



Career Acceleration for Women in Business Program

How to Strategize, Lead, Negotiate, Communicate, Sell and Build Your Personal Influence in business.

Certificate of Completion

Instructor led Group Coaching and Lifetime access to all online course material and resources. 24hrs total Instruction

Training Outline/Outcomes

Build Your Personal Influence (39 Modules-8hrs Instruction)

Course 1 Unleash Unlimited Potential

Course Overview

Understand how false beliefs about who you are, what you are capable of and how you view the world works hold you back from success.

Outcomes

1. Understand the different types of beliefs and how they are formed.
2. Recognize the negative impact of false beliefs and how they drive behavior and actions.
3. How to recognize worthiness and understand the connection between feeling worthy and success.



Course 2 Your Secret SuperPower

Course Overview

Recognize the power of automaticity a program our brain runs and how to utilize it to create routines and rituals that lead to your success. Learn how to manage through common human experiences that occur when we step outside our comfort zones to achieve our goals.

Outcomes

1. Understand how the program of automaticity impacts our behavior and actions.
2. Recognize the common human experiences that roadblock our success.
3. Learn how to create success routines that lead to accomplishment.

Course 3 The Success Connection

Course Overview

Understand the direct connection between self-worth and net-worth. Stop the constant chase for feeling good enough, smart enough, skilled enough and hundreds of other kinds of enough. How feeling worthy is the foundation for success.

Outcomes

1. Recognize the negative impact of not feeling worthy on our ability to achieve success.
2. Understand the connection between self-worth and net-worth.
3. Unpack the common myths about how the world of business operates that roadblock the achievement of our goals.



Course 4 The Wealth Code

Course Overview

Understand that the false beliefs and shame we carry around money negatively impact our success. Recognize that being a good person and having wealth are not mutually exclusive and that money is not a bad word.

Outcomes

1. Recognize the common money myths that roadblock wealth.
2. Learn the 3-step method to ask for what you want.
3. Embrace the power of money as the fuel to achieve your dreams.

Course 5 Love What you do But Hate to Sell

Course Overview

Recognize that you don't have a selling problem it's a worthiness problem. When you believe in what you have to offer you have no problem asking for what you deserve. Selling is not just about a product, service or expertise but influencing others to buy into our ideas, follow our lead to complete projects and creating a message other people will support.

Outcomes

1. Bust the negative beliefs about selling that prevent success in your business or career.
2. Master key components of selling success, confidence, objections and follow up.
3. Learn how to ask for the sale.



Course 6 Master The Art of the Meeting Beginner

Course Overview

Meetings are the number one form of business communication yet this important business practice is not taught as a fundamental skill.

In this beginner level of Master the Art of the Meeting learn the basics of how to build meetings that get your yes, every time.

Outcomes

1. Recognize that knowing how to master the art of a meeting is a key success factor.
2. Learn key meeting components, the goal, the guests, the agenda.
3. How to own any room when you know how to own the meeting.

Sales (2 Modules-3hrs Instruction)

Client Meetings Walk In With Confidence Walk Out with Clients

Course Overview

Help learners buy into the concept of improving their client meetings. Discover their role in creating a client experience that leads to a Yes.

Outcomes

1. Reflect on challenges with client meetings.
2. Perceive client meetings as an experience.
3. Craft a client experience.
4. Prepare for a successful client meeting.



The Agenda Your Client Magnet

Course Overview

Understand how to use the agenda to build instant credibility and trust with your client. Create strategy to take your client from start to a closed sale.

Outcomes

1. Identify winning or losing ways to conduct client meetings.
2. Determine meeting strategies for increased productivity and goal achievement.
3. Appreciate the importance of the client experience.
4. How to apply the Meeting Success Formula.

[Master the Art of the Meeting Advanced-Negotiate, Communicate, Strategize \(7 Modules-8hrs Instruction\)](#)

Meetings Do Matter

Course Overview

Identify the negative impact to business in revenue, profit and employee engagement. Understand how to use this business practice to develop a culture of accomplishment in your business.

Outcomes

1. Quantify the loss associated with bad meetings.
2. Review the loss from bad meetings beyond the obvious momentary.
3. How bad meetings negatively impact your culture.



Meeting Success Formula

Course Overview

Understand the step by step formula for designing and executing a successful meeting. Strategically use meetings to ask for the raise, promotion, close a sale or contract, lead and communicate with your people.

Outcomes

1. Identify the different components of a successful meeting.
2. Recognize how each component connects to the next to achieve success.
3. Understand the big picture overview of the steps required to achieve success in meetings.
4. Utilize the formula to strategize, build and execute meetings that achieve goals every time.

The Yes Goal A Powerful Meeting Strategy

Course Overview

Understand the main reason many business meetings fail to deliver results is there is no goal. Demonstrate the different types of goals and an evaluation of different types of thinking that impact goal selection.

