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COURSE BROCHURE

Advanced Communication Skills for Professional Women Training Course

27 September – 8 October 2027
Geneva

Advanced Communication Skills for Professional Women Training Course

Ref: 452_16298 **Date:** 27 September – 8 October 2027 **Location:** Geneva **Fees:** 11000 GBP

Communication Skills for Professional Women is a 2-week advanced training course for women in mid to senior roles who want a stronger voice in meetings, negotiations and upward conversations, and each participant leaves with a voice and influence plan. Organisations that hear only some voices miss ideas and lose capable women, so confident communication is now a business issue. Jupiter Prime Training runs this course for women ready to be heard.

Why Communication Skills for Professional Women Matter Now

Three forces make communication skills for professional women a priority today. More women now hold mid and senior roles, yet many still work in meetings where talk is dominated by a few and ideas are credited to others. Organisations increasingly track inclusion and want every team member contributing fully, especially in decisions about clients, products and risk. Hybrid meetings add new hurdles, as interruptions and silences are harder to manage on screen. Women who communicate assertively shape decisions, negotiate fairly for resources and build a visible reputation; organisations that support them gain better decisions and retain talent. The course draws on established research on assertiveness, influence and interest-based negotiation.

Who Gains Most from Communication Skills for Professional Women

- Women managers who lead teams and present in mixed senior meetings
- Specialists in finance, engineering, healthcare and technology whose expertise must be heard in decisions
- Project and operations coordinators who negotiate with peers and suppliers
- Client-facing professionals who represent their organisation in external discussions
- Women preparing for their next role who want a stronger professional reputation

Organisations that send several women together, with a supportive line manager briefed on the course, gain most because new habits are reinforced in real meetings.

Communication Skills for Professional Women Capabilities

Participants replace hesitant habits with clear, assertive and well-received communication in the situations that shape their careers.

- Apply assertive sentence frames and tone calibration — colleagues and senior managers
- Build vocal authority and calm physical presence — meeting chairs and decision panels
- Communicate in fast-moving meetings and reclaim interrupted points — team and project decisions
- Design upward proposals framed around a manager's priorities — line managers and sponsors
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Specify workplace negotiation preparation and closing steps — requests for resources and flexibility
- Assess and shape a professional reputation and value proposition — networks and future employers

Key Communication Skills for Professional Women Terms

- Assertiveness — Stating views, needs and limits clearly and respectfully, without passivity or aggression.
- Upspeak — A rising intonation at the end of statements that can make confident points sound like questions.
- Amplification — A meeting technique in which colleagues repeat and credit each other's ideas so contributions are recognised.
- Upward influence — Persuading managers and senior leaders by framing proposals around their goals and concerns.
- Personal value proposition — A short statement describing the distinctive contribution a professional brings to her organisation.
- Interest-based negotiation — Bargaining that explores the underlying needs of each side to reach agreements both can accept.

Communication Skills for Professional Women Day by Day

Day 1: Voice, Visibility and the Workplace Conversation

- Speaking Patterns in Mixed and Male-Dominated Meetings — Whose Ideas Get Heard
- Communication Habits Audit From Recorded Meetings — Personal Starting Points
- Language That Undermines Authority — Qualifiers, Apologies and Upspeak
- Credibility Signals in Speech and Writing — How Colleagues Judge Competence
- Personal Voice Goals for the Course — Measurable Speaking Targets

Day 2: Assertive Language and Clear Requests

- Assertive Sentence Frames — Stating Views Without Over-Explaining
- Direct Requests and Clear Asks — Securing Support From Colleagues
- Disagreeing Respectfully in Public — Holding a Position Under Challenge
- Declining Extra Work Gracefully — Protecting Time and Priorities
- Tone Calibration Between Warmth and Firmness — Avoiding Harsh or Soft Labels

Day 3: Confident Presence and Vocal Authority

- Lower Pitch, Steady Pace and Breath Control — Vocal Authority
- Posture, Stillness and Seating Choices — Physical Presence at the Table
- Eye Contact and Facial Expression — Projecting Calm Confidence
- Managing Nerves Before High-Visibility Moments — Steady Delivery
- Online Meeting Presence on Camera — Visible Contribution in Virtual Rooms

