progress
- ✓ Handle the Smiling Assassin and any others who would try undermine you
- ✓ Control your own conversation and direct it towards only successful outcomes
- ✓ Manage your time and balance your work / life priorities
- ✓ Learn practical tools that you can use in real-life situations.



Day One - Morning

- ✓ How to get the best performance from yourself and others
- ✓ How attitudes affect women's results
- ✓ Re-define your Self-image; Self-concept - Personal Identity.
- ✓ Handle the people who may try to undermine you
- ✓ Direct your conversation towards only Successful outcomes
- ✓ Learn how to survive and thrive in Brexit Britain.

Day One - Afternoon

- ✓ Achieve goals by using the 8 Part SMART
- ✓ Delegate tasks to the right person, in the right way
- ✓ Communicate clearly with the perfect level of polite assertiveness
- ✓ Prioritise your tasks and achieve sustainable work-life balance
- ✓ Set the team On-Target by learning the 7-part Success formula
- ✓ Develop your personal code of conduct

How many people are doing the training?

Numbers of staff to be trained: TBC

When will the training take place?

TBC

Where is the training location?

In-house or an [Open Course](#)

What is the basic premise of the course?

Please read the following pages

Leadership and Management for Women Training Course Content

Leadership and Management for Women Training Course AM

Introductions

This is a course written for women in positions of leadership.

As a leader, the question you need to answer is this:

"How can I get the best performance from myself and others?"

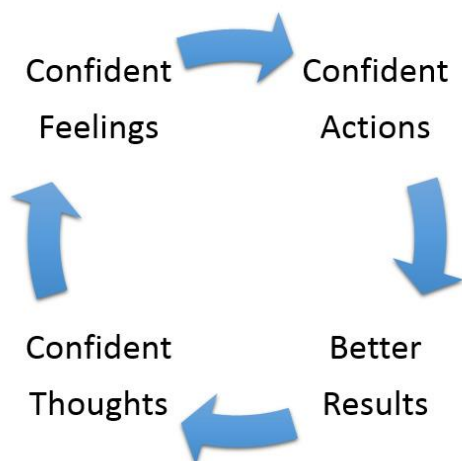
Part One: The Self-fulfilling prophecy

Your Expectations tend to show up in your external results.

The process looks like this:



- How Negative attitudes tend to create negative results.
- How Positive attitudes tend to create positive results.



Part two: Redefine your self-image.

Your "self-image" is the sum of all your thoughts about who you really are and what you can achieve.

You succeed only as far as your self-image allows you to succeed.

Others will tend to estimate you NO higher than you estimate yourself.

Harness the Power of Great Expectations.

How to use the self-fulfilling prophecy to your own advantage.

Part three: Conversation control

Take control of the conversation and direct it AWAY from excessive dwelling on:

The Bad past. Which creates feelings of anger and upset.

The Bad future. Which creates feelings of fear and worry.

Target your conversation onto a BETTER FUTURE; which will create strong feelings of courage, confidence and enthusiasm.

Part four: How to identify undermining of women at work

Let us look at some examples of what language some women have to put up with at work.

Our Fail-Safe-Method of handling any form of undermining or discriminatory language.

How to take on and defeat the 'Under-Miner' and the 'Wind-up Merchant'.

Lead the Team Training PM

Part Five: 8 Part SMART

Since the role of a leader is help the team to achieve goals, the first skill of the leader is to properly set and communicate a valuable goal.

Part six: Delegation

The leader delegates the right task to the right person, in the right way.

Use the same 8 Part SMART model as a method of delegation.

Three common but false Reasons why some women FAIL to delegate as much as they should.

Its quicker to do it myself.

What if they mess it up?

They are already busy and so I feel guilty for delegating.

Part seven: Communication and Body language.

Like it or not, people do judge you partly on appearance.

What they see, is what you'll get.

Impression management: How you APPEAR to be, will partly determine how you are received.

Posture. Appearance. Touch. Eye contact. Hand and arm gestures. Facial expression. Orientation. Proximity. Scent. Accessories.

Part eight: Prioritisation and work life balance.

Balance the many demands on your time

The Wheel of life.

Balance the wheel.

Prioritise your Priorities!

Part Nine: The success formula.

