



90 Minute Design

October 2, 2018 (:90)

Summary:

1. Opening
2. Research / Summary Findings
3. Framework
4. Tangible Takeaways
5. Closing

Agenda

OPENING

- **Dee intro Gisele (ideally she can speak to her personal experience with me)**
- Context:
 - Intention
 - Agenda:
 - Ground rules for today

SUMMARY FINDINGS

- **Summarize Key Themes (biggest 3 challenges that get in women's way)**
- **Pairs:**
 - 1) **Where do I tend to get in my own way? (Where do I get stuck)**
 - 2) **What is it costing me?**



SOLUTION FRAMEWORK

- Share **BOLD** Framework *
- Introduce Tool: (3 levels of Zones):
 1. **Comfort zone**=not speaking up in meetings, not saying no, missing home events, not asking for help, 2nd guessing, overthinking, overanalyzing etc.
 - a. Pairs: 4 minutes - 1 place you stay in your comfort zone / report out with quick popcorn (2 people)
 2. **Learning zone (10% rule-levels 1-3)**=speaking up every now and again, renegotiating request, getting to a soccer game, asking for help, eating lunch, meeting new people at tonight's dinner
 - a. Pairs: 4 minutes - 1 thing you could do in learning zone 10% rule or 1-3 with popcorn (2 people)
 3. **Breakthrough zone (levels 4-10)**=volunteering to take a leadership role in a team, speaking up about opinions you have with audiences you'd usually stay quiet, declining or renegotiating requests, building in "me or think" time into your calendar, coaching your kid's sports team and figuring out how to make your schedule work, getting back on a regular exercise schedule (and inspiring others to join you)
 - a. Pairs: Stand up: 4 minutes: A breakthrough Something you could do today

CLOSING

- **What we did**
- Tangible Takeaways
 1. **Get accurate:** be aware of your "default setting" of where you get in your own way.
 - Self doubt? - not taking risks, fearing failure, overthinking, 2nd guessing....
 - Juggling? Not setting boundaries? Not making clear requests?
 - Communication? not speaking up, disagreeing publicly except outside of meetings, pushing your points of view too hard?
 2. **Be coachable:** be willing to challenge beliefs and taking action. How you can be coachable.
 3. **Build your team:** Create your band of allies: sponsor - mentors - managers - coaches. For now get a trusted colleague who can help you start to see where you get in your own way. To your manager - helping you think through career

planning and management. To a peer - where you need help if you know you don't speak up enough in certain meetings.
To a colleague on how they can help you take more risks

- **Popcorn - what is one thing you are going to put into practice as a result of our time together?**

***BOLD** Framework

	B Be Yourself	O Own Your Zone	L Lead with Presence	D Dare to Share
Breakthrough	To BE myself I need to BELIEVE in myself	Practice COURAGE	My PRESENCE Speaks Volumes before I say a Word	GET a Better Me, GIVE a Better Me
FROM	<ul style="list-style-type: none"> ● 3 S's (self-doubt, self-criticize, self-sabotage) ● Worried about what others think. ● Questioning (my value, am I good enough? smart enough? Do I belong here?) ● "Paradox of unworthiness" 	<ul style="list-style-type: none"> ● Holding back ● Being quiet ● Waiting ● Making slow decisions ● Not taking risks ● Not volunteering for roles, projects, tasks ● Staying comfortable 	<ul style="list-style-type: none"> ● Not listening ● Being overly direct ● Using words that sound unsure or unclear ● Saying yes when I don't mean it ● Not looking or sounding like an executive ● Guilt/Control Complex ● My being matches my feeling 	<ul style="list-style-type: none"> ● Not making requests, saying what I want ● Agreeing to things that I know I can't do or will be too much ● Not taking care of myself ● Exhaustion ● Saying yes to all
TO	<ul style="list-style-type: none"> ● Resourceful ● Confident ● I have a right to be here 	<ul style="list-style-type: none"> ● Get comfortable feeling uncomfortable ● Owning my work ● Not holding back 	<ul style="list-style-type: none"> ● Leadership presence - who I am being is congruent with my leadership brand 	<ul style="list-style-type: none"> ● Share what I am thinking and wanting ● Make powerful request

	<ul style="list-style-type: none"> ● Self trust ● Self awareness ● Live and lead consciously, with awareness and impact 	<ul style="list-style-type: none"> ● Finding my voice ● Pushing self forward ● Demanding more from others at work and at home 	<ul style="list-style-type: none"> ● Powerful language ● Drop the guilt and control complexes ● My words create my world ● Leader Presence: How you listen, communicate, talk to yourself and others 	<ul style="list-style-type: none"> ● influence agendas ● Say no ● Putting on your oxygen mask
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Group Coaching Circles - Model

What

1. The solution to the challenges identified in the data is a group coaching initiative in a cohort of 18 women in coaching circles of 6.
2. The process includes a 2.5 day in person launch. The first quarter day is an interactive format with managers to provide context, content, and clarification of their roles, their direct's needs, and to contract for specifics around mentoring, support, feedback, career planning and transparent communication. They leave the session with clarity around their development options, how they will partner with their managers and how they will create or improve a sponsor relationship.
3. There will be 90 minute video-based coaching circles bi-weekly with an executive coach skilled in group process. At least once a month they will have peer coaching conversations and they will receive three private executive coaching sessions at beginning,

middle and end.

4. Participants will receive micro-content in between coaching calls in the form of short videos, articles, or other modalities.
5. They will end the program with a full day in person. Managers will be invited to the second half of the day.
6. The cohort will be encouraged to continue coaching circles informally for another six months lead and facilitated internally with the coach on hand to support and provide content as needed.

How

1. Selection process determined with client
2. Group overview call with participants 1 hour **(Week 1)**
3. Overview call with managers 1 hour **(Week 1)**
4. Participant pre-work pre- and self-assessment, movie, women's interview of 3 key stakeholders **(Weeks 1-3)**
5. In person kickoff including managers first 1/4 day for 2.25 days **(Week 3)**
6. Bi-weekly video coaching circles for 6 months including monthly peer coaching, 3 one- on-one coaching sessions at beginning, middle, and end **(Weeks 3-26)**
7. Closing session in person 1 day including managers for half day, post-assessment, formation of internally-lead on-going circles **(Week 26)**



Specific Topics

- Putting on the Oxygen Mask: Well-being
- Confidence & The Myth of Perfection
- Listening & Coaching Skills
- Verbal and Non-Verbal Communication
- Leadership Presence
- Personal Brand
- Personal Accountability
- Trust
- Stakeholder Management
- Making Powerful Requests
- Communication styles: Influence and Assertiveness
- Conflict Management
- Shifting Limiting Beliefs

NOTE:

content will be shared during in person sessions as well as micro learning bursts (short videos, articles, etc.) shared throughout the virtual coaching sessions