



Workplace Skills and Career Advancement for Women Training Course

29 August – 2 September 2027
Accra

Workplace Skills and Career Advancement for Women Training Course

Ref: 1618_219491 **Date:** 29 August – 2 September 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Workplace Skills and Career Advancement for Women Training Course is a one-week course for women professionals, emerging leaders, supervisors, and high-potential employees, who leave with a Women's Career Advancement Action Plan. The course develops professional confidence, workplace communication, stakeholder influence, negotiation, boundary setting, career navigation, sponsorship, and resilience without treating women's advancement as a personal deficit. Agile Leaders Training Center develops practical workplace skills and career advancement for women.

Who Should Attend

- Functions responsible for delivering results while building professional credibility and visibility
- Employees preparing for broader responsibility, promotion conversations, or leadership pathways
- Professionals who negotiate priorities, resources, boundaries, and development opportunities
- Supervisory functions responsible for influencing stakeholders without relying only on authority
- High-potential employees building mentoring, sponsorship, and professional support networks

The course assumes participants contribute in a professional workplace and manage their own development, and leaves out therapy, legal advice, and employer-specific grievance procedures.

Departments and Industries

The course supports women's career advancement across public, private, and nonprofit organizations.

- Operations, projects, and service-delivery departments
- Human resources, learning, and organizational development functions
- Finance, technology, engineering, and professional services
- Healthcare, education, public service, and regulated industries
- Sales, client service, communications, and commercial teams

Learning Objectives

By the end of this course, participants will be able to:

- Analyze workplace visibility and career advancement barriers
- Apply professional presence and workplace communication techniques
- Use stakeholder influence and negotiation skills for women
- Build mentoring and sponsorship relationships
- Prioritize boundaries, resilience, and career decisions



- Evaluate a Women's Career Advancement Action Plan

Course Agenda

Day 1: Professional Agency and Career Direction

- Career Values and Success Criteria Map
- Strengths, Evidence, and Contribution Inventory
- Career Pathway and Opportunity Scan
- Workplace Visibility and Access Diagnostic
- Personal Agency and Choice Framework

Day 2: Presence and Workplace Communication

- Professional Presence Credibility Signals
- Concise Contribution and Achievement Narrative
- Meeting Voice and Participation Strategy
- Assertive Communication Response Ladder
- Difficult Conversation Preparation Canvas

Day 3: Influence, Negotiation, and Boundaries

- Stakeholder Interest and Influence Map
- Interest-Based Negotiation Preparation
- Value Case for Resources and Opportunities
- Boundary Setting and Respectful Refusal Scripts
- Advancement Conversation Role Practice

Day 4: Networks, Mentoring, and Sponsorship

- Professional Network Strength and Gap Audit
- Mentor, Sponsor, and Ally Distinctions
- Mutual-Value Relationship Building Plan
- Sponsorship Readiness Evidence Portfolio
- Career Support Request and Follow-Up Method

Day 5: Resilience and Career Advancement Plan

- Bias and Barrier Response Options
- Resilience Resources and Recovery Routine
- Career Decision Risk and Opportunity Matrix
- Ninety-Day Milestone and Accountability Map
- Capstone: Women's Career Advancement Action Plan

Practical Exercises

The course uses suggested activities to turn women's workplace skills into practical career actions.

- Suggested activity: deliver a concise achievement narrative and receive feedback on clarity, evidence, and professional presence
- Suggested activity: negotiate a development opportunity using interests, alternatives, value evidence, and boundary statements
- Suggested activity: map stakeholders, mentors, sponsors, and allies against a realistic advancement objective
- Suggested activity: present a Women's Career Advancement Action Plan with milestones, relationships, risks, and review points

FAQs

Who suits workplace skills and career advancement training for women, and what does it assume?

Women professionals, emerging leaders, supervisors, and high-potential employees suit the training; it assumes active workplace contribution and responsibility for personal development without requiring prior management experience.

How does career advancement training for women differ from general leadership training?

Career advancement training for women integrates workplace visibility, advancement conversations, negotiation, boundaries, mentoring, sponsorship, and structural barriers; general leadership training usually concentrates on leading teams and organizational performance.

What are effective negotiation skills for women at work?

Effective negotiation skills for women at work include preparing interests and alternatives, documenting value, framing mutual benefit, making clear requests, setting boundaries, and agreeing specific next steps.

How can women build professional confidence without changing their identity?

Professional confidence grows through evidence, preparation, deliberate practice, credible communication, feedback, and choices aligned with personal values rather than imitation or personality change.

Why do mentoring and sponsorship matter for women's career advancement?

Mentoring supports reflection and capability building, while sponsorship uses organizational influence to advocate for access, visibility, stretch work, and advancement opportunities.



Conclusion

Participants take back a Women's Career Advancement Action Plan. It connects professional confidence, workplace communication, stakeholder influence, negotiation skills for women, boundaries, mentoring and sponsorship, resilience, career milestones, and accountability. The plan helps participants convert ambition into evidence-based actions while responding thoughtfully to interpersonal and structural workplace realities.