



CORPORATE EDUCATION GROUP

Women in Leadership Certificate Program



Corporate Education Group
Learning That Powers Performance



Women in Leadership Learning Journey

Virtual Program

(16 learning hours paced over 3-4 weeks)

- Pre-program DiSC® Assessment
- Five Virtual Learning Sessions
 - Intentional Communication
 - Embracing Diversity, Equity and Inclusion
 - Standing in Your Power
 - Managing Up: Navigating Successful Relationships
 - Developing Your Leadership Presence
- Four Self-Paced Pework Learning Assignments
- One 60-minute 1-1 Coaching Session

Post Program: Debrief with manager

Duration: 3-4 weeks

Program Description

As global companies strive to create an environment in which diverse perspectives, contributions, and talents can flourish, investing in a woman's leadership initiative is critical to ensure gender diversity and equal opportunity for women are a priority. The Women in Leadership Certificate Program is a highly interactive program focused on building the mindset and skill set women need to be confident and successful in leadership roles. Throughout this experiential learning journey, participants will explore various dimensions of leadership with a focus on building strong relationships and delivering results. Topics addressed include:

communicating intentionally, enhancing self-awareness, recognizing and regulating emotion, exploring diversity, creating a culture of inclusion, developing a strong leadership presence, and capitalizing on your inherent strengths to grow your career.

Program Components

Pre-program Assessment

Before the program start, participants will take an online Everything DiSC® behavioral assessment. This assessment will provide a foundational common language which will be integrated throughout the duration of the learning journey.

Virtual Learning Sessions

There are five instructor-led, virtual learning sessions that explore various dimensions of leadership. The sessions are designed to be interactive, engaging and application-based.

Pework

Self-paced prework assignments provide participants with the opportunity to extend or deepen their learning. Pework assignments are designed to accommodate a variety of learning styles and include videos, podcasts, articles, white papers, and application challenges.

Individual Coaching Session

Post-program, participants receive targeted feedback and finalize their action plans to successfully "launch" into the next phase of their careers.

Women in Leadership Learning Journey Program Overview

Program Prep

Complete **Everything DiSC® Workplace** Assessment

Post Program

Finalize Action Plan, 1-1 Coaching Session, Meet with Your Manager

SESSION 01

Intentional Communication

Key Takeaway

At the end of this session, you will be able to identify priorities, stressors, and motivators that map to various DISC styles, enabling you to communicate more effectively with others.

Total: 4 hours

Self-Paced Prework Learning Assignments

SESSION 02

Embracing Diversity, Equity and Inclusion

Key Takeaway

At the end of this session, you will be able to shape a workplace culture of inclusion and belonging, where all employees feel visible and valued.

Total: 3 hours

Self-Paced Prework Learning Assignments

SESSION 03

Standing in Your Power

Key Takeaway

At the end of this session, you will be able to identify your unique relationship to six challenges that women often face in their professional journeys, gaining insight into ways to navigate around and accelerate through them.

Total: 3 hours

Self-Paced Prework Learning Assignments

SESSION 04

Managing Up: Navigating Successful Relationships

Key Takeaway

At the end of this session, you will be able to understand who you are, how you should be leading, whom you need to build alliances with, and how you need to present yourself in order to increase your value to the organization.

Total: 3 hours

SESSION 05

Developing Your Leadership Presence

Key Takeaway

At the end of this session, you will be able to embody a compelling leadership presence.

Total: 3 hours

Total Program Duration is 19 hours over 6 weeks

- **Competencies:** Leadership Agility, Collaboration, Trust, Creative Problem Solving, Listening, Adaptability, Decision Making
- **Duration:** Five Learning Sessions (16 hours over 3-4 weeks)
- **Coaching:** One 60 minute 1-1 coaching session



The **Women in Leadership** Certificate Program is a highly interactive program focused on building the mindset and skill set women need to be confident and successful in leadership roles. Throughout this experiential learning journey, participants will explore various dimensions of leadership with a focus on building strong relationships and delivering results.



Build Professional Credibility

Upon successful completion of the *Women in Leadership Learning Journey Certificate* program, you will earn a *Corporate Education Group* certificate of completion.

Program Topics and Activities

Before the Program

DiSC® Behavioral Assessment (30 min)

Learning Sessions

Session 1: Intentional Communication (4 hours)

Communication is the foundation skillset from which all other interpersonal skills build. In this session, we will use the DiSC® framework to explore how your personality impacts your communication preferences. We'll investigate the priorities, stressors, and motivators that map to various DiSC styles, giving you insight into how to better communicate and connect with others.

Topics:

- The Goal of Communication
- Tailoring and Targeting Your Message
- Exploring Your DiSC® Report
- The Four Basic DiSC® Styles
- Personalizing Your Report

Key Takeaway:

At the end of this session you will be able to identify priorities, stressors, and motivators that map to various DiSC® styles, enabling you to communicate more effectively with others.

Pework for session 2

Session 2: Embracing Diversity, Equity and Inclusion (3 hours)

The goal of this session is to broaden your perspective around your and other's experiences of dimensions of diversity, power, and privilege.

