Program ideas

Workshop (presentation & table discussions)

• Recommended workshop length: 60 minutes.
• Have one presenter share Women 2020 report presentation, followed by roundtable discussions of workshop participants.
• Designate one facilitator per table to lead discussion on issues in your organization, leveraging suggested discussion questions (see next page). Table leaders should be prepared in advance.

Panel Discussion

• Recommended panel discussion length: 45 minutes, with 5 minutes of introduction and 10 minutes of Q&A.
• Select a diverse panel — perhaps showcase someone who doesn’t usually get the spotlight.

Preparation

Please notify Nancy Krawczyk or Reagan Lund of your interest in setting up a report session at your organization so we can support you.

• Order copies of the report from us or download the PDF at newonline.org/women2020.
• Download our Women 2020 PowerPoint deck, sample invitation and fact sheet at newonline.org/women2020.
• Customize the materials and return them with your speaker notes to Nancy Krawczyk or Reagan Lund at least three weeks prior to your meeting.
• Schedule a conference room and secure audio-visual equipment and support.
• Select and invite your participants at least two weeks in advance (RSVP recommended).

Logistics

30 minutes before start time, have your meeting room ready with:

• A projector and podium and microphone if needed (test your connections and PPT before you begin).
• Name badges.
• Sign-in sheet so you can follow up.
• Flip charts (at least two), notepads, pens and printed handouts as needed.
• Breakfast, lunch or snacks (optional).

Suggestions

• Table rounds of 5 to 8 participants to facilitate discussion (optional).
• Table numbers and assigned seating to ensure attendees meet new people (optional).
• Evaluation form to gather feedback.
Here are some suggestions to help you prepare a panel discussion:

**For the facilitator**
- Select a diverse panel — perhaps showcase someone who doesn’t usually get the spotlight.
- Finalize your panelists in time to include in your invitation.
- Send your panelists a list of questions that will be discussed.
- Rehearse your panel via conference call a week before your event.
- Let the panelists do the talking.
- Keep the introductions short — long introductions waste time and people tune them out.
- Keep things moving — gently interrupt panelists who speak too long.

**For the panelist**
- Keep answers to two minutes or less. Facilitator may gently interrupt if it’s time to move on.
- Be authentic — don’t gloss over issues or recite canned responses.
- Give specific answers and tell personal stories.
- Build on, but don’t repeat, comments from other panelists.

**Suggested questions for panel and workshop discussions**
*(Panels from one company)*

- Women 2020 reports that Millennials share many of the same job expectations as women and are looking for things like flexibility, alternative career paths and more opportunity to develop. What is our organization doing to address these issues?
- Women’s leadership style tends to be more collaborative, compassionate, inclusive and creative. How do we more effectively leverage these traits to drive our business?
- Women are often subject to the ‘double-bind’: If they’re assertive, they are considered ‘bossy.’ If they’re less assertive, they’re ‘too nice.’ What other unconscious biases do you believe exist in our organization and how do we challenge these biases?
- Multicultural women face unique challenges. What is our company doing to engage and advance multicultural women? How do we more effectively foster a culture of inclusion?
- Women 2020 reports on the ‘motherhood penalty’ — cultural bias that only affects women and has nothing to do with job commitment or actual hours worked. What actions can individuals – men and women – take to counter this bias?
- Engaging men in advancing women leaders is critical to making significant change at all levels of the organization. How have engaged men made a difference within our own organization? Please share a story or example.
- What can our organization do differently or better as it relates to advancing women? How would you challenge our audience to be change agents for women’s leadership?
Suggested questions for panel and workshop discussions

(Panlists from multiple companies)

- Women 2020 reports that Millennials share many of the same job expectations as women and are looking for things like flexibility, alternative career paths and more opportunity to develop. What is your organization doing to address these issues?

- Women’s leadership style tends to be more collaborative, compassionate, inclusive and creative. How does your organization leverage these traits to drive business?

- Women are often subject to the ‘double-bind’: If they’re assertive, they are considered ‘bossy.’ If they’re less assertive, they’re ‘too nice.’ What other unconscious biases do you believe exist in our industry/your organizations and how do we challenge these biases?

- Multicultural women face unique challenges. What is your company doing to engage and advance multicultural women? How do each of us more effectively foster a culture of inclusion?

- Women 2020 reports on the ‘motherhood penalty’ — cultural bias that only affects women and has nothing to do with job commitment or actual hours worked. What actions can individuals – men and women – take to counter this bias?

- Engaging men in advancing women leaders is critical to making significant change at all levels of the organization. How have engaged men made a difference within your organizations? Please share a story or example.

- What can our organizations do differently or better as it relates to advancing women? How would you challenge our audience to be change agents for women’s leadership?