

Unlocking Potential: Emerging Women Leaders in Government

TRAINING

Take Action and Kick-Start your
Leadership Journey



Facilitated by
PRIYA SODHA
Executive Trainer & DEI professional

Online

Day 1: Wednesday, June 12, 2024

Day 2: Thursday, June 20, 2024



PUBLIC
SECTOR
NETWORK



Are you a public sector woman in a managerial position who is ready to unlock your leadership potential? While some of us are imbued with natural leadership abilities, governance potential exists within all of us. Unlocking Potential: Emerging Women Leaders in Government is specially designed for women in managerial roles who are eager to unlock their full potential and become a force to be reckoned with.

This training course will draw upon tried and tested techniques to equip you with the skills necessary to command respect, build trust, and inspire those around you. Specifically tailored to women who are looking to learn and enhance key management skills, this course is tailored to help you embrace key strategies for developing a strong leadership presence.

You will learn how to bring out the best in your people and lead from a position of firmness, fairness, and quiet strength; you will feel empowered, inspired, and ready to take on any leadership challenge that comes your way. Good leaders bring out the best in others because they know how to build trust, encourage confidence, and command respect. Great leaders inspire others to follow their initiatives, adapt their ideas, and perform above and beyond their capabilities regularly. What is it that makes a leader and what separates the good from the great? How can you become a more powerful, effective, and respected leader?

Don't miss out on this opportunity to join other like-minded women at the helm to share insights and walk away with the confidence boost that comes with knowing you have what it takes to lead with authority and excellence.

Key Learning Objectives

Upon completion of this course, participants will be able to:

- **Get to grips with the key skills, mindset and personality traits necessary to be an effective leader**
- **Understand your workplace communication style and how to effectively flex and adapt to suit your workplace culture**
- **Learn how to be a strategic leader that creates a culture of empathy while motivating and developing your teams**
- **Understand your role as a coach and leader to define your own professional brand**
- **Effectively communicate with confidence to influence, provide impactful feedback and advocate for yourself and others**

Who Should Attend

This training course is for Women in managerial and leadership positions; including, Managers, Directors, Department Heads

Meet Your Facilitator



PRIYA SODHA
Executive Trainer & DEI Professional

Priya Sodha, Executive Trainer & DEI professional, has been facilitating transformational workshops and trainings for organizations for over 10 years. She specializes in leadership development, communication, diversity, equity and inclusion, and people-focused leadership; and is passionate about this work because she truly believes in the human connection. Priya is the founder of The Empowered Managers Training Program, where early career managers go through a 6 month leadership program within their company.

Prior to corporate training, Priya earned her Masters in Organizational Change Management at The New School, in New York City, & her BA in Sociology at California State University of Long Beach, where she specialized in interaction and group relations. Her work has led her to serve as an Executive Director for the Youth Business Alliance & Director of Career Development at Calbright College.

In addition to her Masters, Priya is a Certified Professional Group Coach and holds a certificate in Effective Leadership at The Management Institute. She is also an active #IamRemarkable Facilitator, a Google initiative where she speaks on the topic of self-promotion for women in the workplace & most recently spoke at The Women of Silicon Valley Conference on Communicating with Confidence. In her most recent work with education-based colleges in CA, she was highlighted as a trainer “who cares about her participants, which is seen through her engaging content & applicable activities during her sessions.”

Priya currently lives in Southern California. Fun fact: When Priya is not working, you can find her teaching Zumba/Yoga or playing with her pup, Zuri.

Preparation

This training session is highly interactive with group activities about and discussions throughout. Come prepared with some current challenges you are facing in your organization.

To participate you'll need:

- Computer with a camera and microphone
- Strong internet connection
- Quiet, well-lit space
- An open mind and readiness to engage both internally and in groups



12:30pm ET Welcome from Public Sector and Introductions

12:35pm ET Overview, Objectives and Outcomes, Ice Breaker & Creating a Safe Space in the Group

Module 1: Leadership Styles and Professional Brand

12:45pm ET What is a Leader?

- What does effective management look like?
 - Understanding the power of Women in Leadership and what women bring to the leadership table
 - Imposter Syndrome - stereotypes and mindsets that traditionally impede women in leadership the workplace and leadership positions
 - Recognizing different leadership styles and the importance of professional branding
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1:15pm ET Professional Brand Activity - Who Am I as a Leader?

- How can you unlock, forge and showcase your leadership brand?
 - Exploring the opportunities to leverage your brand and be a confident leader
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1:35pm ET Management and Leadership Skill Development

- Management and Leadership: the opportunities and potential pitfalls
 - Understanding the key skills necessary to develop and focus inward and become a more effective manager/ leader
 - Developing a pathway to hone leadership and managerial skills
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1:55pm ET Break

Module 2: Effective and Impactful Communication

2:15pm ET Communicating with Confidence

- Identifying a personal communication style
 - Recognizing how to flex and adapt to varying communication styles
 - Managing multiple communication styles and building authentic relationships
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2:45pm ET Communication Styles Activity Session

- What is my communication style?
 - Planning my next conversation
-

3:15pm ET Communicating with Influence

- Strategic communication: influence, negotiation and gaining buy-in
 - The importance of self-promotion
 - How to be a mentor and advocate for your staff/team
-

3:45pm ET Communicating Activity

- Adopting a personal communication strategy
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4:15pm ET Communicating and Coaching

- Knowing when to 'manage' and when to 'coach'
 - What skills do you need to coach and develop your staff?
 - Learning how to improve relationships and build trust within your team
 - Managing conflict through coaching
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4:45pm ET End of Day 1

12:30pm ET **Welcome from Public Sector**

12:35pm ET **Overview, Objectives and Outcomes, Ice Breaker & Creating a Safe Space in the Group**

Module 3: Effective Feedback

12:45pm ET **Feedback as a Leadership Tool**

- What is feedback and why is it important?
 - Overcoming valid excuses for giving and receiving feedback
 - Getting to grips with how, when and why to give feedback
 - Using feedback as a strategic tool to mitigate conflict and improve retention
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1:30pm ET **Feedback Template Activity**

- Feedback Template: an interactive session where attendees practice giving feedback in small groups
 - Peer-to-peer feedback
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2:30pm ET **Break**

Module 4: Leading Strategically

2:45pm ET **Motivating your Teams and Aligning Goals to Action**

- Exploring how to delegate more effectively and lead more strategically
 - Understanding the importance of strategy in goal setting – how, where and why?
 - Mindset over Matter – embedding self care into your strategic leadership strategy
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3:30pm ET **Group Activity**

- Setting your management goals
 - Peer-to-peer discussion and - tying it all together
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4:00pm ET **Summary and Closing Notes from Facilitator**

4:30pm ET **End of Day 2**