



A Resource Guide to Becoming A Leading Confident Lady

Get Started

TOP ADVICE FOR WOMEN

Lead the Right Way

- **Be CONFIDENT:** Believe in yourself and your abilities. Practice self-compassion and recognize your successes, no matter how small.
- **Be RESILIENT:** Develop the ability to overcome stress and adversity. Use failure as a learning opportunity.
- **LISTEN MORE:** Listen to learn, not to reply.
- **Be COLLABORATIVE:** Build relationships with others and work together to achieve goals.
- **Be AUTHENTIC:** Be true to yourself and ask for what you want.
- **ACT AS A ROLE MODEL:** Mentor other women and help them achieve their goals.
- **LEAD BY EXAMPLE:** Show others that you are willing to put in the effort to excel.
- **Be CONSTRUCTIVE:** Build others up and create solutions instead of blaming others.
- **COMFORTABLE WITH BEING DISLIKED:** Understand that not everyone will like you.
- **TAKE RISKS:** Step outside your comfort zone and suggest bold ideas.
- **SELF-ADVOCACY:** Know what you want and advocate for it consistently.
- **KEEP LEARNING AND GROWING:** Continuously seek out new resources and opportunities for professional development.

Aspiring female leaders, understanding the distinction between leadership and management is crucial for your growth and success. Here's what you need to know:

- **Vision vs. Process:** As a leader, your role is to create a vision that guides change and inspires your team. Management, on the other hand, focuses on implementing processes to achieve organizational goals.
- **Empowerment vs. Execution:** Leadership involves empowering people to overcome obstacles and drive change. Management is about ensuring that the team executes tasks effectively and consistently.
- **Motivation and Influence:** Effective leaders understand what motivates individuals and can draw out the best in them. This ability to influence and inspire is what sets leaders apart from managers.

Get Started

TOP ADVICE FOR WOMEN

Work Life Harmony

Achieving a proper work-life balance is crucial for your overall well-being and productivity as a woman.

- **Unique Challenges:** You often face unique challenges, such as balancing your career aspirations with family responsibilities or working in male-dominated fields. It is important to recognize those challenges and make a plan to tackle them so that they do not become barriers to your success.
- **Employer Support:** Maximize your employer support by exploring options for flexible work schedules, paid time off (PTO), and family-friendly initiatives.
- **Prioritizing Family:** It's important to prioritize based on your values e.g. family time, which can lead to better mental health and job satisfaction.
- **Balancing Techniques:** Set boundaries, manage your time effectively, and seek support from your support network to maintain a healthy balance. Seek support from your employer
- **Career Impact:** Remember, a good work-life harmony can positively impact your career growth and personal fulfillment.

Managing Change

Managing change effectively is a vital skill for your career growth and success. Here's how you can lead and navigate change at work or at home:

- **Understand the Process of Change:** Recognize that every change initiative is unique. Successful change management typically involves three stages: preparation, implementation, and follow-through
- **Communicate Clearly:** Effective communication is key. Ensure that your team or family understands the reasons for the change, the benefits it brings, and their role in the process.
- **Empower:** Empower your team or circle by involving them in the change process. Encourage their input and make them feel valued.
- **Be Adaptable:** Stay flexible and open to feedback. Adapt your strategies as needed to address any challenges that arise.
- **Lead by Example:** Demonstrate your commitment to the change. Your team or circle will be more likely to follow your lead if they see you embracing the change wholeheartedly.

Be inspired

TOP WOMEN IN LEADERSHIP QUOTES

“Don’t ever underestimate the importance you can have because history has shown us that courage can be contagious and hope can take on a life of its own.”

— *Michelle Obama*

”

“Nothing is impossible. The word itself says, “I’m possible!”

— *Audrey Hepburn*

”

“Passion is energy. Feel the power that comes from focusing on what excites you.”

— *Oprah Winfrey*

”

- [Leadership Quotes By Women](#)
- [International Women's Day Empowerment Quotes](#)
- [Women Leadership Quotes](#)



“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

Maya Angelou

Know The Truth

SELF - ASSESSMENT TOOLS



“The secret of getting ahead is getting started.”

— *Sally Berger*



💡 **The DISC personality test categorizes work styles into four types:**

- **Drive:** Control and assertiveness; ambitious individuals who enjoy challenges.
- **Influence:** Focus on relationships and communication; values social interactions.
- **Support:** Emphasizes patience and teamwork; prefers collaborative environments.
- **Clarity:** Highlights structure and detail; enjoys solving complex problems.

This assessment is used in corporate settings to enhance strengths, team dynamics, and communication.

💡 **Gallups Strengths Finder** - The tool motivates the individuals to work on their strengths, instead of developing their weaknesses. It figures out your top 5 traits/strengths from the lot and gives constructive feedback to improve the same.

