

“The moment you rise to speak you assume a position of leadership. The moment you rise to speak, your leadership skills become the focus of attention.”

Women & Leadership Australia presents

The Leadership Voice 2011

Presenting with confidence, power and influence ▶

Sydney, 24th February
MGSM (Pitt St Campus)

Public speaking is considered by many as their number one fear. In some instances the anxiety associated with speaking in front of a group may be so severe that it can prevent people from reaching their full career potential.

For managers and leaders, public speaking is a fact of life. Like it or not it is a prerequisite of leadership that, from time to time, you will be required to present information to a variety of stakeholders.

Women & Leadership Australia understands the challenges women face in the workplace and is committed to helping female leaders develop every aspect of their leadership skill-set. The Leadership Voice is a full-day program developed specifically to aid female leaders in two areas:

- Speaking out and getting your point across
- Unlocking the secret of powerful presentations

The program is tailored to meet the needs of today's dynamic female leaders and combines a powerful mix of expert theory and practical application to ensure participants experience a variety of 'ah ha' moments.

As thousands of female managers across the country have already discovered Women & Leadership Forums are a unique and inspiring way to interact, share ideas and develop. The forums engender a heightened sense of mutual learning and development, delivering very real outcomes for both participants and their organisations.

The Leadership Voice 2011

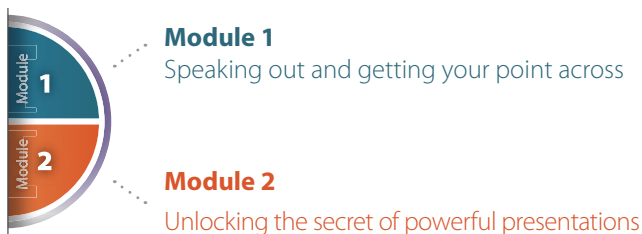
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Program Outline

The Leadership Voice 2011 is built around two complimentary modules. The structure of the program optimises the learning outcomes of each module, as well as contributing to the overall flow, ensuring a logical progression from one module to the next. Through mastery of each of the elements, participants take an important step towards developing their own Leadership Voice.

The modules explored in the Leadership Voice 2011 are:



The program is underpinned by a blended learning approach to ensure participants have the opportunity to maximise their learning throughout the day and connect powerfully with both their peers and the course facilitator.

Key themes

- ▶ The power of a successful presentation
- ▶ What makes a good presentation?
- ▶ Understanding the key principals of adult learning
- ▶ Understanding presentation styles
- ▶ Common fears and strategies to overcome them
- ▶ Building rapport with your audience
- ▶ Defining your presentation objectives
- ▶ Leveraging simple body language techniques
- ▶ Step by step preparation
- ▶ Strategies for engaging participants

Module 1

Speaking out and getting your point across

Today's demanding marketplace means that individuals who want to advance personally and professionally must be able to communicate effectively in a range of contexts and with a variety of people. One of the most common obstacles female leaders face in the workplace is the confidence to fully step up to the leadership plate. This includes an inbuilt fear of speaking up, which can lead to an inability to clearly articulate an idea or vision. Having the confidence to back your ideas and being able to promote them effectively within the organisation is important in developing your own leadership presence and influence. This module will explore techniques to build confidence and ensure you are fully equipped to speak up when the time comes.

Module 2

Unlocking the secret of powerful presentations

Effective leaders constantly change and develop their world through the spoken word. Their ability to convey their own or their organisation's vision with passion, confidence and clarity is critical. Many leaders however have unrealistic expectations about their speaking ability, believing that as a leader they should automatically be able to communicate their ideas confidently and effectively. The first step in overcoming the fear of public speaking is to recognise that making presentations is a learned skill. For most of us, it is not something we can simply get up and do without having at least some basic training. In this session participants will explore the key aspects involved with presenting successfully and create a practical step by step plan that can be used for in a variety of situations from boardroom presentations to team meetings.

“ Thank you very much - the whole experience has totally exceeded my expectations. The most valuable event I have attended in a long time. Great organisation, excellent presenters and totally relevant topics

Sharon Murden
DSTA

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“Vital skills for all female leaders”

Who is the Leadership Voice 2011 for?

New and Aspiring Leaders

The Leadership Voice 2011 meets key leadership development priorities for new and aspiring leaders. New leaders benefit enormously from connecting with other female leaders and developing their skills in a supportive and empathetic environment.

