

# LEADERSHIP COMMUNICATION MASTERCLASS

## ASSERTIVENESS SKILLS FOR CLEAR, CONFIDENT COMMUNICATION

### Do you always express your ideas and opinions in a clear, confident way during business meetings?

#### Do you find it hard to set boundaries or say “no” even if it means your priorities suffer as a result?

The Leadership Communication Masterclass will help you get clarity on your thoughts and express yourself in an assertive, confident way in business situations. You will also learn how to overcome your fears and limiting beliefs about being assertive - when this block is lifted, you can tap into your assertiveness skills in the moment.

Assertive communication is a critical skill for current and aspiring leaders to master. It can help you have difficult conversations, express an idea or opinion with clarity, set boundaries by saying “no”, make clear requests to your team, and deal with manipulative criticism.

#### In this professional development workshop, you will

- Understand the differences between passive, aggressive, passive-aggressive and assertive communication so you can pinpoint your most frequent communication style.
- Learn about common limiting beliefs that stop you from being assertive in the moment.
- Start to conquer your limiting beliefs so you can feel more comfortable being assertive.
- Get practice using strategies for assertive communication.
- Practice applying assertive communication to business situations including making clear requests, setting boundaries or saying “no”, and dealing with manipulative criticism.

The Leadership Communication Masterclass is designed for mid-level to senior-level professionals who want to leverage their voice and have more impact in business situations.

### WHAT OTHERS SAY

“What I liked best about this workshop was learning how to say “no” and face my fears. I think it will help me across the board in my business life”  
- **Isabella Mitchell, Director & Founder of The Meet Up Collective**



“Thanks to Kara meeting all of my expectations to helping me be more assertive in my communication and confident in my decision making. This workshop has honestly made my first couple of weeks of my new position enjoyable and less stressful. I’m looking forward to attending another workshop in the future. Thanks Kara” - **Nicole Martino, Executive Officer at Golf Management Australia, WA Division.**

“I really liked that it was a smaller group. I think this workshop is an essential program for any aspiring leader or leader looking to advance.” – **Mi-Lin Finnie.**

## REGISTER NOW

**DATE:** Thursday April 4th, 2019

**TIME:** 1:00pm - 4:30pm (tea and coffee is provided)

**LOCATION:** Victory Corporate Serviced Offices, Level 17, 2 The Esplanade, Perth.

**REGISTRATION FEE:** Early-bird \$145 per person (before February 28th, 2019). Regular fee is \$195 per person.

Register now at: [www.executive-impressions.com/leadershipcommunicationmasterclass](http://www.executive-impressions.com/leadershipcommunicationmasterclass) or by e-mailing Kara directly at [contact@executive-impressions.com](mailto:contact@executive-impressions.com).

Workshop starts at 1pm sharp. Please arrive on time.

This is an intimate workshop with limited seats. Please book early to secure your place.

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## WORKSHOP SCHEDULE

<b>1:00 pm - 1:15 pm</b>	WELCOME AND INTRODUCTIONS
<b>1:15 pm - 1:30 pm</b>	FOUR DIFFERENT COMMUNICATION STYLES <ul style="list-style-type: none"><li>• Understand passive, aggressive, passive-aggressive, and assertive communication</li><li>• Identify your most frequent communication style</li></ul>
<b>1:30 pm - 2:15 pm</b>	CONQUER YOUR FEARS AND LIMITING BELIEFS <ul style="list-style-type: none"><li>• Why conquering your limiting beliefs is important to communicate assertively</li><li>• Understand the most common limiting beliefs that block assertive communication</li><li>• Start to conquer your most challenging limiting belief</li></ul>
<b>2:15 pm - 2:20 pm</b>	TEA AND COFFEE BREAK -- 5 minutes
<b>2:20 pm - 3:00 pm</b>	ESSENTIAL STRATEGIES FOR ASSERTIVE COMMUNICATION <ul style="list-style-type: none"><li>• Persistence and repetition</li><li>• Finding a workable compromise</li><li>• Using "I" Statements for self-disclosure</li></ul>
<b>3:00 pm - 3:05 pm</b>	BREAK -- 5 minutes
<b>3:05 pm - 4:15 pm</b>	ASSERTIVE COMMUNICATION IN THE BOARDROOM <ul style="list-style-type: none"><li>• Setting boundaries and saying "no"</li><li>• Making clear requests</li><li>• Dealing with manipulative criticism</li></ul>
<b>4:15 pm - 4:30 pm</b>	CONCLUSION AND FINAL THOUGHTS

*Note: This workshop includes activities, coaching worksheets and role-play so you can practice what you learn and get maximum results.*



KARA RONIN, founder of Executive Impressions, is a leadership coach who specialises in leadership branding, communication and social skills in business. Her advice and unique perspectives have been featured in numerous publications such as TIME Inc., Business Insider Australia, YFS Magazine, Leaders In Heels, and more. She is regularly interviewed on prominent podcasts and was ranked as one of the Top 100 Leadership Experts to Follow on Twitter in 2015 and 2016.