Get the team on-track. Keep them on-track.

Learn the 7-part Success formula.

1. Decide upon and communicate the Goal
2. Decide upon and communicate the Plan
3. Prioritise and delegate the actions needed to achieve the goal
4. Give warm appreciation for any good performances
5. Notice any bad performances
6. Give polite but assertive "Feedback" for any bad performances
7. Be the agent of progressive change and continuous improvement

Part ten: Personal code of conduct.

You can live according to previous programming or...

You can live according to your new choices.

Release your full potential by designing a new personal code of conduct.

Final summary.

Finish and leave.

The Training Method

The training method follows this general pattern - the training is very interactive and interesting:

The trainer gives a clear explanation of the point in question with specific examples.

Then, the delegates practice by doing an exercise with each other.

The delegates practice by doing exercise with the trainer.

All points are supported with full written notes to take away.

Delegates are asked to write down an associated action, for each point made.

(At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

Note: we do not believe in placing people in any situation of embarrassment by demanding that they 'perform' in front of the whole group. So you can relax: come on this course and be at ease; ready to learn new skills!



The training is designed to comply exactly with your requirements:

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. -**Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.



Alison

The training method follows this general pattern:

1. The trainer, gives a clear explanation of the point in question.
2. Then the trainer demonstrates the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing an exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

What are the costs / investments?

There are two options:

1. Open Course
2. In-house Course

1. Open Course

One-day course: £450 +VAT per delegate.

Available throughout the UK, please see [dates and locations here](#).

2. In-house course

Daily rate is £1,950 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Travel time rate is £400 per day.

To include:

1. One-day preparation
2. One days training
3. Travelling time
4. Full notes
5. Three months on line or telephone support
6. Feedback report
7. Action plans

We suggest the following plan of action:

You please send to me:

1. Any amendments or changes you wish to make to the programme
2. Your thoughts
3. The plan of action

Thank you

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A word from our previous delegates...

The course was very informative, with lots of thought provoking questions to think on after. The trainer's presentation was well produced and slick NO excess content.

*Delegate: B Pain-Tolin
Company: BTCV*

The course was very very good. The course was well structured and has provided me with an opportunity to reflect on how I can improve further in my role. The trainer's was very focused, kept the course moving, related well to the group. Created non-threatening environment.

*Delegate: M Ridout
Company: Sparsholt College Hampshire*

The course content was very good, quick win early on kept my interest piqued. The presentation was very good, inspiring and animated.

*Delegate: K Rhodes
Company: RAF Wittering*

The course content was informative and well-constructed. The trainer presented very clearly and effectively. The presentation was very enjoyable.

*Delegate: N Yemm
Company: Hulley & Kirkwood Consulting Engineers*

The course content was great, really visual. The trainer's presentation had lots of great detail and stories to illustrate each point.

*Delegate: M Painter
Company: Lloyds Banking Group*

I really enjoyed the breadth of what was covered today. The trainer's presentation was very good and clear.

*Delegate: S Windridge
Company: Prudential UK*

The course content: Interesting and very broad content. We covered a lot of subject matter during the course. The trainer's presentation was excellent, very clear and concise. Interesting and charismatic.

*Delegate: E Inegbu
Company: Prudential UK*

Excellent course that helped to bring new insight and reinforce and bring back concepts from many years ago. The trainer's presentation was upbeat, positive and inspiring.

*Delegate: M Judson
Company: JSP Ltd*

The course content was comprehensive, eye-opening and informative. Excellent presentation, kept interest up and made the course come to life. Good real-world examples to inspire and inform.

*Delegate: J Gibson
Company: Fuji Film*

The course content was very detailed and interesting. The trainer's presentation was good, with time for re-caps and questions.

*Delegate: R Graham
Company: RAF Wittering*

The course content was interesting, could be applied in business environment but also in general life. I like the wrong box / right box! The presentation was very dynamic and directive. Knowledgeable. Good use of examples which helps.

*Delegate: S Chou
Company: JSPMLtd*

The course content was excellent, extremely useful tools which I shall use with both students and staff. The presentation was very good, Right mix of talk, discussion and activity.

*Delegate: J Noble
Company: The Sittingbourne Community College*

For additional feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)