Topics:

- The Value of Cognitive Diversity
- Insights from Neuroscience
- Creative Problem Solving and Innovation
- Brainstorming and Brain "Swarming"
- Productive Conflict and Pivotal Conversations

Key Takeaway:

At the end of this session you will be able to shape a workplace culture of inclusion and belonging, where all employees feel visible and valued.

Pework for session 3

Session 3: Standing in Your Power (3 hours)

Women leaders face a unique set of challenges in the workplace, with biases—whether deliberate or unconscious—holding us back. With a narrower range of behavior expected from us, we may experience "double binds." For example, when we are confident and assertive, we can be criticized for speaking too loudly or too often; when we are quieter, we're more likely to be told to speak with more confidence and assertiveness.

In this highly interactive session, we will take a look at some of the most common biases women encounter at work, exploring ways to mitigate and counteract them. We will also unpack 6 common blind spots women face on their professional journeys and map out ways to navigate around and accelerate beyond them.

Topics:

- The Challenge of the Double Bind
- Strategies for Addressing Gender Bias
- Overcoming Career Drift with a Vision and a Plan
- Owning your Personal Brand and Reputation
- The Power of a Posse

Key Takeaway:

At the end of this session you will be able to identify your unique relationship to six challenges that women often face in their professional journeys, gaining insight into ways to navigate around and accelerate through them.

Pework for session 4

Session 4: Managing Up: Navigating Successful Relationships (3 hours)

What exactly does it mean to “manage up?” A term that is often oversimplified, managing up is a nuanced skill set that puts you in the driver’s seat of your career, while maximizing the value you deliver to your organization. It does not involve being inauthentic or changing who you are at work, but instead entails consciously and deliberately developing positive working relationships with those above you in the organizational structure.

In this highly interactive session, you will learn skills to help you adapt the way you interact with someone who has a different work style, personality style, and communication style than you. And importantly, someone who also has different priorities driving their actions and who holds a higher level of power within the organization. You’ll gain actionable insights into ways to assess style differences, build rapport, engage proactively, and handle challenging situations with diplomacy and poise.

Topics:

- Why “Manage Up?”
- Assessing Your Boss’s Style
- What’s in Your Locus of Control?
- Adapting Your Style
- Practicing “Positive Politics”

Key Takeaway:

At the end of this session you will be able to assess style differences, build rapport, engage proactively, and handle challenging situations with diplomacy and poise.

Pework for session 5

Session 5: Developing Your Leadership Presence (3 hours)

“Leadership presence” is hard to define but easy to recognize when we see it in others — they make us feel a certain way. We trust them and want to listen

to them; we experience them as credible, confident, and strong. When leadership presence is missing, that too is easy to notice. And it has a big impact on a person’s ability to influence others, get their ideas heard, and garner respect. This session is designed to enable individuals to develop and embody a compelling leadership presence.

In a format that blends self-inquiry and reflection with small and large group activities, we will examine how body language, communication style, word choice, and personal energy intersect to create the impression you make on others. We will demystify the concept of leadership presence, breaking it down into four discrete components: purpose, perspective, poise, and projection. How do we translate our passion into action? In what ways does our mindset impact our ability to regulate our emotions? Building upon the foundation of their unique attributes, talents, and strengths, participants will learn concrete skills to elevate their influence and make a lasting impact as leaders.

Topics:

- What is “Leadership Presence?”
- Your Reputation Versus Your Personal Brand
- Authenticity, Mindfulness, and Presence
- Exploring the Four Ps: Purpose, Perspective, Poise, and Projection

Key Takeaway:

At the end of this session, you will be able to embody a compelling leadership presence.

Program Conclusion

The program concludes with a 60 minute 1-1 coaching session. Participants receive targeted feedback and finalize their action plans to successfully “launch” into the next phase of their careers. Individually, participants will discuss with their managers their key learnings and what opportunities they have to apply their new knowledge into their work.



About Corporate Education Group

Corporate Education Group is a premier provider of talent development solutions. Since 1987, CEG has collaborated with clients to unlock business value by delivering talent strategies and development solutions that align with targeted business goals to make your workforce exceptional. From assessments to advisory consulting, program design, coaching, training delivery and measurement, we identify the right solutions to unlock business value. Our mission is to enable clients of any size, in any industry, to cultivate exceptional leaders and develop a skilled and resilient workforce to advance a culture of engagement, accomplishment, inclusion, and trust.

Through our strategic alliance with Duke University Management Training, we offer premiere certificate programs backed by a renowned higher-education institution. Our practice focus is in Management and Leadership, Diversity, Equity and Inclusion, Project Management, Business Analysis, Agile and Scrum, and Lean Six Sigma, and our solutions are delivered in onsite, classroom, virtual, on-demand and blended settings. CEG is a PMI® Charter Global Registered Education Provider and a member of the Global Executive Council, an IIBA® Endorsed Education Provider, and an approved Channel Partner with the Blanchard Partner Network. For more information please go to www.corpedgroup.com.



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