

2022 COURSE DESCRIPTIONS: CORE PROGRAMS

LEAD WITH CONFIDENCE AND COURAGE TO THRIVE: Two-Part Program Series & Practicum*

Uncertain that your performance discussions are impactful and may be a reason you're not getting career opportunities you desire? Want new ideas on how to create a brand that is noticeable and perceived by others as having executive presence? Wish to improve upon and broaden your workplace relationships to create more influence and better the chances of growth or upward mobility?

Lead with Confidence equips you to walk away with practical and easy-to-use tools to increase your confidence and the ability to tackle **three key areas** of your career management by:

- **Speaking up** and being **HEARD**, so you're noticed as a thought leader
- **Standing out** and being **VISIBLE** as a leader having executive presence – that “it” factor
- **Managing** your career through **STRATEGIC** relationships that build influence and opportunity

In **Lead with Confidence**, we build and increase your confidence and influence by fine-tuning workplace communications that improve peer relationships, just like **58%** of our program participants have reported!

PART 1: BEING HEARD 120 MINUTES

- The business case for self-advocacy and impact to leadership diversity
- Why strategic use of pronouns matter to performance discussion outcomes
- How to share successes and accomplishments that engage and get results
- CENTS™ strategic communication tool practice for performance discussions and more
- Individual, small group, and large group activities

Keywords: *Confidence, Mindset, Performance Planning and Communication Strategy, Influence, Self-Advocacy*

PART 2: BEING SEEN. BEING STRATEGIC. (Highly recommend completion of Part 1) 150 MINUTES*

- Case study overview and strategy on “showing up”; why it matters to mobility and brand
- Create a powerful brand through strategic visibility
- Mentorship and sponsorship benefits to accelerate career mobility and growth
- Senior leadership guest presenters on leveraging your network for career acceleration

Keywords: *Mindset, Visibility, Networking, Executive Presence, Personal Brand, Career Management, Strategy, Influence, Mentorship, Sponsorship*

Target Audience: Individual Contributors, First-time Managers **Virtual:** 50 participants | **Classroom Delivery:** 100

Delivery: Two, two-hour programs include self-assessment, practice with communication tools and strategy in small groups, handout, senior leader guest speakers, post-program roadmap for self-driven learning, and post-class senior leader interaction and practicum.*

***Carpe Diem!** Seize the opportunity for immediate application of learning content and tools, in this 30-minute small group practicum during Part 2, to step into the role of an interviewer to reinforce concepts and strategies learned from the two-part program. Take your confidence and career influence into the next level through this unique, interactive group interview experience where we prepare you with questions to pose of a Career Advisor** on the topic of mentorship and sponsorship. Gain visibility, an expanded network, and invaluable insight into this overlooked area of career management!

** Typically, a senior leader who serves as a one-time advisor, who can be matched with a more junior level leader for ongoing advice too.

NEXT LEVEL LEADERSHIP: MINDSET AND CURIOSITY 120 MINUTES

How do you define “*next level leadership*” and what can any leader do, at any level, to embody it and inspire it in others? Why does it matter to brand, workplace experience, and growth?

What does mindset have to do with “next level” leadership, leadership brand, and career mobility?

What does curiosity mean for innovation, personal growth, and creating cultures of inclusivity?

- Definitions of leadership and participant pre-program survey results on “*next level*” leader traits
- Brief self-assessment of two areas that indicate “*next level leadership*” traits
- Evaluation of your current leader behaviors and identification of your “*next level*” aspirational leadership brand and influence
- Explore four areas of curiosity, identify your curiosity strengths, areas of improvement for authentic engagement of others

Keywords: *Leadership, Mindset, Curiosity, Talent Engagement, Personal Brand*

Target Audience: Individual Contributors

Virtual: 50 participants | **Classroom Delivery:** 100

Delivery: Program includes self-assessment, small group discussions, handout, post-program roadmap for self-driven learning.

NEXT LEVEL LEADERSHIP: WELL-BEING and CHAMPIONING OTHERS 150 MINUTES*

What surprising insight into next level leadership impact on culture, retention, inclusion, and growth can we gain from our own past leader interactions and our current interactions with others? What would your manager and your peers say about your leadership brand, effectiveness, and how do they define optimal behaviors? In what specific ways do you already embody “*next level leadership*” in their opinion?

