



Women in Leadership: Strategies for Success

2023 SCHEDULE

Session One: Jan. 18 - Feb. 22	Session Two: May 23 - Jun. 13	Session Three**: Aug. 23 - Sept. 28
Day One: 9 am - 3 pm January 18, 2023	Day One: 9 am - 3 pm May 23, 2023	Day One: 9 am - 3 pm August 23, 2023
Day Two: 9 am - 3 pm February 8, 2023	Day Two: 9 am - 3 pm June 1, 2023	Day Two: 9 am - 3 pm September 12, 2023
Panel Discussion: 9 am - 12 pm February 16, 2023	Panel Discussion: 9 am - 12 pm June 6, 2023	Panel Discussion: 9 am - 12 pm September 19, 2023
Day Three: 9 am - 3 pm February 22, 2023	Day Three: 9 am - 3 pm June 13, 2023	Day Three: 9 am - 3 pm September 28, 2023

** Note that this session will be held on-site at WF1 in Bethesda, MD. The NIH Training Center continues to follow the NIH guidance for on-site activities. Adjustments will be made as appropriate.

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)

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 by identifying and responding well to others' personal styles.

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 segment, 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.

Day Two: Using Your Voice as a Leader and Cultivating Resilience

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 sharpen their communication skills and learn ways 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: listening, asking powerful questions, and making clear requests and agreements. We will specifically work on finding and using one's voice to share perspective, build reputation and gain credibility.

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 often trigger a reactive mode.

Day Three: Leadership Presence and Vision

In this session, participants will learn what authentic leadership presence is and why it is important. They will discover what it means to lead from a centered presence and the positive impact this has on effectiveness, relationships, and results. Participants will learn what constitutes a strong presence and learn simple practices that will leverage their natural abilities and 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 shifts in the body, presence and mindset can dramatically impact the effect that participants have in key conversations and meetings, and in leading teams and groups.

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

Since this is the capstone program, we will review all concepts previously learned and invite the cohort to commit to an ongoing development focus.