

# Poised For Leadership

A roadmap for women who want to break into positions of responsibility, influence and leadership.



Designed for early-career to mid-level women who want to accelerate their transition into corporate leadership roles, this one-day seminar is led by Jo Miller, CEO of Women's Leadership Coaching Inc. (WLC).

Women's Leadership Coaching interviewed over 1,000 women about their leadership aspirations, the skills they wish to develop and the roadblocks they face. We uncovered a common set of challenges encountered by women wanting to advance their careers, and a specific set of skills necessary to break through those roadblocks.

The principles, processes and case studies employed by WLC to successfully coach women worldwide are now packaged into a high-impact, high-intensity seminar: *Poised for Leadership*.

DATE:

**December 7,  
9:00am - 4:00pm**

LOCATION:

**Symantec Corporation  
350 Ellis St  
Mountain View, CA**

Discover what it really takes for you to break through into leadership, including how to:

- ▶ Project a seasoned, credible leadership presence
- ▶ Gain visibility and reward for your accomplishments
- ▶ Build a reputation as a leader, expert or go-to person
- ▶ Understand the dynamics of power in your organization
- ▶ Navigate organizational politics with savvy
- ▶ Build your sphere of influence
- ▶ Leverage your network to gain access to hidden resources, information and opportunities
- ▶ Cultivate influence and get buy-in for ideas and initiatives
- ▶ Create, envision and lead high-profile projects.

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# What past participants have said:

“ This was the best, most beneficial training I’ve attended in years. ”

“ Take this course—both for the range of tactical and strategic skills taught and for the growth and self-insight gained. ”

“ This seminar is one of the best I’ve ever attended. You’ll walk away with a new inspiration and determination. Jo was fabulous. ”

“ Every point Jo made was relevant. We walked out with strategies for being a leader—not just in our workplace but in our daily lives. ”

“ I now realize what being a leader really means—and the importance of it. ”

“ I appreciated Jo’s insight, passion and dedication to educating women. Her passion comes through in her depth of knowledge. ”



## How do we rate?

Seminar participants give the content and facilitator a satisfaction score of 90%.

## The Facilitator



Jo Miller is CEO of Women’s Leadership Coaching Inc. She specializes in helping women break into leadership in industries traditionally considered “a man’s world,” e.g., technology, finance and energy.

Jo is an internationally sought-after speaker for women’s conferences and professional associations. Since 1998, she’s developed and implemented coaching programs that benefit women worldwide. She has:

- ▶ Created the Women’s Leadership Coaching Inc. leadership coaching system
- ▶ Traveled widely in Europe and North America to facilitate women’s leadership programs in such Fortune 1000 companies as KPMG’s Network of Women, Oracle Women in Leadership, Nortel Women’s Business Council, National Semiconductor’s Women @ National, and UBS Women’s Leadership Conference.

Jo was voted one of Silicon Valley/San Jose Business Journal’s “40 People to Watch Under the Age of 40” in 2006, and one of Silicon Valley’s “Women of Influence” in 2008.

# Program Schedule

8:30 - 9:00	Registration and networking
9:00 - 12:00	<p>Welcome</p> <p><b>Organizational Awareness:</b> Unearth the dynamics of influence in your organization and how to navigate them with savvy. Topics include:</p> <ul style="list-style-type: none"><li>▶ The Shadow Organization Map</li><li>▶ The difference between office politics and organizational awareness</li><li>▶ How to develop organizational savvy</li></ul> <p><b>Sphere of Influence:</b> Learn how to build a strategic network of relationships and coalitions, and leverage it to work more efficiently and gain access to resources, information and opportunities. Topics include:</p> <ul style="list-style-type: none"><li>▶ A strategic review of the Shadow Organization Map to identify coalitions and relationships to develop</li><li>▶ The five key people to include in your network</li></ul> <p><b>Leadership Brand:</b> Discover the elements of a great personal “brand,” and how to carve out a reputation as a leader, subject matter expert or go-to person. Topics include:</p> <ul style="list-style-type: none"><li>▶ The three essential elements of an effective brand statement</li><li>▶ How to find a career niche that combines your talents and passion—and meets a need in your company</li></ul>
12:00 - 1:00	Lunch (available for purchase in cafeteria)
1:00 - 3:45	<p><b>Visibility:</b> Become more visible and gain recognition for your accomplishments. Topics include:</p> <ul style="list-style-type: none"><li>▶ Creating opportunities to participate in high-profile projects</li><li>▶ Why hard work alone does not guarantee recognition</li><li>▶ Six steps to becoming more visible</li></ul> <p><b>Influence:</b> Grasp the mechanisms of power and influence. Find your voice, influence outcomes and gain buy-in for your ideas and initiatives. Topics include:</p> <ul style="list-style-type: none"><li>▶ Six sources of influence you may not be fully utilizing</li></ul> <p><b>Self-Leadership:</b> Why wait to be granted permission to be a leader or make an impact when you can confer leadership upon yourself—and act as if you’re already there? Topics include:</p> <ul style="list-style-type: none"><li>▶ The principles of self-leadership</li><li>▶ How to grow as a leader, regardless of your current title</li></ul> <p><b>Personal Action Plan:</b> Create a master plan to take action based on the Poised for Leadership concepts.</p>
3:45 - 4:00	Concluding Remarks

## Who should attend

*Poised for Leadership* is designed for high-potential early-career to mid-level women in corporate employment who want to transition beyond individual contributor and first-line management roles into senior management or technical leadership.

- ▶ Are you currently an executive or do you manage a large team? Please contact us to discuss whether *Poised for Leadership* is right for you.

## Ideal for corporate women's network groups

*Poised for Leadership* is the perfect event for your corporate women's network group or women's leadership initiative.

We work with organizations who want to:

- ▶ Encourage women to pursue advancement into business or technical leadership roles
- ▶ Cultivate a pipeline of emerging women leaders
- ▶ Provide women with a skill set to self-manage their careers

Fortune 1000 corporations who have demonstrated their commitment to developing women leaders by offering our workshops include:

- ▶ Alcatel-Lucent
- ▶ Boeing
- ▶ Capgemini
- ▶ Intel
- ▶ KPMG
- ▶ National Semiconductor
- ▶ Nortel and Nortel Government Solutions
- ▶ Oracle
- ▶ Rockwell Collins
- ▶ UBS

## Registration

Individual: \$259 per person.

Group: A discounted rate of \$239 per person is given to groups.

## How to register

- ▶ Visit us online at [www.womensleadershipcoaching.com/pfl.htm](http://www.womensleadershipcoaching.com/pfl.htm)
- ▶ Call us at (408) 866-4189.

## Cancellation Policy

- ▶ More than 28 days before program: full refund of registration fee.
- ▶ Fourteen to 28 days before program: 50% refund of registration fee.
- ▶ Thirteen days or less before program: No refund of registration fee.

## Substitution Policy

You may register a colleague or friend as your substitute at no extra cost if you notify us at least 5 business days before the program. This gives the substitute sufficient time to complete the program preparation work.

## No shows

If you do not attend and do not make prior arrangements with us to cancel your registration or transfer it to a substitute, you will be charged 100% of the registration fee.

## About Women's Leadership Coaching Inc

Women's Leadership Coaching Inc (WLC) provide a roadmap for women who want to break into leadership positions in business, with individual coaching programs, seminars and webinars. Having logged thousands of hours over 10 years of coaching, WLC have designed a practical and effective system now used by women worldwide to build leadership skills, confidence and presence.

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## Partner Organizations