Outcomes

1. Recognize the selection of a YES goal.
2. Differentiate between big picture and detailed thinking.
3. Practice the steps to reach a YES goal.
4. Devise a multi-meeting goal.



Guess Who's Coming to the Meeting

Course Overview

Understand the impact of the guest list to meeting success. Identify the different types of meeting guests and the role they play.

Outcomes

1. Acknowledge the impact of meeting guests on meeting success.
2. Distinguish the different types of meeting guests.
3. How to prepare for each type of meeting guest.
4. How to apply the Meeting Guest Strategy to your meetings.

Guest Control: Prevent Meeting Hijacking

Course Overview

How to own a room and manage difficult meeting guests so you can achieve your goals.

Outcomes

1. Understand the impact of difficult meeting guests on your success.
2. Distinguish different types of meeting crashers and their intent.
3. Prepare for each type of meeting guest.
4. Successfully manage meeting interruptions.
5. Apply the Meeting Guest Strategy.



The Meeting Master Host

Course Overview

Understand the role the host of a meeting plays in the success of a meeting.

Outcomes

1. Recognize the Meeting Master Host responsibilities before, during and after a meeting.
2. Articulate the personal and company benefits available to a Meeting Master Host.
3. Apply the steps to build the foundation of a successful meeting.
4. Become empowered to make a stand for change in an organization.

The Agenda Your Business Super Tool

Overview

Introduce the agenda as a tool to align values, goals, people and productivity. How to use meetings to build a culture of accomplishment in your business.

Outcomes

1. Connect goals to action.
2. Recognize meetings and crafted agendas improve business performance.
3. Identify the components of a standard agenda and their importance.
4. Instill corporate vision and values into repeatable daily behavior.
5. Recognize the benefit and impact of compelling communication.



Leadership (2 Module-3hrs Instruction)

Engaged Leadership

Course Overview

The only leadership course you will ever need. Review the engaged leadership model and its positive impact on employee engagement, communication, productivity, leadership, profit and revenue.

Outcomes

1. Recognize the challenges between leadership & employee communication.
2. Consider the Engaged Leadership model and the positive impact to success as a leader.
3. Determine the steps of the Engaged Leadership Model.
4. Apply new communication steps to enhance employee engagement.

How to Execute and Deliver in the Day to Day Real World of Business

Course Overview

Getting 'stuff' done on time, managing multiple priorities and delivering on commitments does not come naturally. It is skill that must be learned and practiced. Use our system for both you and your people to improve productivity, engagement and reduce rework.

Outcomes

1. Learn how to prevent overwhelm with simple techniques and systems.
2. Manage deliverables and meet commitments on time and on budget.
3. Increase productivity for both you, your team and your co-workers as you learn to communicate and prevent rework.



Design Your Life Goal Setting (1 Module-2hrs Instruction)

Course Overview

Learn how to set life, career and business goals that are achievable. Develop the routines that will lead you successfully to the achievement of your goals. An annual goal setting system that can be implemented and repeated with ease.

Outcomes

1. Develop the skill to excavate your passions and purpose as you set goals with intention and meaning.
2. Using our proprietary method cement your new goals with anchors that continue to keep them in focus.
3. Achieve the goals that have been previously left undone and generate a snowball momentum that has you confidently going after bigger goals knowing you can achieve them.



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Certificate of Completion

Instructor led Group Coaching and Lifetime access to all online course material and resources.

Digital Online Courses instructor led in 8 Weekly Group Coaching Sessions (24hrs Instruction)

Email access to the instructor outside of class for the duration of the 8-week program. (24 hr response time during normal business hrs) This allows student to connect the training to their day to day business activities.

Class size and schedule to be determined.

Classes will be delivered online.

We will continue to review the return of in-class training in our facility dependent on current circumstances.

\$5,000+ GST per student all materials included.



Overview: Theoretical Approach to our Training & Development Programs

1. Instructor Led

In combination with online material, weekly instructor led sessions ensure completion of training and help students cement learning.

2. Micro-learning

Short, easy to consume content in varying formats matches the working memory capacity and attention span of humans and increases engagement.

3. Student Learning Evaluation

Short Quiz, Group Breakouts with Reflection and Sharing, focused one question quiz on how the student can apply the learning in their specific role.

4. ARCS Model

Attention-Grab the student's attention through stories, examples or by posing questions.

Relevance- Link the learning to the student's success

Confidence- Help the student believe in their likelihood for success

Satisfaction- Show the student how to use the skill to obtain results

5. Curriculum Development

Curriculum structure was developed in conjunction with Dr. Kelly Edmonds an Instructional Designer and E-Learning Specialist. The goal for the student is to be able to easily implement their learning in their day to day environment and achieve results.



Insiders Club for Women Ltd

O/A I Am Worth It Project

Tammy Sherger

tammy@iamworthitproject.com

C2 6215-3rd Street S.E.

Calgary, Alberta T2H 2L2