

**COMMAND RESPECT,  
STAY DRIVEN AND  
GET PROMOTED.**

*Designed for emerging  
female leaders who want  
to own and accelerate  
their career.*

# Women's Career Advancement Program

PROGRAM INFORMATION GUIDE

# Program Details

## WOMEN'S CAREER ADVANCEMENT PROGRAM

*The Women's Career Advancement Program is an achievable six-month intensive career and leadership training program with a focus on personal coaching.*

The program aims to empower women to take their careers back into their own hands. It teaches participants invaluable skills and strategies so they can continue managing and progressing their careers beyond the program.

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.

The program will drive real results by putting in place a firm step-by-step career plan to take you where you want to go. You'll be working directly with some of the top women in Australian business (former directors) to identify your strengths and areas for improvement.

*This is a unique career program. It is an open conversation and tailored to your specific challenges. Depending on your individual needs, you will learn the following:*

- **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.

### Program format

The program kicks off with a comprehensive group workshop. You'll meet like-minded women and start forming invaluable networks. The workshop is followed by three individual executive coaching sessions, where you'll work with an experienced leadership coach to produce a career development plan. The program wraps up with a final group roundtable discussion.

- **The group workshop sets the agenda** and goals for the program. We discuss what you'll achieve over the six month program, as well as the key tools to ensure success. You'll hear from an accomplished guest speaker and be introduced to actionable strategies, comprehensive resources and useful exercises. The workshop is full of tools and practical information to excite and inspire your career possibilities.
- **The three individual coaching sessions** are designed to help identify your unique strengths and areas for improvement. You will be paired with an experienced coach to suit your specific challenges. You'll work together to articulate your goals and develop a plan for your career advancement and start actioning it with their support.
- **Career development plan** you'll leave the program with a physical plan to guide your advancement for right now, as well as the next 5-10 years. This document drives real results, giving you a firm plan of attack to reach your goals and win your next promotion.
- **Final group session** where you'll come together with other participants for a final roundtable to discuss key learnings and takeaways.

# Key Topics Covered

## WOMEN'S CAREER ADVANCEMENT PROGRAM



### Identifying key growth areas

We'll work through the specific barriers keeping you from your next promotion. These may include:

- Improving how you communicate your value to the organisation.
- Improving your senior stakeholder management.
- Focusing on your strategic 'nouns'.
- Building your technical knowledge and skills.
- 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. During the program we'll focus on:

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



### 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'll look at:

- The differences between a mentor and a sponsor.
- How to find a mentor who understands your personal life and work environment.
- Why both mentors and sponsors are critical for emerging female leaders.
- Ways to schedule effective, frequent meetings with mentors and sponsors.
- The most compelling way to approach a new mentor or sponsor.



### 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.
- Short-term goals to take you towards your long-term goals.
- Sacrifices that you should, and shouldn't accept in your career plan.

# Program Schedule

## WOMEN'S CAREER ADVANCEMENT PROGRAM



| <i>Date and Time</i>                                  | <i>Session</i>                      | <i>Location</i>  | <i>Notes</i>   |
|---|-------------------------------------|--|--|
| <i>Friday, May 31st from 9:00 AM - 12:30 PM</i>       | <i>Group workshop</i>               | <i>Ground floor: 4-16 Yurong Street Darlinghurst, Sydney</i> | <i>All participants to attend</i>                                      |
| <i>June 18th, 20th, 25th, or 27th.</i>                | <i>Executive coaching session 1</i> | <i>Ground floor: 4-16 Yurong Street Darlinghurst, Sydney</i> | <i>You will be allocated a one hour session over these three dates</i> |
| <i>August 20th, 22nd, 27th, or 29th.</i>              | <i>Executive coaching session 2</i> | <i>Ground floor: 4-16 Yurong Street Darlinghurst, Sydney</i> | <i>You will be allocated a one hour session over these three dates</i> |
| <i>September 17th, 19th, 24th, or 26th.</i>           | <i>Executive coaching session 3</i> | <i>Ground floor: 4-16 Yurong Street Darlinghurst, Sydney</i> | <i>You will be allocated a one hour session over these three dates</i> |
| <i>Thursday, October 17th, from 4:00 PM - 6:00 PM</i> | <i>Group coaching session</i>       | <i>Ground floor: 4-16 Yurong Street Darlinghurst, Sydney</i> | <i>All participants to attend</i>                                      |

# Student Success Stories

## WOMEN'S CAREER ADVANCEMENT PROGRAM

“I can't recommend this program enough. There is so much unwritten, unspoken, unsaid, that you really need to know and sometimes, you won't get it from the people you work with or your friends or family. You also need to ask the right questions to solicit the right feedback. This course made a dynamic change to my outlook professionally and personally and I'd highly recommend to anyone looking for career advancement or to just break out of the rut and learn how to approach things differently.”

Merryn Spencer, Research and Consultation Coordinator,  
City of Parramatta (Graduated 2015)

“The program helped me truly understand the importance of resilience, assertiveness and influence in business. As a result I have built, developed and maintained a network of senior sponsors who've ultimately helped me secure two promotions since completing the program.”

Lisa Omagari, Head of Editorial & Native Content, oOh! Media (Graduated 2015)

“The work you do building networks and contacts can have a great impact on your career. During the program I received a promotion due to the influence of one of my sponsors and his ability to see my potential and pass this on to top management. I received another promotion recently due to an offshore sponsor suggesting me for a new position. The work you do building networks and contacts can have a great impact on your career.”

