



THE HUMPHREY
GROUP INC.

The Humphrey Group
is pleased to offer

A Two-Day Seminar for Women

TAKING THE STAGE®

Achieving a Leadership Presence

In Toronto:

September 28 & 29, 2009

November 2 & 3, 2009

December 14 & 15, 2009

In Calgary:

November 9 & 10, 2009

In Vancouver:

October 21 & 22, 2009

November 18 & 19, 2009

December 3 & 4, 2009

ABOUT THE PROGRAM

Women are playing a more prominent role in private and public organizations, but many do not know how to project leadership. That's because they have been taught to listen and respond, rather than assert themselves. This course shows women how to take the stage, and speak so others listen and follow them.

This intensive two-day seminar will show you how to move beyond traditional female behaviours and seek recognition for your views. You will learn how to develop a clear message, supportive structure, and strong words. You will discover how to get your points across without sounding shrill, defensive, or tentative. The seminar will also show you how to achieve a strong, leadership presence through eye contact, pace, body language, and voice.

Taking the Stage® provides small group workshops and personalized videotaped coaching. It is limited to 12 participants. A Senior Consultant with The Humphrey Group will lead the seminar. To learn more about The Humphrey Group or our programs, visit our website at www.thehumphreygroup.com.

TAKING THE STAGE[®]

Agenda

Day One: Take The Stage

I. TAKING THE STAGE 9:00–10:00

- Why do women often shun the stage?
- Know the value you bring to each audience.
- Learn your 'character' as a leader.

II. ELEMENTS OF THE LEADERSHIP MODEL 10:00–11:30

- Develop your message.
- Build a persuasive structure.
- Visual aids: don't let them upstage you.

III. USE THE LANGUAGE OF LEADERSHIP 11:30–12:30

- Realize the power of language.
- Be strong: don't apologize, minimize, or self-correct.

IV. CREATING YOUR SCRIPT 1:30–3:15

- **Workshop #1:** Participants will create and deliver a brief, well-argued talk that conveys their leadership. The instructor will provide individual feedback.

V. VOICE OF A LEADER 3:30–4:30

- Use the power of your voice.
- Avoid the common vocal traps that women fall into.

Day Two: Speak As A Leader

VI. ACHIEVING A LEADER'S PRESENCE 9:00–10:00

- Use your physical presence to create power.
- Develop a leader's body language, eye contact, tone, and pace.
- Look the part.

VII. INFORMAL SPEAKING 10:00–12:30

- **Workshop #2:** Participants will deliver their brief presentations in an informal setting. They will be videotaped and receive individual feedback.

VIII. SPEAKING OFF-THE-CUFF 1:00–2:45

- **Workshop #3:** Participants will roleplay off-the-cuff speaking situations that apply to their everyday work environment. They will receive individual feedback.

IX. Q & A 3:00–4:30

- **Workshop #4:** Participants will practice answering difficult questions. They will receive individual feedback.

X. CONCLUSION 4:30–4:45

TAKING THE STAGE®

What Others Say About The Course

"Thank you for the wonderful experience of Taking the Stage®... I came away with a renewed sense of confidence and many suggestions that I have incorporated into my everyday life."

–Cathy Gunn, Regional Manager, Bell Canada

"Outstanding instructor, candid feedback, and practical information that can be used right away...an extremely valuable session!"

–Christine Swystun, Senior Manager, Corporate Communications, Nortel Networks

"You have given me a profound understanding of how important leadership is in every single communication situation."

–Georgia Sievwright, Vice President, Hewlett-Packard

"This was a really exceptional session, perhaps the best seminar I have ever attended."

**–Donna Coulter, Agency Business Development Trainer,
The Cooperators**

"This course gives women the ability to be proud to stand above the crowd and give direction."

–Christina Marineau, Partner, Deloitte & Touche

"My experience was incredible, in fact "life changing" would be the best word. I received tips on how to talk in conference call scenarios, how to "find my authentic style" and how to overcome my nerves in speaking to large groups. This is an exceptional course, perhaps the best seminar I've ever taken."

–Berkeley Warburton, FSI Consultant, Accenture



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TAKING THE STAGE® Registration Form

You can register for *Taking the Stage*® by phone, e-mail, fax, or mail. Once we receive your registration we'll send you details of this program.

The cost of the program is CAN \$1,950.00 plus GST. This fee includes continental breakfasts, lunches, refreshments and our 100-page binder. Payment must be received one week prior to the session date in order to reserve your spot. Cancellations within one week of the session are subject to a 50% cancellation fee.

Name _____

Company _____

Title _____

Address _____

Telephone _____ Fax _____

E-mail _____

Please invoice me

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November 9-10, 2009

Register for *Taking the Stage*® ...

- *by phone.* Call Michelle Vidal at (416) 362-0005.
- *by e-mail.* Contact: mvidal@thehumphreygroup.com.
- *by fax.* Complete this form and fax it to (416) 362-9551.
- *by mail.* Fill out this form and mail to:
The Humphrey Group, 181 University Ave., Suite 1413, Toronto, Ontario,
M5H 3M7.