Experienced Leaders

Experienced leaders looking to enhance their skills are most welcome to attend and benefit enormously from the chance to hone their existing techniques.

“ Presentation skills are a critical element of leadership however the development of these essential skills is often overlooked at all levels of management.

The Leadership Voice 2011 In-house



You can run The Leadership Voice in your workplace and have the expertise of a senior WLA facilitator dedicated to your female staff. The one-day program is easily contextualised to any industry or sector, and can be tailored to address key issues in your workplace. The program can be run for groups of 20 – 60 participants at one time, and group bookings attract substantial discounts.

For more information call 1300 138 037



“The Power of Women & Leadership Forums”

Research suggests that to reach one’s potential as a leader, it is vitally important that we feel connected, supported and empowered in all areas of our lives. Whilst workplace training is essential to developing skills, the immense power of women and leadership forums resides in bringing women together to explore their potential as well as their challenges in a supportive and empathetic environment.

Women & Leadership Australia is a national initiative committed to supporting the presence of women in business and community leadership roles. WLA is based on the belief that women represent an enormously under-utilised national resource. Through supporting a greater percentage of talented women to step up into leadership positions, tremendous cultural and economic benefits will follow.

The initiative comprises a range of professional development programs, advisory services, networking opportunities, and ongoing research. Since its inaugural forum in 2003, over 35,000 women have participated, making Women & Leadership Australia the largest female-focused leadership initiative in Australian history.

Each year thousands of women continue to benefit from the program ensuring the initiative is widely accepted by business leaders as critical to the ongoing development of Australian leadership.

The 2010 WLA program is under the auspices of the Workplace Training Advisory Australia.

“ Leaders are made, not born, and they never stop learning. Women & Leadership Forums are important sources of advice, inspiration and support of other women who are on the same journey

Pru Goward

Shadow Minister for Women and Community Services

Registration Form

An initiative of the Workplace Training Advisory Australia (ABN 56 352 791 073)

The Leadership Voice 2011

Sydney, 24th February - MGSM (Pitt St Campus)

Today's date: _____

Phone: _____

Organisation name: _____

Fax: _____

Contact name: _____

Email: _____

Title/position: _____

Postal address: _____

Names of participants	Title/position	Email (required for confirmation details)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

For pricing on group bookings of 10 or more participants please call Dominic Meachen on 1300 138 037

Fees GST Incl.		
Standard Rate	Early Bird Rate (Ends 17th Decmber)	Group Rate (3 or more participants)
\$595 per person	\$520 per person	\$495 per person

IMPORTANT - Travel discount for regional attendees
 To offset some of the increased travel costs for regional attendees, an additional discount of \$100 will be applied to all bookings for attendees who live in regional locations. Written proof of eligibility may be required.

Please tick the box to apply for the travel discount.

Totals

Total delegates _____

Total registration fees due: \$ _____

Payment Method

Payment in full required on registration (Registration is not confirmed without payment)

Please invoice me

Credit Card	VISA, Mastercard and Bankcard only	Amount \$
Card Number	_____	Signature
Expiry	_____	

EFT*	Account Name: Workplace Training & Advisory Australia Pty Ltd	Account Number: 1041 5175	BSB: 063-123
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*Please email remittance advice to registrations@wtaa.com.au

Futher Information

Telephone: 1300 138 037 **Email:** dmeachen@wtaa.com.au **Post:** PO Box 4079, Melbourne University, VIC 3052

Payment in full must be made prior to event. Submission of this registration form indicates your intent to make full payment. Cancellation Policy – A substitution delegate is always welcome with written notification. Cancellations received up to 6 weeks prior to the event will incur a 50% withdrawal fee. For cancellations received within 6 weeks of the event no refund will be issued. Every effort will be made to contact each attendee should an event be rescheduled or cancelled by WTAA for any reason. If an event is rescheduled or not held for any reason, WTAA's liability is limited to the event fee only. Indemnity - WTAA reserves the right to change the venue and/or speakers of any event due to circumstances beyond its control. In the event of changes to venue or speakers, or cancellation of the event, WTAA is indemnified against any or all costs, damages, expenses, including legal fees, which are incurred by the attendee/s. In the case of venue change, all reasonable efforts will be made to inform attendees. I understand that by registering myself and/or others as attendees at this event, photos or video may be taken by WTAA of this event, which may be used for marketing purposes.

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