Heidi Silva, Head of Financial Planning & Analysis at MetLife Australia (Graduated 2014)

“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 (Graduated 2015)

“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 (Graduated 2014)

“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 (Graduated 2015)

# Frequently Asked Questions

## WOMEN'S CAREER ADVANCEMENT PROGRAM

### ABOUT THE PROGRAM

#### *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. Unlike many other programs courses we won't leave you to go it alone. You'll get supportive coaching so you can ask all your questions and get tailored advice, with individual recommendations provided at the three private coaching sessions.

#### *Who are the guest speakers?*

The workshop contains a highly successful guest speaker. The speaker is a seasoned female CEO or company director, with significant expertise and advice to share.

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

Ahead of your first coaching session there's a comprehensive career questionnaire (that we ask you to fill out honestly). In the sessions 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.

#### *What is the commitment outside the workshop coaching sessions?*

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.

#### *Who runs this program?*

The program is designed and facilitated by Gillian Fox and supported by experienced executive coaches including Nicole Treasure. Gillian is an accomplished female leader and has worked as a senior executive at both News Corp and Pacific Magazines, where she managed over 100 employees. Nicole has held a number of senior executive roles in Europe, Asia, the US and Australia and led global teams to provide solutions for multinationals including McDonalds, Coca-Cola and Singapore Airlines. Nicole brings a rare mix of perspective and intuition to her coaching. With a knowledge of worldwide markets and sensitivity to a wide range of situations, she shares her own experiences to help female leaders navigate personal challenges and find their true voices.

#### *How often does the program run?*

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

#### *Where is the program held?*

The workshops and all coaching sessions are held in our boardroom at 4-16 Yurong Street, Darlinghurst.

#### *How many people attend the program?*

Each Women's Career Advancement Program runs with approximately 15-20 participants. We limit the number of participants so we can provide effective, personal attention.

#### *Do I get to pick the dates for my session?*

Unfortunately not. You will be allocated a set date and time for your sessions. The workshop takes place on May 31, while the coaching sessions take place in June, August and September. See the schedule on page 4 for further detail.

#### *How long are the sessions?*

The first workshop runs for 3.5 hours, while the individual coaching sessions run for 1 hour each.

# Frequently Asked Questions

## WOMEN'S CAREER ADVANCEMENT PROGRAM

### WHO THE PROGRAM IS FOR

#### *What level will the other participants be at?*

This program is designed specifically for emerging female leaders, who've achieved at least one promotion in their career and are looking to grow into an executive leadership role. Typically, participants are aged 25-39.

#### *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. Please email [info@gillianfox.com.au](mailto:info@gillianfox.com.au) to find out if the program is right for you.

#### *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). Please email [info@gillianfox.com.au](mailto:info@gillianfox.com.au) to find out more.

#### *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.

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

You can still participate if you don't live in Sydney. Coaching sessions can be organised online over Skype or other video conferencing software. We do expect to offer programs in other major Australian cities from mid-late 2019. Please email [info@gillianfox.com.au](mailto:info@gillianfox.com.au) to register your interest.

#### *Do I need to be in a specific industry to attend?*

No, we run a separate banking and finance program, but to join the Women's Career Advancement Program you can be working in a corporate organisation including the finance, media, government or another industry.

#### *Do I get the opportunity to meet other participants?*

Yes, we encourage you to network with other participants at the workshop. Enjoy connecting with like-minded women and supporting each other throughout the program.

### GAINING APPROVAL TO ATTEND

#### *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.

For extra assistance with approaching your manager, contact us as at [info@gillianfox.com.au](mailto:info@gillianfox.com.au) and we'll send you an email template that your employer can't ignore.

#### *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

#### *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.

#### *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 attend the workshop and first coaching session 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.

#### *Do you offer a payment plan?*

We offer a two-part payment plan for attendees who are personally paying program costs. Please email [info@gillianfox.com.au](mailto:info@gillianfox.com.au) for more detail.

#### *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. No refunds are given for less than 13 days notice.

#### *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.

#### *Can you guarantee I'll get a promotion if I sign up to this program?*

Unfortunately not. While graduates of the program have progressed in their jobs, the program is designed to help you identify your current roadblocks and arm you with the tools and strategies required to advance your career.

# Meet Gillian Fox

## WOMEN'S CAREER ADVANCEMENT PROGRAM



*Women's Career Advancement Program (WCAP) founder and coach lead, Gillian Fox, doesn't just talk the talk, she's walked the walk.*

Gillian has enjoyed a successful career as both a senior executive and entrepreneur and knows exactly what it takes to climb the corporate ranks. Throughout her almost two decades in the corporate world, she was a senior executive at both News Corp and Pacific Magazines, where she managed over 100 employees, as well as leadership development and strategy.

Gillian has worked hard to get ahead and is now passionate about showing emerging female leaders the steps and strategies required to forge their own paths. She founded Gillian Fox Leadership Development to teach women how to command respect, stay driven and get promoted.

The Women's Career Advancement Program builds on Gillian's career experience, leading academic research, as well as a number of incredible, well-respected female leaders.

Through the Women's Career Advancement Program Gillian's contagious passion and action-focused "roll your sleeves up approach" has helped countless women secure promotions and find their voice in their organisations.

# Registration Form

## WOMEN'S CAREER ADVANCEMENT PROGRAM

Please complete the following and return via email to [info@gillianfox.com.au](mailto:info@gillianfox.com.au) - registrations close April 13th, 2019.

| Personal Details                             |  |
|--|--|
| First Name                                   |  |
| Last Name                                    |  |
| Work Address                                 |  |
| Invoice Address<br>(if different from above) |  |
| Work Email                                   |  |
| Preferred Phone                              |  |

Please register me for the Women's Career Advancement Program, at a fully inclusive cost of \$2,500 plus GST.

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**