

YWCA IS ON A MISSION



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.

Schedule: April – September 2020

Day 1	April 24, 2020	<ul style="list-style-type: none">• Orientation• Strengths-based Leadership
Day 2	May 14, 2020	<ul style="list-style-type: none">• Communication Skills for Leaders
Day 3	May 15, 2020	<ul style="list-style-type: none">• Managing Unconscious Bias• Developing Emotional Intelligence
Day 4	June 18, 2020	<ul style="list-style-type: none">• Feedback and Assessing Leadership (360 review session)
Day 5	June 19, 2020	<ul style="list-style-type: none">• Immunity to Change• Stress Management & Self-care
Day 6	July 17, 2020	<ul style="list-style-type: none">• Diversity and Leadership
Day 7	August 13, 2020	<ul style="list-style-type: none">• Leading Strategic Change
Day 8	August 14, 2020	<ul style="list-style-type: none">• Negotiation• Networking
Day 9	September 10, 2020	<ul style="list-style-type: none">• Executive Presence/Packaging Yourself for Success• Effective Presentation Skills
Day 10	September 11, 2020	<ul style="list-style-type: none">• 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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eliminating racism
empowering women
ywca
Greater Cleveland

DAY 1	<p>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</p>
	<p>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.</p>
DAY 2	<p>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.</p>
DAY 3	<p>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.</p>
	<p>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.</p>
DAY 4	<p>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.</p>
DAY 5	<p>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.</p>
	<p>Stress Management & Self-Care Purpose: Understand benefits of stress management and self-care in your personal life and career. Objectives: Evaluate your current levels of stress and self-care practices. Learn about and practice techniques for stress management and self-care. Create a plan for the future.</p>
DAY 6	<p>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.</p>
DAY 7	<p>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.</p>
DAY 8	<p>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.</p>
	<p>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.</p>
DAY 9	<p>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.</p>
	<p>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.</p>
DAY 10	<p>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.</p>