



2013

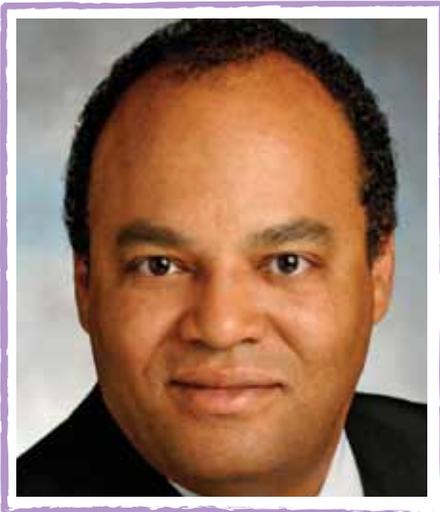
Women of Color STEM Training  
**WORKSHOPS**

October 17 – 19, 2013

[www.womenofcolor.net](http://www.womenofcolor.net)



CONNECTING, MENTORING, AND LEARNING: **THE PATHWAY TO SUCCESS**



## Message from Dr. Tyrone D. Taborn, Ph.D (h.c)

### *Inspire, Pursue and Build*

Over the last two decades, new markets, new technology and new processes have introduced a new set of opportunities and challenges for employers and professionals alike. In line with the broad issues related to America's STEM workforce, discussions at Women of Color (WOC) in STEM Training have ranged from the changing demand for supply of science, technology, engineering and math (STEM) talent to prepare for jobs that make unprecedented demands on multiple skills to diversity in the workplace.

The thirty topics featured in our five seminar tracks offer participants—recent college grad to first- and mid-level management, scientific and technical professional to executive and senior level management—a chance to discuss trends in leadership, evolving processes, and ever increasing knowledge requirements.

WOC has traditionally been an environment where women in STEM dialogue with one another about workforce challenges and triumphs. And this year promises to be no different. Subject matter experts will lead seminars on leading and managing change in the military, industry, government and academia as your ideas, insights, tips and advice reinforce discussions aimed to help both employer and employee connect and learn pathways to success.

You can also earn Continuing Education Units (CEU) by attending Women of Color seminars. Our CEU program is offered through the Center for Continuing and Professional Studies at Morgan State University. Career Communications Group looks forward to your participation at the Women of Color in STEM Training Workshops.

A handwritten signature in black ink that reads "Tyrone D. Taborn".

## Workshop Tracks

**Leadership and Professional Skills** > p. 3

**Career Outlook** > p. 7

**Diversity and Inclusion** > p. 9

**Technical Leadership and Innovation** > p.11

**Professional Enhancement** > p. 13



**Leadership and Professional Skills:** This track is designed to celebrate, cultivate, and enhance leadership and professional skills. The seminars featured provide attendees with a variety of opportunities to increase capacity to add micro and macro value within the organization. Participants will be able to enhance leadership capability by increasing individual professional development, learning from great leaders in diverse industries, and solidifying core leadership competencies. Track includes topics such as success strategies and habits, communication, image, emotional intelligence, and intrapreneurship.

---

### **Empowering and Supporting Women Military Leadership: Top Women in Armed Forces Share Leadership Strategies for Success**

---

Attention ALL WOC Conference participants! Do not miss this salute! The women on this panel are on the front lines of breaking barriers and demanding respect in their fields. They are breaking walls of steel and making great progress in male dominated cultures. They know how to lead, create value, and clear paths. Come to meet the First to Reach Flag Rank and Female Generals who consistently lead from the front. Be inspired and changed by the greatness among us. Join these key leaders as they talk about life and work. How do they calculate risks? What are the must have tools to become successful leaders in the military? What surprised them most? What decisions are they most proud of? How do they define mistakes, failures, and success?

At the end of this workshop, participants will be able to:

- a. Connect with military leaders.
- b. Explore leadership strategies for success in the military.
- c. Explore career paths in the military.

---

### **Innovative Global Leadership in the Workplace: How Can Women Executives Build Successful Global Partnerships?**

---

In today's business climate, almost all businesses consider the power of global opportunities and impact. As current and budding executives, we must be prepared and aware of the global partnerships our organizations have or need. Executives in 2013 must not only have knowledge of the global business picture, but also capacity to build and cultivate dynamic global partnerships. This skill will expand your capacity to add value, execute the mission, and become a transformational change agent. How do your skills, values, and talents fit into a bigger global picture? This leadership forum will bring together mentors, problem solvers, and leaders to talk about global leadership opportunities within organizations.