How can focusing upon the well-being of others elevate your own influence, career growth opportunities, and create a followership?

- “Best and Worst” leader behaviors and impact on culture, brand, talent retention, and well-being of others.
- Evaluation of your leader behaviors and effect, and tool for 360 feedback post-class
- Uncover why championing talent serves the well-being of all, including you, and mobilizes talent
- Identify specific relationships to champion someone for opportunity
- Confidently conduct an interview 1:1 for clear insight into your “*next level*” effectiveness
- Bonus: C-Suite Guest Speaker who will equip you with strategy on how to create followership!

NOTE: Recommend completion of **NEXT LEVEL LEADERSHIP: MINDSET AND CURIOSITY** prior to this class.

Keywords: *Leadership, Influence, Servant Leader, Executive Presence, Mentorship, Sponsorship*

Target Audience: Individual Contributors

Virtual: 50 participants | **Classroom Delivery:** 100

Delivery: Program includes self-assessment, small group discussions, handout, post-program roadmap for self-driven learning, and peer, mentor, client, or direct report manager interaction and practicum.*

***Carpe Diem!** Seize the opportunity for immediate application of learning content and tools, in a 30-minute small group interview format practicum. Walk away with clear insight into your strengths and areas for improvement. We prepare you with interview questions to gain clarity and valuable feedback on your “next level” leader behaviors to confidently conduct the interview with a selected peer, mentor, client, manager to strengthen your brand and next level leader effectiveness.

BE DECISIVE! EMPOWER EXECUTIVE PRESENCE THROUGH EFFECTIVE DECISION-MAKING 120 MINUTES

Do you find yourself seeking unanimous buy-in when making a decision?
Do you fear making an unpopular decision?
Do you desire to be a confident and more effective decision-maker?

Great news - you don't have to be the most experienced person with a senior job title to be an effective decision-maker!

Learn how to create engaging, meaningful dialogue and debate to elevate your executive presence and leadership abilities. This program, with small group discussion and senior leader interaction, will have you exploring and practicing multiple tools based upon work by organizational and behavioral experts like Adam Grant, Dr. Therese Huston, and Chip and Dan Heath.

- Explore “how women decide” based upon research by Dr. Therese Huston
- Identify a significant or impactful workplace decision along with influencers and end-goal outcomes
- Learn a framework for effective decision-making
- Consider potential resources to assist with making sound decisions
- Challenge your own beliefs and assumptions about a decision you're likely to make in near future
- Reframe an impactful decision by identifying potential conflict or disagreement, and by evaluating likelihood for such conflict
- Utilize decision-making matrix and tool for post-class, self-driven learning, and practice

NOTE: We recommend that participants enrolled in this program also enroll in: **BE DECISIVE! EMPOWER EXECUTIVE PRESENCE THROUGH HEALTHY DEBATE.**

Keywords: Communication, Leadership, Executive Presence, Decision-making, Risk, Strategy, Mindset

Target Audience: Individual Contributors, Managers

Virtual: 50 participants | **Classroom Delivery:** 100

Delivery: Two-hour program includes self-assessment, small group discussions, handout, post-program roadmap for self-driven learning.



“The universe has no fixed agenda. Once you make any decision... it works around that decision. There is no right or wrong, only a series of possibilities that shift with each thought, feeling, and action that you experience.”

– Deepak Chopra

BE DECISIVE! EMPOWER EXECUTIVE PRESENCE THROUGH HEALTHY DEBATE 120 MINUTES

How well are you listening to others, particularly if their opinion conflicts with yours?

Is your decision-making “my way or the highway”, do you get stuck in “analysis paralysis” by over-deliberating and agonizing over your decisions, or are you easily swayed by others and feel the need to “appease and please”?

Do you desire to be a confident and more effective decision-maker, even in the face of heated dialogue and disagreement?

Learn how to create engaging, meaningful dialogue and debate to elevate your executive presence and leadership abilities when decisions must be made quickly or with the luxury of time.

This program, with small group discussion and senior leader interaction, will have you exploring and practicing multiple tools based upon work by organizational and behavioral experts like Adam Grant, Dr. Therese Huston, and Chip and Dan Heath.

This program is co-led by a licensed, deeply expert executive coach with decades of experience helping people to engage and be their better, more effective selves.

