Women’s Leadership Program
Sample Schedule

All times noted are in Eastern U.S. (Boston, MA) time zone.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>WHO ARE WE AS LEADERS?</th>
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<tbody>
<tr>
<td>8:00a – 9:00a</td>
<td>Setting the scene</td>
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<tr>
<td>9:00a – 1:00p</td>
<td>What got us here?</td>
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<td>1:00p – 1:45p</td>
<td>Break</td>
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<tr>
<td>1:45p – 3:30p</td>
<td>What holds women back?</td>
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<tr>
<td>3:30p – 3:45p</td>
<td>Break</td>
</tr>
<tr>
<td>3:45p – 5:15p</td>
<td>What holds women back? (cont’d.)</td>
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<tr>
<td>5:15p – 6:00p</td>
<td>Learnings from today</td>
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<tr>
<td>6:00p – 9:00p</td>
<td>Drinks and Group Dinner</td>
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<table>
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<tr>
<th>DAY 2</th>
<th>DEVELOPING OUR VOICE AT THE TABLE</th>
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<tbody>
<tr>
<td>8:00a – 8:30a</td>
<td>Reflections so far</td>
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<tr>
<td>8:30a – 11:00a</td>
<td>Developing the network you need</td>
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<tr>
<td>11:15a – 1:00p</td>
<td>Developing a Powerful Voice at the Table</td>
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<tr>
<td>1:00p – 1:45p</td>
<td>Break</td>
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**DAY 2 (cont’d)**

1:45p – 3:00p  Developing a Powerful Voice at the Table (cont’d.)
*Individual reflection then small group discussion on:*
- Which type(s) of power do you need to acquire?
- How can your network help you?
- How can you help others navigate the double-bind?

3:15p – 5:30p  Communicating with Impact Women and the ‘Vision Thing’
- How to structure a clear, memorable message
- Time to write your own leadership message or ‘elevator pitch’

5:30p – 6:00p  Learnings from today

6:00p – 7:30p  Panel/fireside chat on networks and power *(over drinks and hors d’oeuvres)*

**DAY 3**

**DEVELOPING GRAVITAS AND IMPACT**

8:00a – 8:30a  Reflections so far

8:30a – 11:30a  Leading Physically to Develop Presence and Gravitas
- How you come across – what impression are you creating?
- Critical Techniques for confidence and performance: centring, breathing, body mirroring, physical modelling

11:30a – 11:45a  Break

11:45a – 1:00p  Practicing our Messages
- Practice sessions, with feedback and coaching, repeat practice

1:00p – 1:45p  Break

1:45p – 5:00p  Effective Negotiation
*with break*
- What the empirical research tells us: key ideas, tips and techniques
- How these especially apply to women

5:00p – 5:30p  Learnings from today

5:30p – 6:30p  Panel/fireside chat on today’s theme *(e.g. owning the room)*

**DAY 4**

**APPLYING THIS TO OUR WORLDS**

8:00a – 8:30a  Reflections so far

8:30a – 11:15a  Putting our learning into action
- Participants craft their plans for achieving their career goal, using ideas and tools from the program, and their “elevator pitch”
- Small-group practise and discussion; getting feedback and more ideas
- Plenary debrief of the themes emerging – what’s improved and what’s still of concern?
**DAY 4 (cont’d)**

11:15a – 11:30a  Break

11:30a – 1:00p  **Changing our organizations**
  - How do we pass these learnings on to others?
  - Beyond mentoring, sponsoring and allying: using our agency to change our organizations to make it easier for other women

1:00p – 2:30p  Break

2:30p – 4:15p  **What might still hold you back: understanding our immunity to change**
  - The Five Column Exercise: what you need to let go of to be the leader you want to be?

4:15p – 4:30p  Break

4:30p – 4:45p  **What will you do: commitments and next steps?**
  - What will you differently as a result of this week? Video ‘Postcards from the Future’
  - Commitments to each other

4:45p – 5:00p  **Reflections on the day and on the Program**