

Essential Information for Corporate Women

The corporate world has its own rules and norms of which women are not always aware. You are judged every day on how you look, speak, and act. Learn to adapt your image to make the most of your opportunities.

Cindy Steiner, renowned international communications coach, and Dr. Marne Platt, an experienced leader in the pharmaceutical industry, are proud to offer three workshops to help you reach your career goals. Drawing on their combined 60 years of experience around the world, they have developed three workshops focusing on key steps in your working life. Join a small group of women and learn together in a friendly, open environment. Get the straight talk you need in a safe space.

The Subtle Rules of the Business World Designed for recent graduates, this module helps you understand the corporate environment, begin shaping your professional presence, improve your CV and cover letters, hone your interviewing skills and more. Learn the basics before you dive into the corporate ocean! Minimum 10, maximum 16 women per session. Full day session, \$1200/participant.

Transitioning From Worker to Leader Ready for your first managerial role? This module will help you communicate more effectively with direct reports, peers, and upper management. We'll explore negotiations and persuasion techniques, dealing with challenging situations and people, and how your professional image must evolve to meet the expectations of your new role. If you are ready to take the next step up the ladder, this module is for you! Minimum 10, maximum 16 women per session. Full day session. \$1300/participant.

Standing at the Front of the Room Specifically designed for executive women moving into the Chief Officer roles, this module helps you prepare for the challenging situations and people at the most senior levels of responsibility: dealing with the Board of Directors, investors, shareholders, and the Media; honing your powerful spoken, unspoken, and written communication skills, and crafting an executive image inside and outside the office, all set in an intimate workshop setting of 8 to 12 women. Personalized presentation feedback included. The top of the mountain is a tough and lonely place; we'll help you be at your best. Two days: 1 ½ days group session, second half of Day Two is individual coaching. \$2500/participant.

For more information on mastering the unwritten rules to enhance your career, contact us at info@fundamentalcapabilities.com.

Personalized coaching also available.