**Learning Objective:** Increase leadership, communication, and awareness skills

**Outcomes-** At the end of this seminar, participants will be able to:

- a. Identify global leadership opportunities within the organization.
- b. Explore organizations and top companies that are making global and social impact.
- c. Examine communication and leadership techniques that support successful global partnerships.

---

### **Women will not be overlooked in 2013! How to stand out as a trailblazer in your organization?**

---

For decades, women of all walks of life have felt pressured to prove themselves as they continue to break barriers, norms, and stigmas. Some women focus on overcoming the challenges, while others make strategic decisions to seize opportunities that take their organizations to the next level. Within the organization, there are both small and big ways to make a difference in

outcomes and build lasting professional value. The ability to inspire others, infuse a sense of integrity and strength in tasks, and maximize results is the foundation of long term success. Women in diverse industries are changing trends and making critical contributions that result in major economic gains. We have seen a surge in innovation, opportunity creation, and transformative leadership breakthroughs among women in the workplace. Come to this seminar to learn more about how you can become a trailblazer and innovative leader in your organization.

**Learning Objective:** Increase leadership skills, techniques, and strategies

**Outcomes-** At the end of this session, participants will be able to:

- a. Explore ways to be more assertive in your executive approach.
- b. List valuable skills and professional habits to add value at any level of the organization.
- c. Explore techniques and power questions to identify opportunities for innovation and breakthrough results.
- d. Examine planning techniques of successful executives.

---

### **Walking in her shoes! Capitalizing on Instinct and Work/Life Balance Strategies from the C-Suite**

According to the Harvard Business Review Journal Study in 2012, women, who occupy three percent of Fortune 500 CEO positions, are outnumbered four to one in the C-suite, comprise less than 16 percent of all corporate officers and occupy only 7.6 percent of Fortune 500 top-earner positions. How many of these women are women? Take a guess. Most of us have been to countless leadership seminars. Some of us skim through several leadership books and pick up on tidbits of leadership strategies and knowledge from speeches at conferences like these. But, the question is, of all of the leadership advice, what is actually working? What are the top key strategies that we need to embrace to make the difference in the way we ensure our voices are heard? Top women leaders in STEM join to share their success, roadblocks, and thoughts on new strategic moves to get into the C suite.

**Learning Objective:** Increase leadership, productivity and performance.

**Outcomes-** At the end of this seminar, participants will be able to:

- a. Examine and study top women executives and strategies(i.e. Sheryl Sandberg, COO Facebook).
- b. Explore transformational leadership techniques for women.
- c. List Ineffective leadership habits and choices.
- d. Explore strategies to improve work/life balance.

---

### **Hair, Suits, and Facial Expressions: What you say before you speak!**

Image building and Real Talk workshop for women (Classified). Arrive early, standing room only! What is the cost of success? Ask many women, and the list will be long. In addition to emotional and physical sacrifices and expectations to be better than the best, many women literally pay more to maintain and keep their image intact. Join us for a real conversation about building a unique image of strength and power.

At the end of this seminar, participants will be able to:

- a. Share tools and tips for a quick and easy transformation.
- b. Apply a list of do's and don'ts to different leadership and workplace scenarios
- c. Hear what male leaders think about image choices.
- d. Ask real questions.

---

### **Own the Business you are in!** Intrapreneurship Strategies to Take Charge of your Destiny, Transform your Career and Create Power from Within

---

Rumor has it that job security is a thing of the past. As the many businesses and industries are faced with uncertain futures, employees are left with a few narrow options. Some begin looking for other positions to secure a “back up” plan, while others sit back, fingers crossed, hoping things will get better. Who is ultimately responsible for the success or failure of a business? What role do you really play? Intrapreneurship is a term coined in the 1980’s and refers to a “entrepreneur type” mindset among leaders and employee within a corporation. Intrapreneurs approach their jobs with entrepreneurial zest. Within the company’s guidelines, they have all of the resources and people available to them to create an impact success and innovation. Although they may not own the company, they are accountable for their power to change the future of their company. This workshop will arm you the tools to own the business you are in.

