



Women's Leadership Symposium 2004
“Moving Forward with Direction: Leadership – Professionalism – Teamwork”
Wednesday May 12, 2004 – Friday May 14, 2004

Wednesday – May 12, 2004: Leadership

0730 – 0815 Registration/Check-in/Continental Breakfast

0815 – 0830 Administrative Announcements

0830 – 0845 Opening Remarks/Symposium Kickoff

0845 – 0945 “Psycho-Geometrics – “The Science of Understanding People, and The Art of Influencing Them”

Learn how the different shapes define our personalities and how to deal with them on a daily basis, both personally and professionally

0945 – 1000 Break

1000 – 1130 “Effective Leadership” Panel Discussion

The role of a manager versus that of a leader, developing and polishing leadership skills, and being a leader in a diverse environment

1130 – 1300 Lunch - “Succeeding in a Fast-Changing Work Environment”

Become familiar with the many challenges of a fast-paced environment and how to overcome them

1315 – 1600 Four Concurrent Breakout Sessions (break between sessions)

1430 - 1445 Break

1) “Conflict Resolution Management”

Learn the necessary skills to deal with common performance and conduct problems

2) “Leadership Styles”

Learn how to define different leadership styles

Leadership inspires, motivates, and guides others toward strategic/operation and corporate values.



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Thursday – May 13, 2004: Professionalism

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0815 – 0830 Administrative Announcements

0830 – 0845 Welcome Remarks

0845 – 0945 “Responsibility and Accountability”

Learn how to become more reliable and trustworthy and how the lack of these skills can affect your career and personal life

0945 – 1000 Break

1000 – 1130 “Career Management-How to Get from A-Z”

Learn how to manage your career

1130 – 1300 Lunch - “Balancing Work and Family”

Learn the specifics of managing home life and working outside the home and how to become successful at both

1315 – 1600 Four Concurrent Breakout Sessions (break between sessions)

1430 – 1445 Break

1) “Mentoring”

Learn the critical steps needed to find the right mentor

2) “Politically Savvy”

Learn about professional diplomacy and how to acquire it

Professionalism is acting with integrity, being trusted by others, and treating people fairly.



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Friday – May 14, 2004: Teamwork

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0815 – 0830 Administrative Announcements

0830 – 1115 Four Concurrent Breakout Sessions (break between sessions)

0945 – 1045 Break

1) “Effective Communication”

Learn effective verbal, written, and briefing skills needed to succeed in today's environment

2) “Mock Interviews”

Learn positive interviewing skills

1130 - 1215 “Team Work: Team Formation and Motivation”

Learn the participative approach to work and how to form a successful and motivated team

1215 – 1330 Lunch - “Why Move Forward in All Directions?”

Learn how to resolve problems and make decisions that affect your career choices

1330 – 1345 Closing Remarks

Teamwork encourages a participative approach to work, fostering cooperation, pride, dialogue, and trust.

End of Symposium