

# EMPOWER EXECUTIVE WOMEN

Leadership Development Program

November 7- 8, 2019

Venue: 109 West 39<sup>th</sup>, Street, 2<sup>nd</sup> Floor

New York, NY, 10001

Powerful Management, Leadership & Technology Center

<https://www.pmltusa.com/empoweringwomen>

# Empower Executive Women

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## What the Program Covers:

Empower Executive Women – Leadership Development Program is Intensive course designed for Executive Women, by initially focusing on personal development and self-awareness; encourage addressing the challenges involved in developing unique leadership profile. Participants will focus on moving organization forward through times of change and will develop a Personal Leadership Plan (PLP) to address a critical challenge within organizational context.

Effective leadership is essential to both personal and organizational success. Strong Leaders Drive, Inspire and Motivate teams to willingly produce their best work and turn propel an organization forward.

Empower Executive Women - Leadership Development Program is designed to fuel self-reflection, collaboration and case studies.

The result focused program uses a highly effective and proven coaching style to help you identify what's most important to you as a leader.

Be empowered to develop an action plan to become a stronger Leader which will have a positive impact on your business.

Empower your skills  
Know and Go beyond your limits  
Be guided by future you want  
Become a Change maker  
Capture opportunities  
Inspire innovation

Learning & Self Development  
Leading & Working with Team  
Serving your organization through  
Practical skills

This Leadership Development Program provides an important value to expand awareness in Executive skills.

## What you will learn:

**Module 1** - Executive Leadership: A fast and focused Guide.

**Module 2** – Critical Thinking Skills for Business Owners and Executives

**Module 3** – Connected with Purpose: From Networking to the Negotiation Table

**Module 4** – Use your Voice to impact and influence others

**Module 5** - Occupational Burnout: A Nutritional and Lifestyle Approach.

Program Provides open and honest engagement and exchange of practical skills and ideas that will benefit you as a Business Owner, Corporate Executive or Individual Contributor.

Empower Executive Women - Leadership Development Program is to optimize learning and increase immediate applicable values.

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The program utilizes dynamic instruction, group thinking and variety of elements such as interactive team building and role play activities, introspective exercises, Round table discussions. The result of you taking this approach is that you are guaranteed to become an even more confident and effective leader.

## Who can attend:

Empower Executive Women - Leadership Development Program is designed for high level executive women, M/WBE business owners, Principals, Directors, CEOs who is looking to increase their presence, their confidence and their delivery in the workplace.

Empowering Executive Women - Leadership Development Program seeks to inspire, to educate and connect professionals and M/WBE Business leaders of all ages and abilities.

## Participants will be providing with:

Training Materials and handouts

Certificate of Attendance

This time-tested action learning approach immerses you in the multifaceted role of chief decision-maker. Focused on accelerating individuals and team growth, professional coaches will help you identify your leadership strength and professional assessment.

### Each day you will gain new insights by:

- Collaborating with executives who span industries
- Considering diverse perspectives during case discussions and assignments
- Giving and receiving feedback in a pleasant environment
- Expanding professional network as well as leadership impact

The return on your investment is priceless Empower Executive Women – Leadership Development Program will forever change how you and your company do business.

## Schedule

### Day 1

Thursday, November 7, 2019

1:00 - 1:30 Registration, Introduction and Icebreaker Activity  
1:30 - 3:30 Connected with Purpose: From Networking to Negotiation Table - Lisa Panarello  
3:30 - 4:00 Networking / Meal Break  
4:00 - 6:00 Critical Thinking Skills for Business Owners and Executives - Andrew Donofrio

### Day 2

Friday, November 8, 2019

1:00 - 2:30 Occupational Burnout: A Nutritional and Lifestyle Approach - Alexandra D'Elia  
2:30 - 3:00 Networking / Meal Break  
3:00 - 4:00 Executive Leadership: A Fast Skills for Business Owners and Executives - Megi Kurdadze  
4:00 - 5:30 Use Your Voice and Influence Others - Jayne Latz  
5:30 – 6:00 Close Out the Program

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## Module 1 - Executive Leadership, a fast and focused Guide

Executive Leadership training is designed to help women gain valuable knowledge and skills in leadership and team building, which is important to career growth and success. This training will arise women leadership awareness and allows participants to practice new skills and build relationship with one another.

