

WOMEN'S CAREER ADVANCEMENT PROGRAM

PROGRAM INFORMATION GUIDE

LOOKING TO
COMMAND RESPECT,
STAY DRIVEN AND
GET PROMOTED?

The Women's Career Advancement Program is designed for emerging female leaders who want to accelerate their career.

GILLIAN FOX
LEADERSHIP DEVELOPMENT

PROGRAM DETAILS

WOMEN'S CAREER ADVANCEMENT PROGRAM

The Women's Career Advancement Program is a unique six-month intensive career-coaching program that includes both group workshops and individual executive coaching sessions.

This program is designed specifically for emerging female leaders, who've achieved one or two promotions and are looking to grow into an executive leadership role. Typically, you'll be aged 25-39, with a strong focus on accelerating your career to move ahead.

You will learn how to practically advance your career, including:

- How to communicate powerfully and overcome any fear of speaking up
- The right ways to build relationships with mentors and sponsors
- How to get strong support from your manager and peers
- Ways to initiate and manage difficult conversations
- How to excel at work without sacrificing a full home life
- Creating a step-by-step career plan to take you where you want to go

Program Format:

The program runs over six months and includes four group workshops and two individual coaching sessions.

- The first three group workshops cover specific themes that help reveal where you're at in your career and where you'd like to go. They're full of tools and practical information to accelerate your career. You'll also hear from a range of exclusive guest speakers (including top directors and CEOs)
- The two individual coaching sessions are designed to help you identify your strengths and any areas for improvement. You'll also create a career development plan to work with over the program and beyond. This document drives real results, giving you a firm plan of attack to reach your goals.
- The final workshop is all about demonstrating the skills you've learned and getting valuable feedback from your peers and manager.

KEY TOPICS COVERED

WOMEN'S CAREER ADVANCEMENT PROGRAM

Diagnosing key growth areas

Through the Women's Career Advancement Program we'll work through the specific barriers to attaining your next promotion. These may include:

- Improving your senior stakeholder management.
- Focusing on your strategic 'nouns'.
- Building your technical knowledge and skills.
- Improving how you communicate your value to the organisation.
- Managing your performance in high pressure situations.

Increasing day-to-day resilience

Building resilience and confidence are two of the most common barriers for emerging female leaders. Through the Women's Career Advancement Program, we focus on:

- How to build the confidence to be assertive and decisive.
- Dealing with difficult stakeholders.
- Speaking with command and authority.
- Ways to get support from the people around you.
- Ways to stay driven whilst managing office politics.

Building a career plan

Through the Women's Career Advancement Program, you'll build an ambitious, yet practical career strategy. Together, we'll cover:

- Your long-term career vision, for 5-10 years time.
- What are the right short-term goals to take you towards your long-term goals?
- What are the sacrifices that you should, and shouldn't accept in your career plan.

Finding the right mentors and sponsors

We'll address everything you need to find great mentors and sponsors for the rest of your career. We cover:

- How to find a mentor who understands your personal life and work environment
- The difference between a mentor and a sponsor? (and why both are critical for emerging female leaders)
- The right frequency to meet with mentors and sponsors? How should you set a schedule of meetings?
- The most compelling way to approach someone to be your mentor