Kara has spent over 10 years living an international life in Japan, the USA, and Europe, and speaks Japanese as well as French. She began her career in business working for a Japanese trading house, and with a Master of Accounting degree, for one of the Big 4 accounting firms in Tokyo as an international tax consultant.

Kara works with senior to executive level clients from banking, law, accounting, and finance to help them build leadership skills, personal brand and improve their social skills in business.

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## FEEDBACK FROM OUR WORKSHOPS

“Kara ran a practical, interactive workshop that allowed for participants to identify the factors that hold us back and influence our ability to communicate our needs assertively. She also orchestrated helpful role plays that allowed for us to practice constructive communication in a safe and supportive manner. The group dynamic was empowering and encouraging. Thanks for bringing like minded people together Kara!” **Isabella Mitchell, Director & Founder of The Meet Up Collective**

“On July 22 I officially took over as the Executive Officer for Golf Management Australia WA division. Anyone who has met me would say I’m a fairly outgoing confident person, but the reality was on the inside my confidence in the task ahead was low. I was nervous! So I signed up for Kara Ronin’s Leadership Communication Masterclass that was being held the day before I took over. The timing was perfect and I guess in a way I thought that with the right communication style and a refresh on basic skills I would get some confidence back. Well thanks to Kara meeting all of my expectations. And a big thank you to being more assertive in my communication and confident in my decision making. It has honestly made my first couple of weeks more enjoyable and less stressful and I’m looking forward to attending another workshop in the future. Thanks Kara” - **Nicole Martino, Executive Officer at Golf Management Australia, WA Division.**

“I registered for the Leadership Presence Masterclass because I wanted to improve my influence and presence in business. I really liked that it was a smaller group. I think this workshop is an essential program for any aspiring leader or leader looking to advance”. – **Mi-Lin Finnie, Area Manager Business Banking WA, Bendigo and Adelaide Bank**

“The leadership presence workshop with Kara was a real eye opener, I learned a lot about myself and some of the weaknesses I have, this was daunting at first. Embracing the simple but effective strategies Kara taught me has helped address these weaknesses and I’m now working to improve my leadership presence every day. I highly recommend anyone to give this workshop a go!” - **Darren Jones, Partner, Woollett Partners**

“I recently had the pleasure of attending Kara’s half-day Leadership workshop. Kara is an outstanding presenter modelling the skills that she teaches. I enjoyed the practical manner in which Kara presented the workshop, allowing opportunities for role-play and completing worksheets to cement the principles. By the end of the workshop each participant completed a planner summarising the main points which is easy to incorporate into a more comprehensive business plan. Kara’s workshops and online courses are valuable building blocks which I intend to implement in creating a successful business.” - **Amanda Liston, Principal at Amanda Liston Legal**

“Many Thanks for a thoroughly enjoyable and enlightening experience with the recent Leadership Presence Masterclass I attended. I thought the topics covered, resources provided & your engaging presenting style will assist with my Leadership development plan. I have recommend & provided feedback internally to our Leadership Teams to assist other colleagues within Business & Private Bank, CBA with their Leadership Development.” - **Dean Bennett, Asset Finance Business Development Manager, Commonwealth Bank**

“Without knowing what to expect I was pleasantly surprised at the content we covered in such a short session. Kara’s delivery made it easy to apply to my current situation and identify areas of weakness that I can improve on. Definitely would recommend, it was time well invested” - **Alanah Jenkin, Senior Account Manager, Country Wide Insurance Brokers**

“Kara’s Leadership Presence Master Class attacks the key points that make you stand out from your peers and build a leadership presence. The content can easily be applied in your daily professional life and Kara’s presentation style is warm and engaging. I recommend the Half Day Master Class to anyone looking for an edge in their professional life.” - **Andrew Chilcott, Head of Management Accounting - Automotive Holdings Group**