At the end of this workshop, participants will be able to:

- A. Explore the benefits of intrapreneurship.
- B. Identify the skills needed to transform from employee to a strategic contributor.
- C. Converse with successful intrapreneurs.
- D. Build an intrapreneurer action plan.

---

### **Executive Chatting: Engaging in Social and Emotionally Intelligent Conversations**

---

Do you know what you are saying? Before you speak a single word, you have said so much. Your body language, facial expressions, and attitude tell their own story. A strong leader knows how to say what she means. Her voice is strong; her points are clear, and she talks about the big picture. She invests in increasing her vocabulary and uses language that reflects core values, missions, and goals. She can take these skills straight to the bank as she rises to the top.

**Learning Objective:** This workshop will teach women to increase communication, leadership, and presentation style to become more effective managers and leaders.

**Outcomes-** At the end of this course, participants will be able to:

- a. Practice using and interpreting nonverbal cues.
- b. Explore ways to articulate mission and values.
- c. Explore techniques to build executive presence.
- d. Identify individual listening and communication styles.
- e. Examine personal communication challenges and ways to address them.

---

### **Culture and Power! Perceptions, Cross-Cultural Communication, and Other Cultural Factors that Impact Women and Success**

---

The perception of power is a cultural phenomenon. Different cultures accept the dynamic of power in very different ways. Some accept unequally distributed power as a natural part of the professional world, where other cultures engage and view power to be equal among contributors. This cultural concept is known as power distance. When in a high power distance culture the relationship between bosses and subordinates is one of dependence. When in a low power distance society the relationship between bosses and subordinates is one of interdependence. Knowledge of how you and your team perceive power and accept

structure will impact the ease of communication and affect leadership style choices. Culture is a powerful dynamic that helps us understand and be more specific about relationship conflicts and triumphs.

**Learning Objectives:** Increase professional development, awareness, and communication strategies.

**Outcomes-** At the end of the seminar, participants will be able to:

- a. Listen to leaders as they share Cultural challenges and triumphs.
- b. Identify core issues and strategies to manage communication diversity.
- c. Explore potential impact of language on confidence and perceived value.
- d. Examine leadership styles and principles to accommodate power distance cultural factors.
- e. Explore workplace communication and effectiveness

It is a great opportunity to bring all talent and bright professionals of women of color together to support each other in a male dominated technology world to learn and inspire each other to see real women who are praised and awarded to be proud of ourselves for our achievements and accomplishments to set role models for those young girls of color.



**Patty Q. Kuang, Ph.D. Eng**  
Sr. Lead Systems Analyst  
S&T Information Technology  
Corning Incorporated

**Career Outlook:** *This track is designed to provide attendees and corporations with information and skills to enhance career success in various industries. Corporations and attendees have direct access to recruit, share, and explore market trends, job opportunities, and career enhancement tools. Industry leaders, human resource professionals, leaders, and job seekers come together to gain valuable industry knowledge.*

---

### **2013 On Fire! Trailblazers Share Top Industry Careers and Outlooks**

---

All conference participants are highly encouraged to attend this forum, including executive attendees. Trailblazing executives will share and discuss specific hot industry trends and changes. Which companies are hiring? Where are there great and unique opportunities for women? What positions and skills may be a thing of the past with emerging technology? What does it take to stay competitive? How can you break into a specific industry? Create your best future with key information that may change your path. Meet the leaders who can and will help you!

**Learning Objectives:** Increase career growth and development skills, strategies, and opportunities

**Outcomes-** At the end of this seminar, participants will be able to:

- a. Explore specific industries and current career opportunities.
- b. Get career advice from top industry experts and leaders.
- c. Identify which industries are hiring now!

---

### **We are always hiring! Three Skills You Must Have to Get Top Jobs (and the skills you need to keep them)**

---

This is a “must attend” seminar for success-seekers. Whether you have your dream job or not, building skills and understanding what your industry truly values will separate you from the masses going after the same job. As we enter into a new era, competition for positions across organizations will continue to get steeper. There are critical core skills that will help you compete and stay fresh as you maneuver through changing strategies and needs of your industry. Top human resource professionals and other leaders will share their top three skills that will help you land that position and how to gain leverage to negotiate higher pay.

