Women in Leadership Quick Reference Card

Women in Leadership: Concept and Context

Leadership is the act of guiding a group of individuals towards achieving a common goal. Historically, leadership positions have been dominated by men.



However, **women are now breaking into leadership roles** across all sectors, showing that it's not just a man's world anymore.

Women in Leadership History

The Early Days

The roots of suffrage movement. Women first fought for the right to vote.

Post-War Era

The aftermath of World War II marked a significant shift in women started working in jobs mostly done by men before.

Late 20th Century

The late 20th century brought with it a wave of women started leading countries and big companies.

21st Century

The 21st century has brought an unprecedented increase in women leadership, across a variety of fields.

Essential Leadership Skills

Master these four essential skills to effectively handle the unique challenges that women often face in leadership roles.



EMOTIONAL INTELLIGENCE enables leaders to understand and manage emotions, both their own and those of others.



ASSERTIVE COMMUNICATION: For women leaders, this ensures that their ideas and concerns are heard, fostering an inclusive work environment.



RESILIENCE equips leaders to bounce back from setbacks and adapt to change, making it particularly important for women in leadership roles.

CONFLICT RESOLUTION: Conflicts are inevitable in any workplace. The ability to resolve them amicably enhances collaboration and overall team dynamics.

Custom Guide

Free Quick References Visit <u>ref.customguide.com</u>

Gender Bias in Leadership

Gender Bias in leadership roles is an unseen roadblock that stands in the way of countless women from succeeding in their jobs.

Types of Gender Bias:

- **Stereotyping:** Expecting women to be nurturing or collaborative.
- Second-generation bias: Subtle barriers like male-centric company culture.
- Performance bias: Understanding women's achievement, amplifying mistakes.
- Maternal bias: Discrimination against working mothers.

Empowering Leadership Styles

Empowering leadership styles aims to boost team performance through positivity and inclusion.

Transformational Leadership

promotes engagement, and superior performance. This inspires team members to:

- Excess personal goals, and
- Contribute to the broader company objectives.

Coaching Leadership is a dynamic style focused on individual development. Leaders take on the role of:

- Fostering growth,
- Encouraging open dialogue, and
- Acting as a mentor or coach

Participative Leadership, also known as democratic leadership, promotes:

- Active involvement of team members,
- Foster collaboration, and
- Valuing diverse perspective.

Customizable Courses

Why write training when we've done it for you?

Power and Politics in Leadership

Understanding these elements can help women and minorities in key professional areas.



BREAKING THE "GLASS CEILING"

This invisible barrier prevents women and minority leaders from advancing. To break through, you can:

- Recognize and challenges biases
- Highlight your achievement
- Fight for fair pay and positions

POWER OF NETWORKING

By connecting with influential allies, women can:

- Open doors to new opportunities
- Broaden their network
- Gather support from others

CHAMPION GENDER EQUALITY

By using your influence to advocate for gender equality, you can:

- Drive policy change
- Form coalitions supporting gender quality
- Ensure equal treatment for everyone.

Personal Branding for Women Leaders

DID YOU KNOW?

82% believe women would do better as leaders with a personal brand plan. But, over half (55%) don't have one.



In women's leadership, strengthening your personal brand can differentiate yourself and excel as a woman leader, both authentically and effectively.

This includes three main areas:

Embrace Authentic Leadership: When you lead authentically, you:

- Foster trust and respect
- Enhance team performance

Executive Presence is the ability to:

- Project confidence
- Grace under pressure, and
- The power to inspire respect

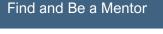
Lifelong Learning focuses to the continues, selfmotivated pursuit of knowledge for both personal and professional reasons. This can:

- Advance career growth
- Help you adapt to new roles and industries, and •
- Sustain workplace competitiveness

Customizable Courses

Why write training when we've done it for you?

- SWOT.
- **Plan:** Outline steps and their timing.
- **Resources**: Identify helpful tools or mentors.
- **Review**: Update your plan as you go.



What is a Mentor?

A mentor offers guidance, shares wisdom and experiences, and helps you navigate through various challenges.



How can you Find the Right Mentor?

- Identify potential mentors
- Define your learning goals
- Establish a relationship

How can you be a Mentor to others?

- Enhance your communication and leadership
- Learn from your mentees
- Contribute to other's growth

Develop a Personal Action Plan

This plan is your roadmap, outlining what you aim to achieve and ensuring your ongoing improvement.

Here are a few steps to get you started:

- **Reflect**: Use a SWOT to see your strengths and growth areas. Set Goals: Choose clear, doable goals from your
- © 2024 CustomGuide. Inc. To learn more contact: ref@customguide.com | 612.871.5004

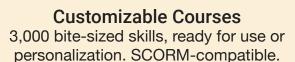




Custom Guide www.customguide.com

Staff Development Courses

Bite-sized Skills. Ready to Use. Uniquely Yours.



Skill Assessments

Pinpoint existing knowledge, spot deficiencies and measure improvement.

AI Course Builder

Create stunning courses with Al-enhanced content. Similar to Articulate Rise-but better!

LMS

A friendly, versatile learning platform your users will love.

Change

Management



Communication Skills



Conflict

Management



Delegate Effectively



Give Effective Feedback



Microsoft

Courses



Leadership

Skills



Manage

Remote Teams





Manage

Meetings

Performance Management

Leadership and Staff Development Training

Are You:	CustomGuide: Advances your team's knowledge & experience with 100s of engaging workplace courses.	
Wanting to keep your team's skills sharp & up-to-date?		
Challenged by productivity and collaboration issues?	Enhances communication skills & boosts productivity with courses designed for effective teamwork.	
Seeking better ways to onboard new employees?	Streamlines your onboarding process, with clear, measurable outcomes.	
Unsure about the skill levels of your team or job candidates?	Evaluate your team's expertise with precision with our Skill Assessments.	

Master Skills. **Not Just Courses**

Motivate your team by showcasing their journey from novice to expert with evident learning outcomes.

Our customizable courses & skill assessments:

- 1. Evaluate over 3,000 job skills
- 2. Verify learning
- 3. Measure improvement

SKILLS	PRE-ASSESS	LESSON	POST-ASSESS	GROWTH
SMART Goals Verified Learning	25%		75%	50% Improvement
Specific	• Fail	Complete	• Pass	
Measurable	Pass	Complete	• (Pass)	
Achievable	• Fail	Complete	• Pass	
Relavent	 Fail 	Complete	• Fail	
Befo	ore Trainin	ng Aft	er Trainin	9

Trusted by 3,000 Organizations



"Customizing the courses has saved countless hours of work."



"Everyone is impressed with your features and ease of use. What a terrific product!"

> Contact Us For a Free Trial!



www.customguide.com

info@customguide.com



Your Team

Motivate

Onboarding