The key of the training is to determine skills, knowledge and values. It will give the guidelines on the important topics which form a major part of to provide opportunities to practice and develop useful knowledge and reflect own individual experience. The role of the training is to serve leadership thinking for women leaders.

Once you learn the techniques of true Leadership, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

### Workshop topics:

- ✓ Explore Leadership, Different Types of Leadership Styles
- ✓ Develop skills to make yourself invaluable
- ✓ What separates goals we achieve from goals we don't
- ✓ Team building, Understand the people you lead, you cannot achieve Goals without the right support

### Learning Objectives:

- An increased understanding of personal strengths and barriers for being a successful and authentic leader; and a vision of their authentic leadership;
- A better understanding of team and team building skills. Increased ability to negotiate their own success and create value for the organization;
- Interactions with women role models to experience the varied ways woman practice leadership;
- They will know how to Lead others through processes of change, establish change as the norm and build reputable business environment.

## COACH



### MEGI KURDADZE

Leadership Coach

She serves as professional leadership coach and is recognized as an Influencer and Expert for seminars on best business practices and leadership cultivation leadership in Projects. Solid interpersonal and multilingual abilities enable opportunities for fostering strategic international business relationships. Her areas of expertise include leadership, public speaking, organizational development, research, public relations, strategic planning, nonprofit organizations, management, fundraising, Project Management and Leadership Development

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## Module 2 – Critical Thinking Skills for Business Owners and Executives

It is critical for executive level leaders to see the whole picture before making and executing impactful decisions. Not a single significant business decision should be made without appreciating context. The problem for many leaders is not always seeing all the issues. Sometimes it's the opposite -seeing or things that may not actually be there or interpreting them incorrectly.

What if you could learn to see the complete picture, without unnecessary noise clouding your judgement?

How much more successful would your decision-making process be?

You will leave this workshop with the following:

- Better insight to the way YOUR mind works and what you need to be a more effective critical thinker
- Recognize and unlearn your cognitive bias and the tendency toward assumption and confirmation bias
- Identify what clouds your thinking and methods for clarity of thought for better and more precise decision making
- Experience clearer and more creative thinking

### COACH



#### ANDREW DONOFRIO

Consultant, Coach, Trainer

He strives to bring about organizational and professional transformation. Since running his own business, and as a former public sector leader, He has been focused on the success of people and organizations. His clients have spanned numerous industries, including financial services, accounting firms, technology companies, nonprofits, law firms, professional services, manufacturing, and more. I am passionate about bringing organizations to the highest level and committed to developing and improving leaders, professionals, cultures, systems, and processes.

He is a specialist in organization, professional, and leadership development, helping individuals and organizations achieve their greatest potential.



As a Certified Leadership Speaker, Trainer and Coach, with a Master's Degree in Management and vast business, leadership, and team-building insights, Andrew is passionate about improving the condition of organizations and changing the lives of professionals. Andrew helps companies, organizations, and professionals at all levels to develop, improve, and grow!

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## Module 3 – Connecting with Purpose: From Networking to the Negotiation Table

Networking can help you develop critical paths to exciting opportunities and negotiating with a tactical plan CAN help you translate questionable offers into desired results.

<b>Part I: The art of Networking; How to:</b> Reduce personal anxieties of networking Create the right mindset around breaking boundaries Set up initial network and make connections with intent Interject personal interests/needs into conversation Develop resourceful 'give-and-take' relationships!	<b>Part II: The art of Negotiating; How to:</b> Level the playing field Define your deal makers/breakers—all compensation components Prepare mindset AND material for the meeting Formulate and present your 'ask' Co-drive negotiations to win-win results
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To optimize learning and increase immediate applicable value, our programs utilize dynamic instruction, group think, and a variety of interactive elements.

Participants who fully engage in the session will walk away with:

- Plan of action for 'networking to negotiation'
- Increased confidence for 'navigating a room' and 'leaving nothing on the table'
- Greater appreciation for the power of 'connecting with purpose'
- Fresh perspectives on how to expand brand visibility and achieve professional goals

### COACH



#### LISA PANARELLO

Empowerment Coach

Lisa Panarello is the founder and CEO of Careers Advance, a multi-faceted professional development firm with a broad array of training specialties, including emotional intelligence, workplace communication, influential leadership, personal-branding, and public speaking.

