

The WinSETT Centre in conjunction with WISEAtlantic, WISE NL, Petroforma, MUN Faculty of Engineering and Applied Science are bringing the full series of WinSETT Leadership Workshops to St. John's in 2017. These are professional development leadership workshops developed by the WinSETT Centre and tailored to early and mid-career female engineers, scientists, technologists and tradespersons in science and technology based sectors.

*There is a special offer for employers: a complimentary in-house seminar for every five series participants enrolled from your organization. Contact us for more information.*

## 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 of up to 30 women.
- In every workshop, participants will:
  - **Apply** proven leadership tips and strategies for women in SETT
  - **Identify** gender factors in leadership for women in SETT
  - **Recognize** the importance of a peer network

The learning outcomes of each of the five workshops are listed below.

### **Becoming Leaders: An Introduction to Leadership Skills and Strategies** (Saturday, January 14, 2017)

What are the core competencies of leadership? What strengths and challenges do women in SETT face as they become leaders? At the end of the workshop, participants can:

- **Assess** individual leadership competencies
- **Describe** strengths women bring and challenges they face as SETT Leaders
- **Implement** mechanisms to leverage those strengths and address those challenges
- **Create** their leadership action plan
- **Compose** their leadership values & behaviours
- **Make** career and leadership choices with enhanced confidence

### **Effective Communication** (Saturday, February 11, 2017)

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. At the end of the workshop, participants can:

- **Classify** four different styles of communication
- **Assess** personal communication style, strengths and challenges
- **Differentiate** communication styles in others
- **Adapt** personal style to communicate effectively with other styles

- **Demonstrate** strategic self-promotion and constructive feedback

### **Negotiating for Success** (Saturday, March 11, 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:

- Assess personal negotiation style, strengths and challenges
- Classify negotiation opportunities
- Distinguish five negotiation styles
- Deploy the 'win-win' (collaborative) negotiation style, including identifying, planning, conducting, documenting and learning from a negotiation

### **Navigating Politics @ Work** (Saturday, April 22, 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.

- Compare the positive and negative roles workplace politics can play in a career
- Assess personal competencies in navigating workplace politics
- Recognize the informal organizational structures and relationships in their workplace
- Classify whether actions are political or personal
- Create a stakeholder priority map
- Build and leverage strategic relationships
- Determine their professional reputation
- Manage negative players

### **Networks, Mentors and Sponsors** – What, Why, How (Saturday, May 27 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,

- Illustrate commonalities and differences between sponsors in mentors including the importance of each to leadership
- Assess individual networking, mentoring and sponsorship competencies
- Appraise personal ability to recruit suitable mentors and sponsors
- Implement effective mentor and sponsor relationships
- Measure professional presence
- Demonstrate effective personal networking skills in common situations

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## 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) and receive a special certificate when you complete the full leadership series.
- HST will be added.
  
- **How do I register?**
- Registration is online (<https://winsettstjohns.eventbrite.ca> )
  
- **Is the workshop only for women in Science, Engineering, Trades and Technology?**
- Yes AND women who work in male dominated SETT organizations, but are not scientists, engineers, tradespeople, technicians or technologists are also welcome.
  
- **Will I receive Continuing Education Credits for the workshops?**
- Yes, participants will receive a certificate equivalent to 7 hours of credentialed continuing education for each workshop.
  
- **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 can be transferred with prior agreement of the WinSETT Centre, contact us at [Winsett@hollettandsons.ca](mailto:Winsett@hollettandsons.ca)
  
- **Is there food?**
- Yes - all workshops have hot and cold beverages, snacks and lunch included.
  
- **What about Parking?**
- Parking is the responsibility of participants.
  
- **What time do they start and stop?**
- Registration and coffee will be at 0830 and the workshops will commence at 0900. We will finish by 4:00pm
  
- **Where can I contact the organizer with any questions?**
- Contact Susan Hollett ([Winsett@hollettandsons.ca](mailto:Winsett@hollettandsons.ca) ) National WinSETT Leadership Program Coordinator for further information.

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