WOMEN UNLIMITED, INC. | MENTORING EDUCATION NETWORKING

Overview

Bolstering Your Business Impact: Personally and Virtually

We have designed this "Bolstering your Business Impact" session with 3 key goals in mind:

- Provide strategies and feedback to increase your virtual impact;

- Utilize virtual tools, and strong "virtual presence" to effectively deliver information clearly and credibly;

- Provide Peer Teams with the opportunity to assess their progress and identify strategies to strengthen their engagement and connections.

The following agenda will help you plan your day:

8:30   Project Teams meet. Discuss each of your goals for the session and engage in final prep for presentation.

9:15   Log on to Zoom Meeting

9:30   IMpower Session – Bolstering Your Business Impact: Personally and Virtually

12:30-1:30 Take a Mentor to Lunch

1:30   Log on to Zoom Meeting
Peer Team Debrief: review feedback and insights from the session. Include "what did we learn?" and "what actions do we need to take to increase our impact at work?" *(See IMpower journal for full details)*

2:00   Peer Team Mid-Point Check-In: Your IMpower Journey *(See IMpower journal)*

3:00   Wrap-up | Capture / journal Reflections

How to get the most out of your WUI Day:

You will be joining an interactive Zoom meeting and working with your peer team and mentors throughout the day.

1. Complete the individual and team pre-work outlined below.

2. Come to the session ready to share your Project Team's virtual impact ideas and strategies and be open to the feedback that you will receive.

3. Decide on a mentor to take to virtual lunch and determine the goals and questions you have for that mentor. These should be related to your career vision.

   * (Note: this can be a mentor inside your organization, or one of the WUI mentors you met!)

Individual Pre-Work:

Positive change comes from awareness of where we are now. This pre-work will help you have a greater perspective on opportunities to increase your Impact, with your WUI Peer Team, in virtual environments, and within your organization.

1) Complete the Virtual Presence Self-Assessment (included on next page).

2) Review the following YouTube clip : https://www.youtube.com/watch?v=JMOOG7rWTPg. What resonated with you? Be ready to share your favorite part.

Virtual Project Team Pre-Work:

Your Virtual Project team was assigned one of the presentations topics below. *Work together to create a 5-minute presentation, using maximum 5 PowerPoint slides!*

1) At least 3 of your project team members need to "present" your topic on the webinar. Ideally, select those who most need to practice presenting in a virtual environment.

2) You can be creative with your slides and your presentation; however, keep in mind the Virtual Presence tips and strategies outlined in the self-assessment.

3) *Make sure to put your Virtual Project Team #, Names and Photos on the PPT slides.*

4) **SUBMIT** your Virtual Project Team's PPT to your Program Administrator **ONE WEEK** prior to your "Bolstering your Business Impact" session.

VIRTUAL IMPACT TOPICS

GROUP 1:   Strategies to stay visible and increase your impact virtually

GROUP 2:   Building and leveraging your external and/or global network

GROUP 3:   Overcoming challenges of virtual / remote teams

GROUP 4:   Navigating and thriving in highly matrixed organization

GROUP 5:   Using social media to promote your personal brand

Note that while your assigned PROJECT TEAM will work together to create your presentations – on the "Day of Development" – you should plan on meeting with your PEER TEAMS in the afternoon. Each Peer Team will likely have members who are presenting on every one of the above topics. This also means that your Project Team group should be clear on WHO and HOW you will be presenting your topic.

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Virtual Presence

> *In today's workplace, many interactions are conducted virtually, and it is as important to show up confident, competent, AND engaging.*

- Presence is *your ability to connect with, demonstrate credibility, and inspire others*. Qualities that impact presence include: communicating in alignment with your intention, building trust, and speaking with confidence, passion and purpose.

- When working virtually, you're showing those qualities through keystrokes and your voice.

Virtual Impact and Presence Self-Assessment

On a scale of 1 (low) - 5 (high) I rate my virtual impact today "overall" as: 1 2 3 4 5.

Why? _____

_____

Give yourself a Rating (1-5) on each aspect of virtual impact and presence

I have clear goals and an agenda for each meeting	1 2 3 4 5
I am fully focused and present in the virtual room. (I am not distracted or multi-tasking)	1 2 3 4 5
I convey energy and engagement with my voice / volume	1 2 3 4 5
I am adept at connecting to and engaging a virtual audience (I drive conversation and active participation)	1 2 3 4 5
I am comfortable managing virtual tools /functions (webinars, chat functions, web cameras, etc.)	1 2 3 4 5
I make sure that I actively contribute in all virtual meetings	1 2 3 4 5
I am concise and clear in virtual communications (I use "bullet point" speech)	1 2 3 4 5
I use examples, stories, and analogies vs. just facts	1 2 3 4 5
I minimize filler words and qualifiers ("um's" "like" "kind of" "a little" etc.)	1 2 3 4 5
I smile and use a conversational tone when speaking	1 2 3 4 5
My pacing is appropriate / I pause and breathe!	1 2 3 4 5

What are the most important skills you want to develop / practice on the IMpower virtual session? How will you know these skills have developed?

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