Day 4: Being Heard in Meetings

- Preparing Three Key Points Before Meetings — Purposeful Contribution
- Entry Techniques for Fast-Moving Discussions — Claiming Airtime
- Handling Interruptions and Talk-Overs — Polite but Firm Reclaiming
- Reclaiming Credit for Ideas — Amplification Among Colleagues
- Chairing and Facilitating Meetings — Balanced Participation for All

Day 5: Feedback Given and Received

- Specific Observational Feedback Language — Fair Developmental Messages
- Upward Feedback to Managers — Candour With Respect
- Receiving Critical Feedback Without Self-Doubt — Separating Signal From Noise
- Responding to Gendered or Personal Comments — Measured Professional Replies
- Feedback Requests for Growth — Building a Personal Learning Loop

Day 6: Everyday Negotiation Conversations

- Preparation Sheets for Workplace Negotiations — Interests, Options and Limits
- Asking for Resources, Flexibility and Development — Framing Mutual Gain
- Counter-Proposals and Trade-Offs — Keeping Talks Moving
- Negotiating With Senior Colleagues — Confidence Across Hierarchy
- Closing Agreements in Writing — Clear Follow-Up Emails

Day 7: Influencing Upward and Across

- Understanding a Manager's Priorities — Framing Proposals in Their Terms
- Short Upward Briefings and Updates — Concise Messages to Busy Leaders
- Building Allies for an Idea Before Meetings — Pre-Meeting Conversations
- Persuasive Evidence and Stories — Combining Data With Human Examples
- Recovering After a Rejected Proposal — Revised Approach and Timing

Day 8: Professional Reputation and Personal Branding

- Personal Value Proposition Statement — Clear Description of Contribution
- Elevator Introductions for Networking Events — Memorable First Impressions
- Professional Profiles and Online Posts — Consistent Digital Image
- Showcasing Achievements Without Boasting — Balanced Self-Promotion
- Networking Conversations in Banking and Healthcare Settings — Lasting Relationships

Day 9: Difficult Moments and Resilient Communication

- Responding to Condescension or Dismissal — Composed Assertive Replies
- Handling Conflict With Peers — Calm Problem-Focused Dialogue
- Speaking Up on Concerns and Ethics — Raising Issues Safely
- Self-Talk and Confidence Routines — Recovery After Setbacks
- Support Networks of Peers and Mentors — Shared Encouragement

Day 10: Practising the Voice and Influence Plan

- Meeting Simulation With Interruptions — Applying Reclaiming Techniques
- Upward Proposal Pitch to a Mock Manager — Applying Influence Framing
- Negotiation Role Play for a Real Request — Applying Preparation Sheets
- Personal Value Proposition Delivery — Peer Feedback on Presence
- Voice and Influence Plan — Ninety-Day Communication Commitments

Applying Communication Skills for Professional Women After the Course

- Prepare three key points before every important meeting for a month and track how often each point is heard and acted on.
- Use the negotiation preparation sheet to make one real request for resources, flexibility or development with your line manager.

Communication Skills for Professional Women Questions FAQ

What are communication skills for professional women, and why do they matter now?

Communication skills for professional women are the assertive, vocal and persuasive abilities women use to be heard and influence decisions. They matter now because many capable women remain under-heard in meetings and organisations need every voice in critical decisions.

Which roles gain most from communication skills for professional women training?

Women in mid to senior roles gain most, including managers, specialists, coordinators and client-facing professionals. Participants from banking, healthcare, engineering and government services use these skills in meetings, negotiations and upward conversations.

How does communication skills for professional women training differ from an executive leadership course for women?

It focuses on everyday communication rather than the step into executive office. You work on assertive language, voice, meeting dynamics, feedback, negotiation conversations and personal branding, which apply at any career stage.

What do you bring back from communication skills for professional women training?

You bring back a voice and influence plan with your speaking goals, assertive phrases, meeting strategies, a prepared negotiation and a personal value proposition, plus ninety days of communication commitments.

Communication Skills for Professional Women: The Way Forward

The voice and influence plan captures each participant's speaking goals, assertive phrases, meeting tactics and negotiation preparation. Its first use is the next important meeting or upward request, where it guides what she says and how. Line managers and mentors can review progress against it. After the first month, the meeting tactics deserve a fresh look based on how often ideas were heard.