



## NIH Training Center

### Women in Leadership: Strategies for Success

#### SCHEDULE

<b>Session Two: Jun. 17 – Aug. 9</b>
<b>Day One:</b> 9:00 am - 3:00pm June 17, 2021
<b>Day Two:</b> 9:00am – 3:00pm July 15, 2021
<b>Panel Discussion:</b> 9:00am – 12:00pm July 27, 2021
<b>Day Three:</b> 9:00am – 3:00pm August 9, 2021

**Please Note:** Due to the highly tailored nature of this course, it is not possible to allow participants to attend days of instruction across sessions. Please be certain to choose a session where you will be available for the entire run of the scheduled program.

# AGENDA

## **Day One - Understanding Your Behavioral Style and How Others See You (Full Day)**

Current research indicates that emotional intelligence can have a far greater impact on success than IQ. This is particularly true in high performing organizations where having a high IQ is a threshold requirement. In this session, participants will learn the basic competencies of emotional intelligence, why emotional intelligence is important to meeting their career objectives, and how they can improve their emotional intelligence.

We will use a highly respected self-assessment tool, the DISC, to determine your natural behavioral and communication style. Based on information from this assessment, we examine the strengths and weaknesses of each style and help participants see how they can use emotional intelligence to either assert or adapt their behavioral and communications styles to increase their influence and become more effective with colleagues, partners, staff and other stakeholders.

You will receive a detailed written report describing your own behavioral style and how it works with others' styles. This report and the content of the workshop will help you to increase your self-knowledge — how you respond to conflict, what motivates you, what causes you stress, and how you solve problems; facilitate better teamwork and minimize group conflict; and develop stronger relationships and by identifying and responding well to others' personal styles.:

## **Day Two: Vision & Voice:**

### **Part I: Using Your Voice as a Leader: The Art of Effective Communication for Women (Morning)**

At the core, all work is accomplished through a series of conversations and communications that lead to commitments for work product, meetings, phone calls, agendas and strategies. Success, in the most simplistic terms, comes from one's ability to make and fulfill promises. At the same time, the networks of coordination and collaboration in organizational life are often very complex. Many of the problems we face stem from broken or poorly crafted agreements and commitments. In this session, participants will learn how they can change their communication techniques and skills to dramatically improve their effectiveness and lower their stress. This session teaches participants the core leadership skills that are at the heart of communicating effectively with others: receiving requests for work product and/or time, delegating, listening, designing action and managing accountability. We will specifically work on finding and using one's voice to share perspective, build reputation and gain credibility.

### **Part II: On Being Visionary (Afternoon)**

Being visionary/intentional is critical for success, yet most professionals find themselves reacting to daily events rather than intentionally looking forward and taking action towards a desired future. In this session, we will share key distinctions and strategies that help participants shift from being reactive to being purposeful, from being narrowly focused to being a visionary and purposeful at work and in life. Participants will experience a visioning exercise as well as the tools and practices to help them practice visionary leadership beyond the workshop. We will explore what stops us from being visionary every day and identify small, but significant changes that can lead to greater effectiveness.

## **Day Three: Authentic, Resilient Leadership**

### **Part I: Resilience: Leading and Living from Center**

Resilience is required for women who want to make a difference through their work. This program shows participants how to be resilient and effective even when facing significant challenges professionally and/or personally. Participants will learn a fresh approach to developing the perspective and stamina needed for success, even during the most stressful times. With resilience as the goal, participants will learn how to stay balanced and at their best, even as they deal with daily circumstances and unexpected events that usually trigger a reactive mode.

### **Part II: Discovering Your Authentic Leadership Presence (Afternoon)**

In this session, participants will learn what authentic leadership presence is and why it is important. Participants will identify their values, strengths and natural attributes, and learn how to fuse these attributes together to develop an effective, authentic leadership presence that works in all settings, even where women are in the minority. We will explore how participants may unknowingly be sabotaging their own leadership presence. Participants will learn what constitutes a strong presence, as well as practical strategies for leveraging their natural abilities to convey self-confidence and build a reputation for integrity, honesty, and competence. Drawing on the research of Amy Cuddy and others, we will demonstrate how small changes in body language, voice and presence can dramatically impact the effect that participants have in meetings and in leading teams and groups.

In this program, we will review all concepts previously learned and work with the cohort to commit to an ongoing development focus coming out of the program.