**Learning Objective:** Increase career and professional growth strategies

**Outcomes-** At the end of this seminar, participants will be able to:

- a. Identify skills needed to be successful in landing key positions.
- b. Identify potential pitfalls in interviews and job hunting.
- c. Explore personal value propositions and assess the stability of current positions.
- d. Ask questions and network with HR leaders looking for talent.

---

### **When to Hold and When to Fold? Negotiating Titles, Pay, and Other Perks**

---

Whether you are searching for new opportunities within your organization or seeking to create new connections, negotiation skills are critical to ensuring you are positioning yourself in strategic ways. Companies expect valued contributors to ask for things that will increase motivation and commitment to the industry. Studies have shown that negotiation and asking for what you want is a factor that may contribute to some of the disparities between men and women in the workplace. Not only will these skills help you to advocate for higher compensation, you will also gain key skills that will help you negotiate on behalf of

your team. Know what to ask for, when to ask, what to say, and be exposed to other perks besides salary that you might not have thought of to make your position work for you.

**Learning Objective:** Increase negotiation and communication techniques.

**Outcomes-** At the end of this session, participants will be able to:

- a. Learn a practical strategy for successful negotiation.
- b. Identify ways to learn more about their organizations needs to have a negotiation edge.
- c. Discover their natural negotiating and influencing style.
- d. Tap into sources of natural power and persuasion.

---

### **Keep the flames burning! Connecting Values, Preserving Identity, and Cultivating Passion to Avoid Burnout**

---

When emails pile up, co-workers test your patience, and organizational politics create conflict, it can be a part-time job to stay focused and committed. Most employees, despite finding work that they feel is aligned with what they enjoy, experience varying levels of burnout throughout their careers. All professionals, at all levels, need to share tools and techniques to stay connected to the vision, mission, and goals. For some, you may feel that you are in a position that may not quite fit your bigger vision. The challenge for you is still the same. We must connect with our values, find ways to express our identity and creativity, and find passion. "Wherever you go, there you are." Become a professional that seeks opportunities to express your greatness despite changing tasks, and circumstances. This workshop will help you re-energize and shift your thinking in ways that can turn a dead end into a multiple path of opportunities, morale and effectiveness.

**Outcome:** Use strategies to increase productivity and career longevity

At the end of this workshop, participants will be able to:

- a. Identify strategies to connect personal and professional values.
- b. Manage stress, change, and industry rumors.
- c. Examine strategies to move from a task manager to strategic professional.
- d. Explore five techniques to cultivate passion and commitment.

---

### **Dream Job Scavenger Hunt! Career Path Discovery Workshop**

---

For every dream and desire, there are limitless paths to get there. This workshop will help you create your personal vision of success and happiness. Whether you are clear on what you want to do or still trying to find your way, you will gain clarity and create a plan to overcome barriers. If you are willing to address your weaknesses, capitalize on your strengths and take control of your future, this workshop is for you.

**Learning Objective:** Enhance professional and career awareness

**Outcome-** At the end of this session, participants will be able to:

- A. Conduct individual career assessments.
- B. Explore 10 insights that lead to creative opportunities.
- C. Identify strengths, preferences, values and weaknesses.
- D. Use a model to break out of "all-or nothing"

**Diversity and Inclusion:** This track addresses issues of diversity and inclusion challenges, practices, and strategies in the workplace. Attendees and corporations will engage candid discussions and share best practices that support successful D&I initiatives. These seminars aim to provide a safe environment to explore challenging topics. This track addresses topics such as sexual harassment and assault, unconscious bias, cultural competency in business, and D&I leadership.

---

### **Views and Voices! Men and Women Leaders Debate the Top 10 Issues and Advantages for Women in STEM**

---

Come listen to diverse views and voices as college students, new professionals, and executives take a stand on important issues. Do you think you have heard all of the challenges for women? As we continue to think about racial and gender equality, equal pay, and leadership discrimination, there are new opportunities and obstacles emerging. How are perceptions of women changing? Why are there still so few women leaders in top positions? How can we leverage new opportunities and close gender gaps? Join us for a lively discussion about issues and advantages as we enter into a new and changing era for women.