2016 PROGRAM SCHEDULE

WOMEN'S CAREER ADVANCEMENT PROGRAM

<i>Date and time</i>	<i>Session</i>	<i>Location</i>	<i>Notes</i>
Tuesday, March 1 st , 2016 9.00 AM – 12.00 AM	Workshop 1	Ground floor: 4-16 Yurong Street Darlinghurst	All participants to attend
Wednesday, April 6 th , 2016 9.00 AM – 12.00 PM	Workshop 2	Ground floor: 4-16 Yurong Street Darlinghurst	All participants to attend
May 17 th , 19 th and 25 th , 2016 (1 hr session)	Executive coaching session 1	Ground floor: 4-16 Yurong Street Darlinghurst	You will be allocated a one hour session over these three dates
Wednesday, June 22 nd , 2016 9.00 AM – 12.00 PM	Workshop 3	Ground floor: 4-16 Yurong Street Darlinghurst	All participants to attend
July 13 th , 19 th and 21 st , 2016 (1 hr session)	Executive coaching session 2	Ground floor: 4-16 Yurong Street Darlinghurst	You will be allocated a one hour session over these three dates
Wednesday, August 10 th , 2016: 9.00 AM – 12.00 PM	Workshop 4	Ground floor: 4-16 Yurong Street Darlinghurst	All participants to attend

TESTIMONIALS

WOMEN'S CAREER ADVANCEMENT PROGRAM



"The most powerful part of the program was the opportunity to take the time out of the day-to-day to really think about my career and then put an action plan in place to get me moving in this direction"

Natasha Kemp

Associate Director, Customer Execution & Governance, ANZ



"What a valuable program, all of the speakers were amazing. I loved every minute. Thank you for sharing your time and wisdom."

Fiona Holyoak

Senior Manager, Corporate Transactions, Origin Energy



"Had I not done this course, I don't think I would have had the courage and confidence to be this open and honest with my manager about what I exactly want to achieve in my career."

Ishanthi Gunawardana

Senior Manager, Lending Advisory, NAB



"One of the most valuable parts of the program is meeting a range of women with the same kind of career ambition. It allows you to start engaging with a much broader network."

Deborah Sweetman

Manager, Group Services, Investec Australia



"The program gave me such a strategic view of my career. I've created a 5 year career plan and I'm confident that I'm going to continue to advance."

Anna MacDonald

Director, Commercial Partnerships, Nickelodeon

FREQUENTLY ASKED QUESTIONS

WOMEN'S CAREER ADVANCEMENT PROGRAM

About the program

1. *How is this program different to other career programs?*

This program is designed specifically for emerging female leaders. It deals only with the challenges that emerging female leaders face in achieving their next promotion, such as finding sponsorship and improving senior stakeholder management.

2. *Who are the guest speakers?*

Every program includes several highly successful guest speakers. These speakers are seasoned CEOs and company directors, with significant expertise and advice to share.

3. *What happens in the coaching sessions? Do I need to prepare anything?*

Ahead of your coaching session there's a comprehensive career questionnaire (that we ask you to fill out honestly). In the session we'll work through the answers and build an understanding of your career strengths and weaknesses, as well as building a foundation for your career plan.

4. *What is the commitment outside the group meetings and coaching session?*

Through the program you may be expected to do up to an hour of 'extension' work each week. This work will benefit your current job, and will typically involve research and speaking to others in your organisation.

5. *Who designs and facilitates the program?*

The program is designed and facilitated by Gillian Fox. Gillian is a highly successful business executive, who has worked at NewsCorp and Pacific Magazines, as well as building several large consulting businesses. For more on Gillian, see page 9.

6. *How often does the program run?*

The Women's Career Advancement Program currently runs twice each year.

7. *Can I participate if I don't live in Sydney?*

To attend the program, you must commit to being in Sydney for the four workshop sessions. We expect to offer programs in other major Australian cities from mid 2016 – so please contact us to register your interest.

FREQUENTLY ASKED QUESTIONS

WOMEN'S CAREER ADVANCEMENT PROGRAM

Your current role and other participants

8. *How many people attend the program?*
Each Women's Career Advancement Program runs with approximately 15 participants.
9. *What level will the other participants be at?*
This program is designed specifically for emerging female leaders, who've achieved one or two promotions and are looking to grow into an executive leadership role. Typically, participants are aged 25-39.
10. *Am I too junior to attend?*
If you're career motivated and have received at least one promotion since starting work, you're welcome to attend. You can always call us to talk about whether the Women's Career Advancement Program is right for you.
11. *What if I'm a working mum?*
Being a working mum is one of the challenges that the Women's Career Advancement Program has been specifically designed to address. As a working mum you'll see strong benefits from attending the program.
12. *Am I too senior to attend the program?*
If you've read the program description and think you would benefit from the development areas discussed, you're welcome to attend (regardless of your age or role). You can always call us to talk about whether the Women's Career Advancement Program is right for you.