💡 **Myers Briggs Type Indicator® (MBTI®)** - The MBTI® (Myers Briggs Type Indicator®) is a personality assessment created by Katharine Briggs and Isabel Myers, based on Dr. Carl Jung's work. It measures four personality dimensions and assigns a four-letter code (e.g., INFJ, ESTP). The assessment is published by the Myers-Briggs Company in paper and online formats.

💡 **Big Five Personality Traits** - The "Big Five" or Five Factors refers to the five major personality dimensions that psychologists have determined are core to our individual makeup. The Big Five personality traits are:

- Openness - How open a person is to new ideas and experiences
- Conscientiousness - How goal-directed, persistent, and organized a person is
- Extraversion - How much a person is energized by the outside world
- Agreeableness - How much a person puts others' interests and needs ahead of their own
- Neuroticism - How sensitive a person is to stress and negative emotional triggers

💡 Check out this site to access the assessments: <https://www.truity.com/test/>

💡 **Free learning style assessment:** [Free Online Mumford and Honey Learning Styles Questionnaire](#)



Relate to Others

LISTEN ON THE GO



“A woman with a voice is by definition a strong woman. But the search to find that voice can be remarkably difficult.”

— Melinda Gates



💡 **She's interesting** - Each episode will feature unfiltered conversations with women CEOs, Founders, VCs and change-makers who are carving their path in the world 🌐 **She's Interesting with Rashel Hariri**

💡 **Shine Your Light** - This podcast covers topics on leadership, authenticity, collaboration and innovation. 🌐 **Shine Your Light**

💡 **The Brand is Female** - Featured guests share their unique business journeys and personal experiences inspiring fellow women on their paths to advancement and success 🌐 **The Brand is Female**

Lead Today: Elevating Women's Leadership podcast is hosted by the Women In Leadership Alberta Chapter (WIL Alberta). 🌐 **Lead Beyond Today**

💡 **Show Up as a Leader with Dr. Rosie Ward:** Showing up as a Leader is about supporting you on your own leadership journey – regardless of your official title or role. 🌐 **Show Up as a Leader with Dr. Rosie Ward**

Bonus: Personal Branding 🌐 **Growth Is Personal with Emeka Nwarulor**

Listening is an important skill to enhance your Emotional intelligence (EQ):

- **Self-Awareness:** Understand your own emotions, recognize your patterns of behavior, and know how your actions impact others. This self-awareness is the foundation of emotional intelligence
- **Self-Regulation:** Learn to control your emotional reactions and impulses. This involves pausing before reacting, managing conflict, and adapting to changes effectively.
- **Motivation:** Cultivate intrinsic motivation. Focus on personal growth and achieving goals for self-improvement rather than external rewards.
- **Empathy:** Develop the ability to understand and share the feelings of others. This helps in building strong relationships and being compassionate in your interactions.
- **Social Skills:** Enhance your ability to work well with others. Effective communication, teamwork, and conflict resolution are crucial components of strong social skills.

Be empowered

BOOKS TO ACCELERATE YOUR GROWTH

“One of the many gifts that books give readers is a connection to each other....Books cultivate empathy.”

— Sarah Jessica Parker

”

Ladies aiming for the leadership role, grab these books and let the reading revolution begin! It's like having a VIP pass to the wisdom of trailblazers from every corner of the globe. Dive into their stories and strategies from these authors, and watch your critical thinking and communication skills soar—because every great leader needs those! Plus, reading is a creativity booster, serving up fresh ideas to tackle challenges like a pro. Stay on top of habits and best practices, and you'll not only inspire confidence but also walk into the room commanding respect. Time to make those decisions count and leave your mark in your career and community!

📖 [Lean In: Women, Work, and the Will to Lead by Sheryl Sandberg](#)

Sandberg provides valuable insights for women aiming to amplify their voices and drive workplace change. She offers a personal and empowering look at the challenges in leadership, merging data with anecdotes to help women overcome systemic barriers and self-doubt.

📖 [Dare to Lead by Brené Brown](#)

Brown's "Dare to Lead" is an invaluable guide for anyone who aspires to lead with compassion and empathy.

📖 [Successful Women Think Differently: 9 Habits to Make You Happier, Healthier, and More Resilient by Valorie Burton](#)

It's not just about successful women's actions but their mindset. Burton highlights habits that help women face challenges with resilience and joy, offering a roadmap for personal and professional thriving.

📖 [The Making of a Manager: What to Do When Everyone Looks to You by Julie Zhuo](#)

This book is a comprehensive guide for managers, covering hiring, mentoring, conflict resolution, and team growth. Zhuo blends anecdotes with practical advice, making it an essential resource for aspiring leaders.