**Learning Objective:** This workshop will help you understand the business impact of behavior, attitudes, perceptions, and beliefs.

**Outcome-** At the end of this workshop, participants will be able to:

- a. Engage in a candid dialogue regarding the perceived challenges of managing/leading women and being managed/led by women.
- b. Discuss tools and techniques to find, build, and restore critical professional relationships.
- c. Explore issues of race, gender, and perceptions in pay and promotional opportunities.

---

### **Do women help each other on the path to success? Unconscious Bias, Attitudes, and Behaviors among Professional Women**

---

What role do women play in ensuring that barriers are broken? In the workplace, there are subtle behaviors, attitudes, and expressed perceptions that create a culture of bias. These biases create circumstances and challenges that may help or hurt one's capacity to excel with ease and gain essential support. These subtleties are seen in the questions we ask or don't ask. Who we decide to publicly advocate for/ who we give the benefit of the doubt to? Sometimes, the silent member of the team is expressing a bias as their lack of full participation can be perceived as disinterest. Do you actively support leadership? Are you aware of how your attitudes and behaviors may be contributing to disparities? As women, how do you ensure that you are addressing these concerns as well as increasing awareness of the internal beliefs you have and how those beliefs impact your behavior.

**Learning Objective:** Increase Cultural Competence

**Outcome-** At the end of this workshop, participants will be able to:

- a. Explore unconscious behaviors and attitudes frequently expressed in the workplace.
- b. Identify ways to advocate for women leaders and other populations.
- c. Take a short assessment to identify personal role in subtle bias.
- d. Explore ways to create a more inclusive environment.



### **Are Successful Women Shunned, While Her Male Counterparts are Celebrated? Situational Leadership Strategies to Overcome Stereotypes and Barriers**

Just when we start to see cracks in that glass ceiling, there is a new one being designed. Studies show that powerful and successful women are perceived more likely to be hated than her male counterparts. The position of power, worn by women, is perceived to be self-serving, getting ahead, and vicious. On the other hand, her male counterparts are seen as confident and focused. "Women are being judged more, even by other women," said Valerie Young, Ed.D., author of *The Secret Thoughts of Successful Women*. She goes on to state that, "While male leaders are allowed to have complex personalities, powerful women are often summed up by hackneyed stereotypes that undermine them and their power." What is our collective responsibility in addressing these stereotypes? How do women treat each other in powerful positions? What role do women play in changing these stereotypes? DO NOT miss this seminar!

**Learning Objective:** Increase cultural awareness and professional competence

**Outcomes-** At the end of this seminar, participants will be able to:

- Examine image and communication strategies to overcome stereotypes.
- Identify ways to build more cohesive work relationships.
- Identify strategies to engage in difficult conversations about stereotypes.
- Explore situational leadership strategies that cut through barriers.

### **Sexual Assault in the Military: Building a Culture of Accountability, Prevention, and Change**

Sexual Assault in the military has become an increasing problem. Many key leaders in the military are taking a stand to ensure that the values to defend and protect service professionals are upheld. General Carter F. Ham states that "we must continue working as a team to eliminate sexual assault from our rank. Everyone, not just leaders, Sexual Assault Response coordinators and victim advocates, has a responsibility to rid the army of this crime." In this forum, we will explore initiatives that increase awareness, accountability, and move toward preventing sexual assault in the military." Please join us as we engage in dialogue about solutions and actions.

**Learning Objective:** Increase knowledge and awareness around sexual harassment and assault in the military

At the end of this workshop, participants will be able to:

- Explore the impact of the culture and values around the issue of sexual assault in the military.
- Identify initiatives and interventions happening throughout defense.
- Examine strategies to increase accountability, prevention, and response.



**Technical Leadership and Innovation:** This track addresses specific technical leadership needs and explores unique trends among STEM professionals. Attendees will be able to access key information to support success in diverse technical fields and stay current on new technology and innovation. This track includes topics such as cyber-security, certifications, and security clearances, social media, science of innovation, and online learning techniques.

