

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
Monday, October 21 & 28, 2024



PUBLIC
SECTOR
NETWORK



Are you a new and emerging woman team leader or manager? Are you looking 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 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



1:00pm ET **Welcome and Introductions**

1:05pm ET **Overview, Objectives and Outcomes, Ice Breaker & Creating a Safe Space in the Group**

Module 1: Leadership Styles and Professional Brand

1:15pm 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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1:45pm 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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2:05pm 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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2:25pm ET **Break**

Module 2: Effective and Impactful Communication

2:45pm 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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3:15pm ET **Communication Styles Activity Session**

- What is your communication style?
 - Planning your next conversation
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3:45pm 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
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4:15pm ET **Communicating Activity**

- Adopting a personal communication strategy
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4:35pm 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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5:00pm ET **End of Day 1**

1:00pm ET **Welcome and Recap**

1:05pm ET **Overview, Objectives and Outcomes, Ice Breaker & Creating a Safe Space in the Group**

Module 3: Feedback as a Leadership Tool

1:15pm ET **Giving and Receiving Feedback as a Leader**

- 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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2:15pm 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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2:45pm 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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3:45pm ET **Group Activity**

- Setting your management goals
 - Peer-to-peer discussion and - tying it all together
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4:30pm ET **Summary and Closing Notes from Facilitator**

5:00pm ET **End of Day 2**