

1. Record Nr.	UNINA9910460203703321
Autore	Humphrey Judith
Titolo	Taking the Stage [[electronic resource]] : How Women Can Speak Up, Stand Out, and Succeed
Pubbl/distr/stampa	Hoboken, : Wiley, 2014
ISBN	1-118-95840-3
Descrizione fisica	1 online resource (244 p.)
Disciplina	658.4 658.42
Soggetti	Communication in management Leadership in women Oral communication Public speaking for women Women executives Career development Business & Economics Labor & Workers' Economics Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Taking the Stage: How Women Can Speak Up, Stand Out, and Succeed; Contents; Preface; Introduction; Part One: Choose to Take the Stage; 1 We Have Been Taught to Fit In, Not Stand Out; Girls Are Taught to Fit In; Women Are Reluctant to Stand Out; If We Don't Stand Out, We Can't Be Outstanding; Advice for Leaders of Women; 2 Silence the Inner Crow; What the Inner Crow Says; How Can You Silence Your Inner Crow?; Advice for Leaders of Women; 3 Develop a Center Stage Mindset; Step 1: Know You Deserve the Spotlight; Step 2: Seize Opportunities to Shine; Step 3: Don't Retreat to the Wings Advice for Leaders of Women4 Speak Up Confidently; Show Up; Prepare, Prepare, Prepare; Listen . . . to Others and to Yourself; Speak with Substance; Develop a Political "Sixth Sense"; Be Direct; Advice for Leaders of Women; 5 Be Assertive, Not Aggressive; Assertive Women Are Often Perceived as Aggressive; Don't Worry About Being Called

Bossy; Avoid Aggressiveness; It Doesn't Work for Women or Men; Advice for Leaders of Women; 6 Promote Yourself; An Appetite for Humble Pie; How to Promote Yourself; Learn to Brag; Promoting Yourself in Every Situation; Advice for Leaders of Women
7 Be Courageous Courage to Put Your Hand Up; Courage to Challenge Others; Courage to Take On a New Role; Courage to Break Into the Boys' Club; Courage to Be Yourself; Advice for Leaders of Women; 8 Hold Your Ground; If Someone Interrupts You; If Someone Takes Your Idea; If Someone Challenges You; If Someone Blindsides You; If Someone Is Sexist toward You; If Someone Bullies You; Advice for Leaders of Women; Part Two: Create a Strong Script; 9 Portray Yourself as a Leader; We Focus on Our Flaws, Fears, and Foibles; Create Your Leadership Profile; Advice for Leaders of Women
10 Strengthen Your Language Weak Language Patterns Women Use; Edit Your Language; Advice for Leaders of Women; 11 Structure Your Script; Design of the Script; Advice for Leaders of Women; 12 Master Meeting Scripts; Formal Meeting Talks; Informal Meeting Remarks; Off-the-Cuff Meeting Remarks; Advice for Leaders of Women; 13 Craft Career Conversations; Networking Conversations; Conversation with a Sponsor; Conversation with an Employer; Conversation with Your Manager; Advice for Leaders of Women; 14 Elevate Your Elevator Scripts; Focus Your Thinking; Create Your Script
Advice for Leaders of Women Part Three: Unlock the Power of Your Voice; 15 Begin by Breathing; The Importance of Breath; Why We Lose Touch with Our Breath; Finding Your Breath; Advice for Leaders of Women; 16 Find Your Full Sound; Surrendering Vocal Power; Regaining Your Full Vocal Power; Advice for Leaders of Women; 17 Develop Your Leader's Voice; Our Many Voices; Your Authentic Leadership Voice; Advice for Leaders of Women; 18 Pace Yourself; Why We Talk Too Fast; Owing the Room; Advice for Leaders of Women; 19 Be Expressive; Down with Upspeak; Mind Your Monotone
Don't Get Stuck in the Upper Registers

Sommario/riassunto

Many women today wonder: what will it take to get that seat at the boardroom table? Earn that coveted promotion? Or simply have their voices heard? Taking the Stage provides a comprehensive, proven approach that enables women to come forward into the spotlight and speak up, stand out, and succeed. Based on a program from the Humphrey Group that has been delivered to over 400,000 women worldwide, Taking the Stage shows women-no matter their age, rank, or profession-how to communicate with courage and confidence in every situation, from formal speeches to brief hallway conversations.
Judith Hu
