# Be a Better Leader - Leadership Masterclass for Women - 22 and 23.9.23 in Helsinki

BPW Finland in cooperation with BPW Europe Working Group “Learning for Leadership”

Trainer: Conny R Montague, Anu Viks, Annli Luoma-Kuikka, Ester Emois

Co-trainers: Diana, Kukka, Pirjo, Katri

Orga Team: Tea, Diana, Katri

**Timetable**

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| **Day 1** | **Me as a Leader** |  | **Comments** |
| **10 – 11** | Welcome Coffee, Introduction of Program, participants and training  My Leadership journey – where do I come from | Orga Team and Trainer Team  Conny and co-trainers |  |
| **11-12.30** | Leadership Styles and Transformational Leadership  Your strength as female leaders, specially in a hybrid world | Conny and Anu |  |
| **12:30 to 13:30** | **Lunch** |  |  |
| **13:30 – 14:45** | Value-based Leadership and motivation – your own and your team´s  Option:  Modern ways of looking at motivation and engagement (both yourself as leader and your team) | Conny and co-trainers  Ester |  |
| **14:45 – 15:00** | **Coffee Break** |  |  |
| **15:00 – 16:30** | Effective Communication and Presentation Skills for female leaders | Conny, Anu and co-trainers |  |
| **16:30 – 16:45** | Energy Break |  |  |
| **16:45 – 18:00** | Self-care and Resilience for female Leaders | Anneli |  |
| **18:30** | Dinner and networking |  |  |
|  |  |  |  |
| **Day 2** | **Me and my Team** |  |  |
| 9:00 – 10:00 | Practice session presentation skills with feedback in small groups | Trainer Team |  |
| 10:00 – 11:00 | Know the style of your team members to pick the right person for the task | Anu |  |
| 11:00 - 11:15 | Coffee Break |  |  |
| 11:15 – 12:30 | Inclusive Leadership: Know your bias and the shortcuts in your brain  Learn the tools for including various team | Anu and Conny |  |
| 12:30 – 13:30 | Lunch |  |  |
| 13:30 – 15:00 | Ester´s topics:  High performing teams- building and developing- what great leaders do differently AND how remarkable women lead | Ester |  |
| 15:00 – 15:15 | Coffee Break |  |  |
| 15:15- 16:00 | My Leadership Journey- going forward | Conny and trainer team |  |
| 16:00 – 16:15 | Wrap-up | Anneli and Trainer team |  |

## Meeting 13 February 2023

Excused: Ester, Anneli, Katri, Diana

Present: Anu Tea Conny Pirjo

**Decided so far:**

**Location:** <https://www.suomenlinna.fi/kokous-ja-juhlatilat/kokoustilat/>

Booked by Anneli

**Hotel for particiants**: Myyntipalvelu, pääkaupunkiseutu/ Sales Service Center, Helsinki Capital Area Sokos Hotels | sokoshotels.fi Radisson Hotels | radissonhotels.com

Booked by Katri

**Today:( Anneli´s suggestions)**

**Get program together in English and Finish**

**Suggestion: only headline in Finnish as an eye-catcher**

**training budget/participation fee,(**the goal would be for the participation fee to cover the expenses.)

**Price for venue: € 1.060 includes 2 meeting rooms and kitchen**

**Ferry to venue € 13 pp/4 trips**

**Price for coffee and snack lunch: € 40.— pp/day**

**Minimum 20 paying participants**

**marketing,**

**BPW Europe webpage, BPW Finland clubs, BPW Facebook, Instagram, BPW Estonia, BPW Sweden , BPW Norway, BPW Lithuania, BPW WG LfL**

**Other female networks in Finland**

**Chamber of Industry and Commerce**

**registrations,**

**through BPW Finland webpage as well as payment**

**decision on early bird**

**arrangements.**

**How many rooms should be booked (for Katri)**

**Decision: Radisson RED Hotel – 25 rooms**

**Expenses for the trainers (Ester´s suggestion)**

**Proper calculation made by Tea until 16 Feb 2023**