For 17 years, Lisa has been sought after by major corporate, civic and educational institutions, such as JPMorgan Chase, Mars, Inc., the NYPD, and Manhattan College. Her powerhouse training programs and presentations have inspired more than half a million students, professionals, executives and business owners nationwide.

Since 2001, Lisa has been guiding organizations in developing/retaining top talent and driving bottom-line results while helping individuals transform challenging job situations into exciting career journeys.

She holds a BBA Degree in Marketing, a Certificate in Career Planning from NYU, extensive practice with TTI™ Assessments and 15+ years of multi-industry experience. With an entrepreneurial mindset and a unique blend of practicality and humor, Lisa kicks every engagement into high gear and provides strategies that ignite positive change.



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## Module 4 – Use your Voice to impact and influence others

Professional communication skills are essential to all aspects of leadership. Research shows the sound of a person's voice strongly influences how he or she is seen. According to Quantified Impression, an Austin, Texas communications analytics company, the sound of a speaker's voice matters twice as much as the content of the message. As one delivers their message it is important that they use the right tone, clarity, and delivery, in order for their audience to fully process and embrace the message.

Communicating with impact and influence takes practice but is an integral part of delivering one's message and engaging the listener. With engagement comes action.

1. Learning to connect and engage listeners during presentations; whether audience is one or one hundred.
  2. Developing a dynamic speaking voice in order to deliver the message with impact and influence
  3. Learning to deliver the message with the proper tone and clarity
  4. Gaining insight into the effective use of nonverbal communication skills
  5. Develop the ability to deliver the message strategically in order for the audience to fully absorb and comprehend the message
  6. Master global communication; being impactful as a communicator with individuals around the globe
- Develop skills that project a voice to match their talent, skill, and expertise
  - Provide increased confidence in daily presentations
  - Be able to speak and deliver a message in a clear, concise and succinct manner
  - Develop practical tools that can immediately be applied on a daily basis

### COACH



#### JAYNE PANARELLO

Executive Communication Trainer

Jayne Latz is an expert in communication skills. She is an executive communication trainer and coach and worked for over 25 years as a speech-language pathologist, college educator, professional speech trainer, and coach. In 2006, she created Corporate Speech Solutions, LLC which has been featured in the Wall Street Journal as well as on The Today Show. Her team of speech professionals delivers speech and communication services to business professionals looking to turn their communication skills into powerful business tools. Their professional speech background provides them with the exceptional skill set that will transform communication skills into those of one that will

impact and influence others. Our goal is "to improve clarity, confidence and credibility." Jayne Latz is the proud author of *Communicate Up the Corporate Ladder, How To Succeed In Business With Clarity and Confidence*.

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## Module 5 - Occupational Burnout, a Nutritional and lifestyle Approach to achieve Peak Performance while maintaining your health.

Occupational Burnout: a Nutritional and Lifestyle Approach to Achieve Peak Performance While Maintaining Your Health (and Sanity)

### Overview

Define/Understand/Identify/Breakdown BURNOUT.

According to World Psychiatry burnout “is a psychological syndrome emerging as a prolonged response to chronic interpersonal stressors on the job. The three key dimensions of this response are an overwhelming exhaustion, feelings of cynicism and detachment from the job and a sense of ineffectiveness and lack of accomplishment”

Basically, feeling over-worked and undervalued. How does this affect us personally? Physically, emotionally and interpersonally. Feeling tired or drained most of the time, lowered immunity, frequent illness, headaches or muscle pain, weight gain or weight loss, change in sleep habits.

Feeling helpless, trapped and defeated, loss of motivation, detachment and feeling alone in the world. Withdrawing from responsibilities, isolating yourself from others, procrastinating and taking longer to get things done, using food, drugs or alcohol to cope, taking out your frustrations on others. How do we avoid or even reverse the effects of burnout? What we put in our bodies greatly affects how we feel. Functioning at a high level requires fueling at a high level. Learn what foods help reduce stress, increase energy, help balance mood and maintain healthy weight. Learn what to eat, when to eat and how to eat to reduce stress and optimize functioning.

Tips to prep power-packed meals for the week. Build a morning routine that sets you up every day for success. Define your own self-care and learn how to build new daily habits



### COACH

**ALEXANDRA D'ELIA** RDN, CDN

Dietitian specializing in mind body nutrition

Dietitian specializing in mind body nutrition, helping busy professionals balance life, work and health inspiring the highest commitment to a better self.