Boot Camp

Boot Camp is ideal for individual contributors and technical experts who need to influence others to achieve their goals. The program is designed for women who have been identified as high potential or emerging leaders expected to move into management ranks.

Boot Camp helps you overcome common workplace challenges that women face as they climb the career ladder. You will learn concepts and strategies to capitalize on opportunities, increase confidence, and enhance competence as a leader. Boot Camp is uniquely structured to help build relationships, learn and test new ideas, and strengthen leadership presence and capabilities.

Participants represent a variety of industries including manufacturing, nonprofit, legal and professional services.

<table>
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<th>Schedule: April – September 2020</th>
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| **Day 1**  | April 24, 2020 |  • Orientation  
|           |               |  • Strengths-based Leadership  |
| **Day 2**  | May 14, 2020  |  • Communication Skills for Leaders  |
| **Day 3**  | May 15, 2020  |  • Managing Unconscious Bias  
|           |               |  • Developing Emotional Intelligence  |
| **Day 4**  | June 18, 2020 |  • Feedback and Assessing Leadership (360 review session)  |
| **Day 5**  | June 19, 2020 |  • Immunity to Change  
|           |               |  • Stress Management & Self-care  |
| **Day 6**  | July 17, 2020 |  • Diversity and Leadership  |
| **Day 7**  | August 13, 2020 |  • Leading Strategic Change  |
| **Day 8**  | August 14, 2020 |  • Negotiation  
|           |               |  • Networking  |
| **Day 9**  | September 10, 2020 |  • Executive Presence/Packaging Yourself for Success  
|           |               |  • Effective Presentation Skills  |
| **Day 10** | September 11, 2020 |  • Developing your Personal Leadership Plan  
|           |               |  • Closing Session / Graduation  |

**Time:** Sessions typically run 9:30am-4:30pm

**Location:** Sessions are typically held at the Indiana Wesleyan University & Conference Center located at 4100 Rockside Road, Independence OH 44131.

YWCA Greater Cleveland reserves the right to make changes (i.e. changes in topics, dates and locations) if necessary. We will make every effort to keep participants and supervisors updated if there are any changes to this curriculum or schedule.

YWCA Greater Cleveland
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| Day | Orientation  | Purpose: Introduction and overview of program components.  
Objectives: Understand expectations of participants and supervisors; Responsibilities of leadership; Importance of intentionality and engagement; beginning of participant networking |
|-----|-------------|------------------------------------------------------------------------------------------------------------------|
| 1   | Strengths-based leadership  | Purpose: Discover your most dominant talents, strengths, and areas of greatest skill.  
Objectives: Clarify individual strengths. Learn how to effectively utilize strengths in leadership, management, problem solving, and decision-making. |
| 2   | Communication Skills for Leaders  | Purpose: Increase your ability to communicate effectively as a team member or team leader.  
Objectives: Learn to identify and utilize your communication strengths. Practice strategies and skills for addressing communication challenges. |
| 3   | Managing Unconscious Bias  | Purpose: Understand what it means to be a culturally competent individual and how culture and diversity affect and create our unconscious biases.  
Objectives: Identify how culture, diversity, and unconscious bias affect our individual performance and decision-making. Learn strategies to recognize and overcome unconscious bias triggers. |
| 4   | Developing Emotional Intelligence  | Purpose: Understand the value of emotional intelligence in the workplace and personal life.  
Objectives: Gain a better understanding what it means to be emotionally intelligent. Understand how improving and developing your EQ leads to better self-management, self-awareness, and better job performance. |
| 5   | Assessing Leadership (360 Review)  | Purpose: Understand the meaning and value of individual leadership and influence. Identify the behaviors and actions of exemplary leaders through the use of a 360 leadership assessment. Create a follow-up development plan.  
Objectives: Review individual 360 assessments. Identify personal leadership strengths and behaviors. Define the exemplary practices of leaders. Accept constructive feedback and apply towards professional and personal development. |
| 6   | Immunity to Change  | Purpose: Increase ability to develop and manage personal change.  
Objectives: Understand the systemic nature of personal change and hidden forces that stall personal change. Discover how your mindset affects your behavior. |
| 7   | Stress Management & Self-Care  | Purpose: Understand benefits of stress management and self-care in your personal life and career.  
| 8   | Diversity and Leadership  | Purpose: Gain understanding of how different dimensions of diversity (gender, age, etc.) impact our communication and leadership.  
Objectives: Recognize personal and cultural differences in across diversity. Increase flexibility in adapting style to workplace culture, and openness to other dimensions of diversity. |
| 9   | Leading Strategic Change  | Purpose: Learning to accept and embrace change as both an individual contributor and future leader.  
Objectives: Understand organizational change, individual change management, and the change cycle. Apply key strategies to effectively deal with change. Explore strategies for managing resistance. |
| 10  | Negotiation  | Purpose: Build and enhance the necessary skills to enter real-life negotiations with confidence and understanding.  
Objectives: Explore the fundamentals of the art of negotiation. Discuss its applicability in peer-to-peer and peer-to-manager relationships. Introduce the practical application of negotiation tools through role play. |
|     | Networking  | Purpose: Understand the need and ability to network to enhance career.  
Objectives: Networking as a career enhancer. Understanding of the role social media can play in networking. Create and enhance personal brand. |
| 11  | Executive Presence /Packaging Yourself for Success  | Purpose: Build confidence and apply tangible steps to present a positive self for success.  
Objectives: Self-packaging; Eliminate derailing habits; Increased credibility and executive presence. |
| 12  | Effective Presentation Skills  | Purpose: Understand what makes an effective presentation, with or without a PowerPoint.  
Objectives: Learn the key elements of an effective presentation, including using presentation software. Practice speaking and presenting without visual aids. |
| 13  | Developing Your Personal Leadership Plan  | Purpose: Develop a game plan for your development and a structured methodology to create the plan and follow through.  
Objectives: Create the vision for your development for 12-18 months out. Develop a training plan (90 day action plan). Determine how to hold yourself accountable. |