

WinSETT Centre Special Topics

1 Introduction

Special Topics are part of the WinSETT Leadership Program for women in SETT. They examine an aspect of the workshops in a shorter amount of time than the full day workshop. Note they do not replace the workshops, nor do they cover all aspects of the workshop.

Special topics are:

- 60-120 minute interactive sessions
- Led by a WinSETT Facilitator
- Intended for a SETT audience.
- Audience can be single or a mixed gender
- No maximum number of participants.

Currently there are 10 WinSETT Special Topics. Each includes the gender aspect of the topic as well as research, tips and strategies. For mixed Gender audiences, there will be a discussion about why it is important to have mixed gender discussions on these topics.

Participants will receive an invitation to join the WinSETT Online Leadership Network as well as an online evaluation. The evaluation results will be shared with the host of the Special Topic.

The available Special Topics are:

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|----------------------------------------|------------------------------------------|
| 1. Introduction to Negotiation | 7. Dealing with Challenging People |
| 2. Mentors vs. Sponsors | 8. Leading Change |
| 3. Communication Styles | 9. Difficult Conversations |
| 4. Respectful and Inclusive Workplaces | 10. Networking and Professional Presence |
| 5. Implicit and Unconscious Bias | |
| 6. Microaggressions | |

2 Learning Outcomes

The following are the Learning Objectives of each Special Topic.

2.1 Negotiating Skills

- Understand gendered aspects of negotiation
- Identify the 5 negotiating styles
- Apply the 5-stage negotiating model in your future interactions
- Learn tips & techniques to build your confidence as a negotiator

2.2 Mentors vs. Sponsors

- Context of Leadership Skills
- What is Mentorship & Sponsorship?
- Why are they important?
- Are they different for Women?
- Where are you on the mentorship/ sponsorship scorecard?
- What strategies can make you successful at both

2.3 Communication Styles

- Identify the Four Communication Styles, including yours
- Anticipate being able to communicate better with the other communication styles in your future interactions
- Understand some of the Gendered and other stereotype aspects of Communication
- Better able to communicate with men & women
- Learn tips & techniques to build your confidence as a communicator in SETT workplaces

2.4 Respectful and Inclusive SETT Workplaces

- Increase participants' knowledge of the factors that influence the success of SETT women in their organizations
- Introduce tools to assess current workplace conditions and policies
- Share effective practices and strategies to welcome, support and enable their top female talent

2.5 Implicit and Unconscious Bias in the SETT Workplace

- Increase participants' knowledge of Implicit Bias
- Understand the importance and Impact
- Understand how it works based upon the research
- Overview Stereotype Threat & the Myth of Meritocracy
- Introduce tips to counter the effects of Implicit Bias

2.6 Microaggressions in the SETT Workplace

- Understand Gender-based Microaggressions and their impact on Women in SETT
- Appreciate that Gender-based Microaggressions can be amplified in SETT workplaces (while also being the perfect place to work on them)
- Discuss examples of Gender-based Microaggressions
- Have methods to deal with Microaggression if you're a woman in SETT
- Be better able to deal with Microaggressions if you employ/manage/work with women in SETT

2.7 Dealing with Challenging People

- Explore why you find some people “difficult” or challenging to work with
- Understand how different communication and leadership styles can contribute to challenging relationships
- Learn how to turn challenges into opportunities
- Identify gender factors in the SETT workplace
- Share tips to improve working relationships

2.8 Leading Change

- Understand various models for leading change
- Understand how gender can impact leadership and approaches to change
- Learn how to embrace change and manage change more effectively
- Acquire strategies to build your confidence as a leader of change
- Identify opportunities for leading change in the SETT workplace

2.9 Difficult Conversations

- Identify what makes conversations difficult for you
- Implement techniques to improve your conversational skills
- Develop a plan to improve your skills for difficult conversations in SETT workplaces
- Use a simple framework to prepare for and navigate difficult conversations
- Understand some of the Gendered and other stereotyped aspects of difficult conversations

2.10 Networking & Professional Presence

- Understanding How YOU are Perceived
- What is your Reputation/ Brand?
- Four components of your Professional Presence
- Networking Techniques
- Who faces specific networking challenges?
- Conversation Openers & Exit Strategies
- Conferences – a Special Case
- Online Networking

3 Further Information

If you are interested in learning more about any aspect of the WinSETT Centre Leadership Program, please contact:

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