---

### **Advancing Women in Cyber Security Careers: A National Priority**

---

Cybersecurity is a critical area of IT and one of the five national security priorities for the U.S. Department of Homeland Security. Despite the critical nature of this field, women continue to be greatly underrepresented in cyber security fields. It is a national priority to have a diverse and well trained workforce to secure cyberspace. This workshop will examine required skills, success factors, opportunities, and challenges in cyber security careers.

**Outcomes-** Increase professional awareness and career advancement.

At the end of the workshop, participants will be able to:

- a. Identify required skills and areas in cyber security careers.
- b. Opportunities and challenges for women in Cyber security careers.
- c. Examine critical success factors.
- d. Connect with other successful cyber security professionals.
- E. Explore progress and best practices for 2013 in Cyberspace.

---

### **2013 Social Media Trends, Predictions, and Challenges That Impact your Work and Life**

---

The growth of social networking is dominating business and life. Over 61% of people use smart phones and participate in some level of social networking. Mobile social media is being used to promote brands, understand trends, post reviews about products, people and services that impact choices. Organizations are busy looking at successful trends and staying on top of what's next for social media. This workshop will talk about trends; pros will make some predictions and explore ways to effectively capitalize on the power of social media in business and in life. In order to navigate our world successfully in business, we must keep up with the impact of technology and have strategies to take advantages of the good and avoid the potential dangers.

At the end of this workshop, participants will be able to:

- a. Explore hot trends in Social media.
- b. Examine the impact of social media on business practice.
- c. Identify ways to professionally and personally protect yourself against social media threats.
- d. Explore social media analytics.
- e. Identify opportunities and predications in social media for 2013.

---

### **10 ways to Boost Brain Power: Habits of the Super Smart**

---

Is intelligence a function of nature or nurture? Are people born smart or do they become smart? The safest answers are it depends or all of the above. Many search for explanations for differences in people, yet the challenge is to search for ways to maximize your own personal potential. There are some key habits, exercises, and ways of thinking that can help you increase

your memory, make more strategic decisions, increase understanding, and enhance mental clarity. This workshop will expose you to simple things that you can do on a regularly basis to challenge your mind engage your thinking to access greater creativity and intellectual focus.

At the end of this workshop, participants will be able to:

- a. Identify habits to increase memory and thinking.
- b. Explore strategies to increase creativity.
- c. Play brain teasing games to enhance focus.

---

### **Extraordinary Virtual Presentations: Creative Techniques for Dynamic Online Learning and Meeting Experiences**

---

Technology has provided us with great opportunities to connect in faster and more efficient ways. Using webinars, online learning, and conference tools allow organizations to reach more people, cut costs, and increase information efficiency. How do we increase the quality of these experiences? What are best practices for keeping virtual participants engaged? What are some of the best platforms to launch these experiences? This workshop will share tools, techniques, and best practices to be a dynamic virtual presenter and ensure that your team or group receives and retains the critical information.

**Learning Objective:** Increase technical capacity to use online learning tools

At the end of this workshop, participants will be able to:

- a. List tips to create dynamic presentations.
- b. Identify interactive tools and techniques to engage participants.
- c. Explore how to follow up and survey participants.
- d. Identify when to use different types of meetings and online learning approaches.

---

### **Your Personal Success Toolbox! Obtaining and Keeping a US Security clearance and other valuable professional certifications**

---

Often, we believe we are too busy to join another group, attend another meeting, or network with other professionals; it seems like just too much work. Professional associations are the most forgotten and misunderstood career development tools. There are professional associations and certifications in every field for every industry. This seminar course will explore techniques to maximize the professional benefits of organization membership and certification acquisition.

At the end of this session, participants will be able to:

- A. Explore the various benefits of joining professional organizations.
- B. Identify various types of certifications.
- C. Review the security clearance process and common mistakes.
- D. Examine top-paying IT careers and associated certifications, education, and clearances.

**Professional Enhancement:** *This track addresses individual professional enhancement needs and skills. Attendees will explore seminars geared to boost performance support, and productivity in the workplace. Seminars include topics areas such as managing stress and change, enhanced communication skills, executive coaching and mentoring, and the power of focus.*

---

### **Getting Results Without Authority: How Employees Influence Change and Create Power**

---

On the path to success, results and impact happen before the promotion. How can you achieve goals before you have positional or decision making power? Professionals are expected to get results yet often feel frustrated with limited power and authority. The key is to fully leverage multiple sources of power effectively despite positional authority. Employees throughout organizations have access to many sources of power. The critical shift is to acknowledge how these talents, resources, and personal qualities impact change and influence stakeholders. Leadership decisions are influenced by influential and vocal employees at all levels throughout the organization. This workshop will help you develop a strategy to gain power and influence among decision makers in your organization. These skills will help you move up the corporate ladder, gain recognition, support team members, and create value.