Be empowered

ENJOY PURPOSEFUL READING

“

“There's no greater pillar of stability than a strong, free, and educated woman.”

— Angelina Jolie

”

Purposeful reading empowers women aspiring for leadership by aligning with their dreams and values. Engaging with books on leadership, emotional intelligence, and industry insights equips them with practical tips to face challenges and seize opportunities. It also aids in self-reflection, helping them discover their unique leadership style. With access to knowledge, well-read women can make informed decisions, communicate effectively, and lead confidently, inspiring others to embrace their vision.

📖 [How Women Rise: Break the 12 Habits Holding You Back by Sally Helgesen and Marshall Goldsmith](#)

Leadership experts Sally Helgesen and Marshall Goldsmith delve into the challenges and behaviors that can hold women back in their careers. They highlight 12 habits women must recognize and overcome to ascend and succeed in leadership roles.

📖 [Centered Leadership: Leading with Purpose, Clarity, and Impact by Joanna Barsh and Johanne Lavoie](#)

The authors introduce "Centered Leadership," a model derived from research and interviews with successful leaders. This approach helps leaders harness their potential for personal and organizational success, offering a holistic path that combines personal growth with professional excellence.

📖 [Mind the Gap: Navigating Your Leadership Journey by Doug Forsdick, Keri Schwebius and Heather Thomson](#)

Leadership is a continuous journey - navigating relationships, events, and the environments in which we live and work.

📖 [Self-Coaching ~ The Dragon Within: the hardest person you'll ever lead Is you by Kellie Garnet](#)

Conquer your inner dragons and learn how to coach yourself. Become who you want to be-at work and everywhere else in life.

📖 [The Power of Now A guide to Spiritual Enlightenment by Eckhart Tolle](#)

Emphasizes the importance of living in the present moment to find peace and happiness. It discusses how the ego and mind chatter distract us from the now, and introduces the concept of the "pain-body." By practicing mindfulness and acceptance, we can achieve inner peace and enlightenment.

Be inspired

ENHANCING YOUR COMMUNICATION SKILLS

Boosting your communication skills is a must-have for all women aiming for the leadership spotlight!. Here are eight tips to help you improve:

To improve communication skills, consider the following:

- Avoid Jargon:** Use simple language for clarity.
- Keep Messages Direct:** Focus on key points and avoid unnecessary details.
- Rehearse Key Points:** Preparation enhances confidence and articulation.
- Engage Your Audience:** Encourage interaction for better understanding.
- Listen Actively:** Focus on the speaker and foster open communication.
- Adaptability:** Adjust your communication style for different audiences.
- Clarity:** Use precise language to avoid misunderstandings.
- Storytelling:** Make messages memorable through engaging stories.
- Know Your Audience:** Understand their knowledge and interests.
- Be Open and Transparent:** Honesty fosters trust and prevents misunderstandings.
- Use Nonverbal Communication:** Pay attention to body language and tone.
- Ask for Feedback:** Constructive criticism helps improve communication skills.
- Practice Mindfulness:** Be present to enhance awareness of cues.
- Embrace Silence:** Use pauses for thoughtful responses.
- Practice Empathy:** Understand others' perspectives for better connections.
- Keep Learning:** Continuously improve communication skills for effective leadership.

Be inspired

LINKEDIN ACCOUNTS TO FOLLOW

While growing your own personal brand, it is important to learn from others and be empowered. Daily motivational posts, expertise, and advice from top LinkedIn voices can help you on your journey. LinkedIn is no longer about finding a job, it is about building your personal brand and learning from women and their networks about their own journey. It is also an opportunity to boost up your own profile and bring content to your feed that really resonates with who you are.

Engaging with communities and leaders in your field offers valuable insights. Follow thought leaders that align with your values, participate in LinkedIn groups to expand your network, and share your expertise through regular posts. This enhances visibility and credibility in your industry. Personal branding is an ongoing journey, so staying true to yourself is essential for making a lasting impact.

Here are my recommendations:

Women in Leadership Foundation: The Women in Leadership Foundation (WIL) is a national non-profit organization committed to creating a platform to promote diverse, equitable and inclusive workplaces. WIL brings together the largest community of women professionals across Canada and offers deep expertise in creating impactful programs and content to raise awareness and drive tangible results for our community.

Women of Influence : Where ambitious women find connection, support, training, and tools to excel within their careers, on their own terms.

Gretchen Rubin: Gretchen Rubin is one of today's most influential and thought-provoking observers of happiness and human nature. She also has a happiness habit quiz that is highly recommended.