- Practice how to engage in “constructive conflict” with conversational and positive intelligence
- Outline a strategy for a current or potential workplace debate
- Conduct an “audit” for bias and prejudice that can impact and sabotage your desired outcome
- Senior leader guest speaker(s)

NOTE: We recommend that participants enrolled in this program also enroll in, and complete: **BE DECISIVE! EMPOWER EXECUTIVE PRESENCE THROUGH EFFECTIVE DECISION MAKING** prior to taking this program.

Keywords: Communication, Leadership, Executive Presence, Decision-making, Risk, Strategy, Mindset, Conversational Intelligence, Listening Skills, Engagement, Influence, Feedback

Target Audience: Individual Contributors, Managers

Virtual: 50 participants | **Classroom Delivery:** 100

Delivery: Two-hour program includes self-assessment, small group discussions, handout, senior leader guest speaker, post-program roadmap for self-driven learning, and workplace interaction practicum you manage independently outside of class.

What are
THEY
SAYING?



“This was an awesome session - thank you!”

– Michelle S.

**“I loved every piece of this learning.
Will definitely look forward for more of
such ones in future!”**

– Swapna B.

CHART YOUR DESTINY: EXPLORE YOUR CAREER TO OPEN NEW WORLDS
Four-Part Program Series & Practicum*

Why is it important to pause and explore your career? What’s the benefit of shifting your mindset from “just doing your job” to being an explorer of possibilities and the captain of your own career destiny? Considering that 58% of workers reported high levels of dissatisfaction with their career opportunities in 2021, exploring your career as a priority can point you in a career direction where you can thrive! This monthly series progressively walks you through a creative analysis of your current career state with an exploration of what your desired, “dream” career could be, to arrive at your aspirational destination with a strategy in hand!

- Establish objectives and timelines to move you toward greater happiness, deeper personal and professional satisfaction
- Discover how being more curious opens possibilities and expands influence
- Step into the role of “coach” to assist a senior leader in fostering more curiosity about their direct reports, to impact retention of talent, employee engagement, and mobility of diverse talent.

NOTE: It is **HIGHLY** recommended to enroll in all 4 Cafés and complete them in order.

Keywords: Career Management, Mindset, Influence, Networking, Goal setting, Feedback, Coaching

CAFÉ 1: CURIOSITY: THE VALUE OF PLAYING EXPLORER IN YOUR CAREER 90 MINUTES

- Begin your career exploration with an examination of the type of curiosity seeker you are
- Use a brief questionnaire to chart your journey
- Discover and discuss the value of your energy levels, aligned with interests and best environments

CAFÉ 2: YOUR CAREER JOURNEY: CHARTING YOUR NEXT DESTINATION 90 MINUTES

- Complete an online assessment for life and career roles you are meant to pursue
- Pinpoint a clearer career destination, aka “north star,” and the “why” that impacts your journey
- Challenge yourself to look at unknown or overlooked opportunity and destinations around you
- Career Coach Guest Speaker who will surprise you with a new way to look at your career

CAFÉ 3: BOLDNESS IN CAREER SUCCESS AND “SURVIVAL” 90 MINUTES

- Assess your willingness to move into potentially uncharted “career waters”
- Examine what “success” or “survival” looks like in current times with the uncertainty we face
- Complete a self-evaluation of your risk and exploration tolerances, i.e., boldness, in four life areas

CAFÉ 4: YOUR CAREER JOURNEY: FORMING YOUR “CREW” 150 MINUTES*

- Identify strengths needed in your crew for career growth, who that crew of “board of directors” is
- Discuss how a crew can serve, alter, or delay your journey to reach your destination faster
- Discover how your crew increases your influence and enhances your experience

Target Audience: Individual Contributors

Virtual: 50 participants | **Classroom Delivery:** 50

Delivery: The series includes multiple self-assessments, small group discussions, handout, post-program roadmap for self-driven learning, and senior leader interaction for a practicum.*

***Carpe Diem!** Seize the opportunity for immediate application of learning content and tools, in this 1-hour small group practicum in Café 4. You and a classmate team up to serve as “advisors” and “coaches” to a manager to help this leader more effectively engage their direct report during this career opportunity and career growth exploration in an interview format. We prepare you with the questions in advance for you to equip a manager to be more engaged as a leader!