



## Leadership Program for Women in Science, Engineering, Trades and Technology (Calgary 2017-18)

Built upon the experiences of Canadian women and proven across the country, the WinSETT Leadership Program is the ONLY Canadian program focused exclusively on the advancement of women in science, engineering, trades and technology. You will Learn from leading experts, network in your field and gain valuable skills in our six-workshop series.

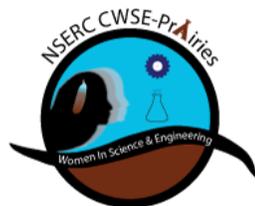
### How to Register

You can sign up for all six of the workshops (10% discount) or on an individual basis. Registration is now open for the entire series as a block and for the first workshop. All other workshops will open for registration Sept 24, 2017. There are two offerings of each workshop - click on the date to open the registration page.

- **Full Leadership Program** ([All Dates](#))
- **Introduction to Leadership** [Sept 22/ Oct 26](#)
- **Effective Communication** [Oct 27/ Nov 23](#)
- **Negotiation Skills** [Nov 24/ Jan 18](#)
- **Navigating Politics in the Workplace** [Jan 19/ Mar 1](#)
- **Networking, Mentors and Sponsors** [Mar 2/ Apr 5](#)
- **Emotional Intelligence** [Apr 6/ May 10](#)

Reduced pricing available Students, Apprentices, and those seeking employment. Space is limited to 30 participants per workshop. For further information, please email: [winSETT@hollettandsons.ca](mailto:winSETT@hollettandsons.ca).

**Sponsored by:**



# Women in SETT Leadership Program Overview (Calgary AB, 2017-18)

The WinSETT Centre is bringing the full series of WinSETT Leadership Workshops to Calgary in 2017-18. 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. We are delighted to be partnering with three sponsors: NSERC Chair of Women in Science and Engineering, Prairies, Southern Alberta Institute of Technology and University of Calgary.



## 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 speakers 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

## The Entire Women in SETT Leadership Series!

Register for the entire series, save 10% and be guaranteed your spot on the workshop dates that work for you before registration opens to the public. Receive your certificate and be recognized for completing the entire Women in SETT Leadership series

**Registration Link:** <https://winsett-calgary.eventbrite.ca>

## Individual Workshops:

**Becoming Leaders: Introduction to Leadership Skills & Strategies** (Friday Sept 22, 2017 & Thursday, Oct 26, 2017)

### Registration Links:

<https://leadership-calgary-1.eventbrite.ca>

<https://leadership-calgary-2.eventbrite.ca>

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 Oct 27, 2017 & Thursday Nov 23, 2017)

**Registration Links:**

<https://effective-communication-calgary-1.eventbrite.ca>

<https://effective-communication-calgary-2.eventbrite.ca>

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 Nov 24, 2017 & Thursday Jan 18, 2017)

**Registration Links:**

<https://negotiating-calgary-1.eventbrite.ca>

<https://negotiating-calgary-2.eventbrite.ca>

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 Jan 19, 2018 & Thursday Mar 1, 2018)

**Registration Links:**

<https://navigating-politics-calgary-1.eventbrite.ca>

<https://navigating-politics-calgary-2.eventbrite.ca>

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

Contact Susan Hollett [WinsSETT@hollettandsons.ca](mailto:WinsSETT@hollettandsons.ca) for further information



**Networking, Mentors and Sponsors – What, Why, How** (Friday Mar 2, 2018 & Thursday April 5, 2018) **Registration Links:**

<https://networking-calgary-1.eventbrite.ca>

<https://networking-calgary-2.eventbrite.ca>

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

**Emotional Intelligence – The Best Advantage** (Friday April 6, 2018 & Thursday May 10, 2018)

**Registration Links:**

<https://emotional-intelligence-calgary-1.eventbrite.ca>

<https://emotional-intelligence-calgary-2.eventbrite.ca>

The workshop will review, assess and develop participant competencies in the five areas of Emotional Intelligence: Self-awareness, Self-regulation, Motivation, Empathy and Social Skills. Specifically, participants will put emotional intelligence into practice in the following areas:

- Managing Conflict
- Practicing Assertiveness
- Balancing Control & Trust
- Building self-confidence
- Being an inspiring leader

Contact Susan Hollett [WinsSETT@hollettandsons.ca](mailto:WinsSETT@hollettandsons.ca) for further information



## Frequently Asked Questions

- **How much does it cost?**

You can register for all 6 workshops at a discounted rate of \$999 (\$450 for Students/Apprentices/Seeking Employment)<sup>1</sup> and receive a certificate as having completed the full leadership series.

Individual Workshops are \$199 (\$99 for Students/Apprentices).

- **Is there a benefit to more than one registering from the same employer?**

Absolutely – we love it when several women from one workplace register as they bring back the learnings as a group and have a network. To encourage this, we offer a FREE special topic (90 minute seminar) to employers for every five women they register in the full series.

- **Are there Sponsorship Opportunities?**

Want to get your company name in front of these women in SETT as a supportive employer? Contact us for sponsorship opportunities ([winsett@hollettandsons.ca](mailto:winsett@hollettandsons.ca))

- **How do I register?**

Registration will be online through Eventbrite and the links are noted above under each workshop.

- **Can I “Mix and Match” the dates for the workshops?**

Absolutely – the Calgary series is the most flexible with two dates for each of the workshops. You choose which work for your schedule.

- **Is the workshop only for women in Science, Engineering, Trades and Technology?**

Yes AND women who work in all aspects of SETT organizations 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 hours of credentialed continuing education from the WinSETT for each workshop.

- **Refund policy**

The full fee can be refunded up to 7 business days before the beginning of the workshop, less a \$50 administrative fee. After the refund period has expired, no refunds will be issued, only substitutions will be accepted.

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<sup>1</sup> All prices are subject to GST

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- **Is there a minimum and maximum number of participants?**

Yes - we must have 10 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](mailto:Winsett@hollettandsons.ca). Please notify us of any dietary restrictions upon registration.

- **Is there food?**

Yes - all workshops have hot and cold beverages, snacks and lunch included.

- **What about parking?**

You are responsible for transportation to the session and parking.

- **What time do they start and stop?**

Registration and coffee will be at 8:30am and the workshops will commence at 9:00am. We will finish by 4:00pm.

- **Where are the workshops?**

Thursday workshops are at the University of Calgary and Friday workshops are at Southern Alberta Institute of Technology – two of our wonderful sponsors for the series.

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