Hannah Morgan: career coaching and guidance, modern job search strategies and organization best practices 🏆 LinkedIn Top Voice in Job Search

Leadership First: At Leadership First, we are committed to publishing the very best inspirational leadership quotes and articles from the best leadership minds in the world. We are dedicated to helping every leader create an excellent organization and to provide a daily cup of inspiration for all leaders.

Ted conferences: TED's mission is to discover and champion the ideas that will shape tomorrow. Powerful ideas, powerfully presented, can move us to feel something, to think differently, to take action and create a brighter future.

Be inspired

TOP TEDX TALK VIDEO TO WATCH

Self-Confidence	<u>3 step guide to believing in yourself</u> <u>6 tips for building your confidence</u>
Authenticity	<u>Bevy Smith on how to discover your Authentic self at any age</u>
Women Leaders Dilemma	<u>Robin Hauser on the likability dilemma for women leaders</u>
Women Fear of Leadership	<u>Sheryl Sandberg on why we have too few women leaders</u>
Great Leadership Skills	<u>Roselinde Torres on What it takes to be a great leader</u>



"To love oneself is the beginning of a lifelong romance."

Oscar Wilde

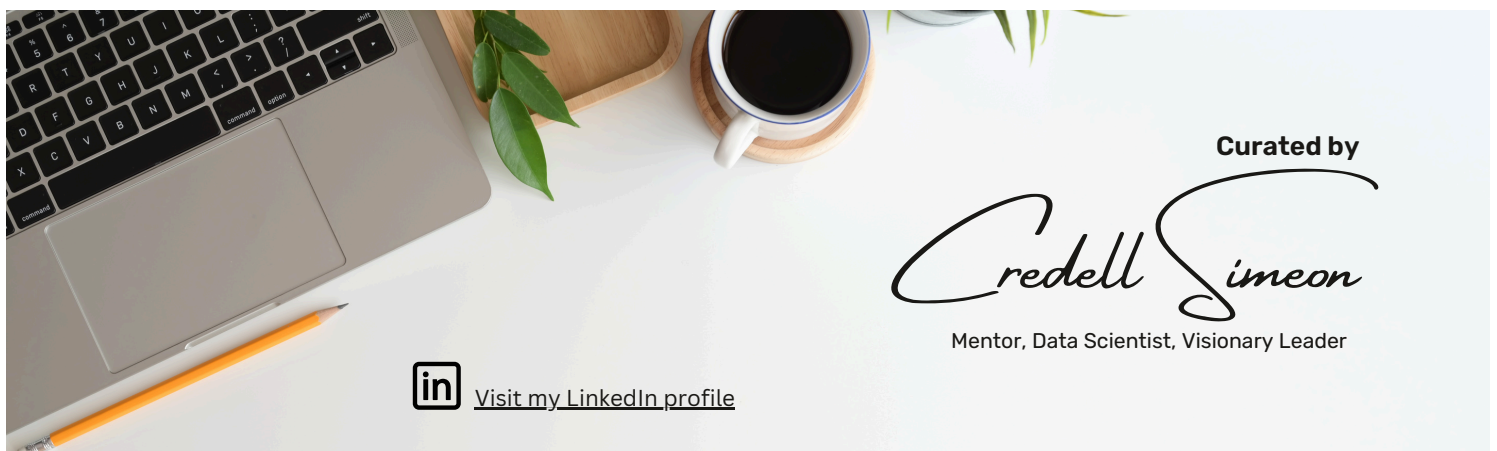
"Love yourself enough to set boundaries. Your time and energy are precious."

Anna Taylor

Listen More

VIDEOS BY LEADING CANADIANS


<u>5 things Successful People Do</u>	Kara Ronin of Leadership Pod
<u>Overcoming Imposter Syndrome</u>	Keri Schwebius - Co-chair of Women in Leadership Saskatchewan Chapter
<u>Emotional Intelligence in Leadership</u>	Keri Schwebius and Heather Thomson - Women in Leadership Saskatchewan and Alberta Chapters
<u>How You show Up Matters</u>	Keri Schwebius and Heather Thomson - Women in Leadership Saskatchewan and Alberta Chapters
<u>Navigating Life's Unexpected Turns</u>	Keri Schwebius and Heather Thomson - Women in Leadership Saskatchewan and Alberta Chapters



Curated by

Credell Simeon

Mentor, Data Scientist, Visionary Leader

 [Visit my LinkedIn profile](#)



Success

Track Your Progress Through Journaling

Success

Be Intentional With Your Goals



Understand obstacles, stay flexible and take action by breaking down goals into actionable steps.



Success

Share Your Progress with A Friend or Mentor



“Success is about learning from failure, taking risks, building strategy, channeling the right energy and mindset, and pushing yourself outside of your comfort zone.”

“Every woman needs to celebrate every single ounce of her success. I say celebrate it in your authentic style and with love.”

— Credell Simeon

