Women in SETT Leadership Program Overview

(Toronto ON, 2016-17)

The WinSETT Centre, in conjunction with sponsors, are bringing the full series of WinSETT Leadership Workshops to Toronto in 2016-17. These are professional development leadership workshops developed by the WinSETT Centre and tailored to early and mid-career female engineers, scientists, tradespeople and technologists in science and technology based sectors.

What are the Workshops About?

- All of the workshops are professionally facilitated, highly interactive and focused on increasing your skills through guided role-play exercises, case studies and practice in a supportive environment
- Participants will
    - benefit from the strategies and tips from female leaders in the sector who are guest speaker and from each other (maximum of 30 per workshops)
    - learn from the research on gender factors affecting the workshop topic and
    - network with other women with a variety of experiences in SETT sectors

Becoming Leaders: An Introduction to Leadership Skills and Strategies (Friday, November 25, 2016)
What are the core competencies of leadership? What strengths and challenges do women in SETT face as they become leaders? This module explores these topics and enables participants to:

- Increase awareness of factors that influence career and leadership success
- Gain confidence in making career and leadership development choices
- Share and acquire useful tips and strategies
- Develop a preliminary action plan to advance personal leadership potential

Effective Communication (Friday, December 9, 2016)
This workshop will enable participants to discover and tailor their own communication style and strengths to more effectively convey their ideas and solutions, exchange information and gain recognition. Specifically,

- Become aware of different styles of communication
- Assess your own communication style, strengths and challenges
- Learn from the research on gender factors affecting communication
- Formulate and practice strategic self-promotion

Negotiating for Success (Friday, January 20, 2017)
Participants will gain awareness of the many workplace situations in which negotiation takes place and learn about the underlying factors that can affect their personal effectiveness and outcomes of those negotiations. They will then practice methods to advance their own skills to negotiate for opportunities, resources to enhance productivity, recognition, financial benefits, promotions, and access to networks. Specifically:

- Learn about different negotiation models and identify opportunities for negotiation
- Understand and be able to use the ‘win-win’ (collaborative) negotiation model
- Assess your own negotiation strengths and challenges

Navigating the Politics of the Workplace (Friday, February 24, 2017)

This module will help participants recognize the informal organization of the workplace, understand the networks of influence, and develop strategies to neutralize negative behaviours (yours and others'), and positively promote your ideas and career.

- Better understand what Workplace Politics is relative to their experience
- Enhance appreciation of the positive and negative role Workplace Politics can play in career advancement
- Learn from the research on gender factors affecting Workplace Politics
- Assess your own strengths and challenges in navigating politics in the workplace
- Understand the informal organizational structures and relationships in the workplace that underpin Workplace Politics
- Be better prepared to deal with specific political situations at work

Networking, Mentors and Sponsors – What, Why, How (Friday, March 24, 2017)
This module describes the importance of networks, their context, how to develop and strengthen your networking skills, elegant positioning for advancement, and how to leverage your network in support of your career goals. The workshop will also describe the different kinds of mentors, coaches and sponsors and how to mutually benefit from those relationships. Specifically,

- Appreciate the critical role of relationships to supporting and advancing their career
- Revisit their leadership and career goals
- Learn how to develop (and be) sponsors and mentors
- Strengthen their networking skills
  Reflect on the professional presence they project

Frequently Asked Questions on the Series:

- **How much does it cost?**
- Participation in each workshop costs $199 ($99 for Students or Apprentices). You can register for all 5 workshops at a discounted rate of $899 ($450 for Students or Apprentices)[1] and receive a certificate as having completed the full leadership series.

- **How do I register?**
- Registration will be online.

- **Is the workshop <u>only</u> for women in Science, Engineering, Trades and Technology?**
- Yes and women who work in male dominated SETT organizations, but are not scientists, engineers, tradespeople, technician or technologists are also welcome as many of the same challenges are faced.

- **Will I receive Continuing Education Credits for the workshops?**
- Yes, participants will receive a certificate equivalent to 7.5 hours of credentialed continuing education for each workshop.

[1] All prices are subject to 15% HST

- **Refund Policy**
- The full fee can be refunded up to 5 business days before the beginning of the workshop, less a $25 administrative fee. After the refund period has expired, no refunds will be issued, only substitutions will be accepted.

- **Is there a minimum and maximum number of participants?**
- Yes- we must have 12 participants to offer the workshop and no more than 30 will be accepted. If a workshop is cancelled, you will be credited or refunded at your discretion) 100% of your fees paid.

- **Is my registration transferrable?**
- Your registration be transferred with prior agreement of the WinSETT Centre, contact us at Winsett@hollettandsons.ca

- **Is there food?**
- Yes - all workshops have hot and cold beverages, snacks and lunch included.

- **What time do they start and stop?**
- Registration and coffee will be at 0800 and the workshops will commence at 0830. We will finish by 4:00pm

- **Where can I contact the organizer with any questions?**
- Contact Susan Hollett (Winsett@hollettandsons.ca) National WinSETT Leadership Program Coordinator for further information.