**Outcomes-** Increase professional and leadership confidence and competence

At the end of this workshop, participants will be able to:

- A. Identify different sources of power within an organization.
- B. Explore organizational value proposition and strategies to be more influential.
- C. Learn how to effectively use and navigate organizational politics to get results.

---

### **The Power of Focus: Tuning In to the Right Priorities**

---

We have access to limitless information in our rapidly changing world as we face competing priorities. There are so many opportunities, options, paths, new developments and discoveries that fight for our limited attention. With this in mind, clarity and focus, are skills that are critical to ensure we reach our most important milestones. If you can conquer the art of focus, you will prosper, be more effective, and increase the quality of life and work. This workshop will provide specific focusing strategies to help you make decisive moves, change bad habits, minimize your weaknesses, and maximize your strengths.

**Outcomes-** Increase Professional and personal productivity and workplace efficiency

At the end of this workshop, participants will be able to:

- A. Explore specific strategies and habits that support mental clarity
- B. List common distractions and ways to manage them
- C. Identify priorities and strategies to create better work/Life balance
- D. Examine habits and activities that help and hurt ANY goal

---

### **Effective Business Communication: Writing, Speaking, and Presenting for Results**

---

Leadership does not happen without communication. As a matter of fact, nothing happens without communication. Communication is the basis for all relationships in business and personal endeavors. A skilled businesswoman is a skilled communicator. The savvy communication approach includes attention to what we say, how we say it, and the channels we choose to say it through. The communication process also includes building an appropriate image and expressing confidence. This workshop

will look at tips, tools, and roadmaps for diverse channels of successful communication in the workplace. You can always make a good impression and represent your “best self” once you master core communication techniques.

**Outcome-** Enhance professional communication skills to increase effectiveness and success outcomes

At the end of this workshop, participants will be able to:

- A. Explore essential writing, speaking, and presentation techniques
- B. Examine common communication challenges that create challenges in the workplace
- C. Explore the role of culture and position in communication techniques
- D. Identify ways to convey greater confidence and precision in communication approaches

---

### **Transitioning from Task Manager to Strategic Leader: Managing Competing Values**

---

Do you find yourself feeling that completing your work tasks are more important than attending another, seemingly futile, meeting? You are not alone, welcome to the world of competing values. Organizational cultures can be complicated systems as employees work to uphold values, follow clear systems, and meet critical deadlines. Depending on the organization’s culture, most employees are singularly focused on tasks. Often, they begin to de-value many other business activities and opportunities that contribute to long-term value and professional longevity. This workshop will help you transform from task manager to strategic leader as you understand and manage competing values in the workplace.

**Outcome:** Increase personal efficiency, productivity, and individual leadership competence

At the end of this workshop, participants will be able to:

- A. Examine common competing values
- B. identify types of organizational cultures and strategies to thrive in each
- C. Explore long and short term performance planning
- D. Identify strategies to increase personal effectiveness with people and tasks

---

### **5. Executive Coaching and Mentoring: Build a Winning Support Team**

---

Who is in your circle of influence? Building relationships and making the right connections are key skills for professional longevity and success. This process takes time, planning, and commitment. We create these opportunities by exploring ways to exchange value. As we expand our circles, we access opportunities, knowledge, and greater work satisfaction. Executive coaching and mentoring are powerful ways to build a support network, access valuable resources, and gain insights into decisions and strategies. These relationships help build capacity to manage self and others and navigate through professional triumphs and challenges. This workshop will show you how to build networks, get and become mentors, and share real executive coaching techniques that will help you now.

At the end of this session participants will be able to:

- a. Customize a personal “power network” plan.
- b. Identify strategies to capitalize on creative partnerships.
- c. Explore ways to access great mentors and executive coaches.
- d. Explore executive and mentoring questions, techniques, and advice.

