

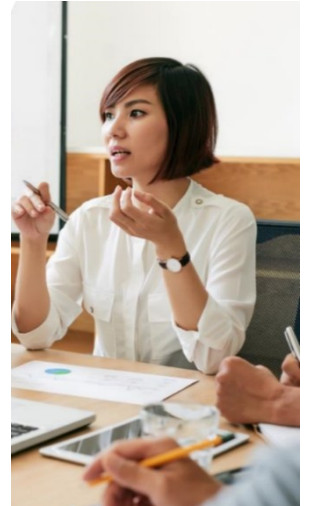
# IMPOWER

## Owning your Career: Focus, Awareness and Agility

### Session 1: Action Assignment



*Remember to thank each person that completed the 360° survey for you*



#### Take Action:

- ✓ **Respected Manager Interview** - Complete at least ONE interview before the second session (See the following pages for full instructions for conducting and debriefing interviews.)
- ✓ **Draft your Individual Development Plan**
  - View 3 Webinars located on Resource Page
    1. Developing a Learning Mindset
    2. Your 360° Feedback
    3. Creating a Plan for Development
  - Finalize your Career Vision Statement - *Mid to long term, what do you aspire to; how do you want to be making an IMPACT?*
  - Review with your manager and your Peer Team

#### Peer Team Meeting:

- ✓ Finalize Peer Team MAPs and Commitments
- ✓ Discuss senior interviews, share and review your draft IDP

#### Manager Follow-up Discussion:

- ✓ Review Your IDP
- ✓ Share insights from the session

#### Next Session:

***Savvy Relationships: Expanding Your Influence and Improving Your Impact***

## “Respected Manager Interviews”

This assignment is designed to support you in broadening your perspective, network and visibility within your organization. In addition, you will further your understanding on what makes a leader effective in a global environment.

To accomplish this, you will need to interview at least one mid-to-senior level manager within your own company before the second session. This is an on-going opportunity for you during the IMpower program. Select managers who have reputations as strong, and influential leaders. Over the six months, choose managers you already know, those with whom you have had little interaction or exposure.

### ***Parameters for the Interview:***

1. Each interview will take, on average, 30 minutes and can be conducted virtually or in person.
2. If there are a number of women from your company who are attending the WOMEN Unlimited, Inc. IMpower program concurrently, please coordinate with your program colleagues to ensure that you avoid multiple requests to the same senior managers.
3. Sample Interview Questions are attached (“Handout A”). Of course, you may choose to go further in depth in a number of areas, based upon your own and the manager’s interest.
4. Do take notes during the interview to capture Manager’s answers. Following the interview, answer the “Debriefing” Questions (Handout “B”), and bring the results of these summary questions with you to the next session.

Continue to answer these questions following subsequent interviews and compare / contrast what you learned. (Themes, Insights, Advice) *Feel free to copy this form to use for additional interviews.*

## Key Points to Include when Arranging the Interview

1. Explain the reason for the interview, including the fact that you've been selected by your company to attend the WOMEN Unlimited, Inc. 6-month "IMpower Program" offered to high potential women in your organization.
2. Explain that, as part of the program, you are asked to interview a manager you respect at your company; and that the interview is targeted to better understanding the business issues and challenges from a management perspective. In addition, it will help you to identify the skills and competencies that are most important for career effectiveness.
3. Equally Important: If there are things that are discussed within the interview that are of a proprietary or confidential nature, you should hold those things in confidence.

# Handout A: Interview Questions

Manager Name: \_\_\_\_\_

1. What do you see as the most important traits or characteristics of effective leaders in today's demanding global business environment?
2. From your perspective, what are our organization's key business issues and challenges?
3. What is the greatest satisfaction you have in your position?
4. What are the greatest frustrations or challenges of your position?
5. What do you see as being some of the key leadership lessons you learned in your career?
6. What is one piece of advice you wish someone had given you earlier in your career?
7. What advice do you have for establishing and maintaining a network both within and outside of our company?
8. What do you see as the greatest leadership or organizational issues that women face in this business today? Which of these issues prevent women from moving ahead, if any?
9. What people have had the greatest impact on your leadership and management style? (Ask them to expound as needed re: who they were, what they taught them.)

# Manager Interview 1

## Handout B: Debriefing Questions

You have had the chance to meet with and interview at least one respected manager at your company. This assignment should have presented you with information about not only the company and the manager, but also about yourself. Perhaps the meeting went better than you'd hoped, or far worse than you'd expected. In either event, it is important to reflect upon what you learned as a result of both the interviews, and your reactions to the meetings.

Take some time to think through and answer the following questions.

**Please bring this Information Sheet to the next WOMEN Unlimited, Inc. meeting.**

1. What were the most important things you learned as a result of the interviews you conducted? (What were the most important business insights, perspectives, or information that you gained?)
  
2. How does the insight gained through this interview(s) help you to finalize your Career Vision statement?

# Manager Interview 2

## Handout B: Debriefing Questions

You have had the chance to meet with and interview at least one respected manager at your company. This assignment should have presented you with information about not only the company and the manager, but also about yourself. Perhaps the meeting went better than you'd hoped, or far worse than you'd expected. In either event, it is important to reflect upon what you learned as a result of both the interviews, and your reactions to the meetings.

Take some time to think through and answer the following questions.

**Please bring this Information Sheet to the next WOMEN Unlimited, Inc. meeting.**

1. What were the most important things you learned as a result of the interviews you conducted? (What were the most important business insights, perspectives, or information that you gained?)
  
2. How does the insight gained through this interview(s) help you to finalize your Career Vision statement?