Gaining approval to attend

13. *I'm keen to enrol. How do I sell it to my manager?*
In 95% of cases, your employer will pay for you to attend the Women's Career Advancement Program. As a first step you should sit down with your manager to discuss the program. Before your discussion, we suggest you print:
 - Your most recent performance review, and
 - This document on the Women's Career Advancement Program.

By specifically matching your development areas with the deliverables under this program (page 4) you can easily make a compelling case for attendance.

14. *What if I can't get support from my manager?*
We suggest you speak to both your direct manager and HR about the alternative ways the company may be able to support you attending the program.

If there's no way your employer will fund the program, you can always choose to pay program costs personally. We do offer a two part payment plan to attendees personally funding the program.

FREQUENTLY ASKED QUESTIONS

WOMEN'S CAREER ADVANCEMENT PROGRAM

Payment and logistics

15. *How does payment work?*

As soon as we receive your application form, we'll send an invoice to the address or email you nominate. Invoices are payable by bank transfer.

16. *Is there a money back guarantee?*

You get a 30-day, money-back guarantee when you start the Women's Career Advancement Program. That means you can try the first two sessions and decide if it's right for you. As long as you attend all sessions and do the work, we will refund 100% of your payment if you decide that the program isn't right for you.

17. *Do you offer a payment plan?*

We offer a two-part payment plan for attendees who are personally paying program costs. Contact us for more details.

18. *What happens if I need to cancel?*

We offer a full refund of registration fee with more than 28 days notice, 50% refund of registration fee with 14 to 28 days notice, and no refund of with less than 13 days notice.

19. *What if I miss a session*

We understand that things happen last minute. Typically we're able to accommodate you with an alternative session over the next 3-9 months. Contact us and we'll see what's possible.

ABOUT GILLIAN FOX

WOMEN'S CAREER ADVANCEMENT PROGRAM

Gillian has had a successful career as both a senior executive and entrepreneur. For the past 10 years, she has founded and built a number of large consulting businesses. Before this, she was a senior executive at both News Corp and Pacific Magazines.

As a senior executive, Gillian was responsible for managing over 100 employees as well as leadership development and strategy.

The Women's Career Advancement Program builds on this career experience, leading academic research, as well as a number of incredible guest speakers



Gillian's career advice for women has been featured in:

 **THE
AUSTRALIAN**

**women's
AGENDA**

 **RADIO
QANTAS**

Women'sHealth

WOMEN'S CAREER
ADVANCEMENT
PROGRAM
REGISTRATION
FORM

REGISTRATION FORM

WOMEN'S CAREER ADVANCEMENT PROGRAM

Please complete the following and return via email to info@gillianfox.com.au

Your personal details

First name:

Last name:

Work address:

Address for invoice
(if different to above):

Work email:

Preferred phone:

Please register me for the Women's Career Advancement Program, at a fully inclusive cost of \$3,500 plus GST (or \$3,150 plus GST per person if registering in a group of three or more).

I understand that the following cancellation policy applies:

- Full refund of registration fee with more than 28 days notice.
50% refund of registration fee with 14 to 28 days notice.
No refund of registration fee with less than 13 days notice.
- You may register a colleague or friend as your substitute at no extra cost if you notify us at least 5 business days before the program.
- If you do not attend and do not make prior arrangements with us to cancel your registration or transfer it to a substitute, you will be charged 100% of the registration fee.

Confirmation

Your signature:

Date:

We will never share, rent, or sell your personal information or email address.

G I L L I A N ▲ N F O X

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