

**Manager Call Schedule:**

Tuesday, October 20, 2020, 2:00 PM - 3:00 PM  
Tuesday, March 30, 2021, 10:00 AM - 11:00 AM

**Pre-work: (See Resource Page)**

**Participant Questionnaires Due by:**  
**October 20, 2020**  
(Cara Ziegler, cziegler@women-unlimited.com)  
**Manager Questionnaires Due by:**  
**October 20, 2020**  
(Cara Ziegler, cziegler@women-unlimited.com)

**KF360 Assessments Results**

**Highest Rankings:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lowest Rankings:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Peer Mentors Contact Info:**

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\_\_\_\_\_  
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\_\_\_\_\_  
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**IMPOWER Logistics**

**WOMEN Unlimited, Inc. Contacts**

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**WOMEN Unlimited will deliver the IMpower learning experience virtually via Zoom for this program**

**Tips for creating a professional remote office:**

- Find a quiet space
- Use neutral background
- Check and enable web camera and audio
- Create good lighting
- Use laptop audio vs phone
- Use mute function when you are not speaking
- Turn off video function when interrupted

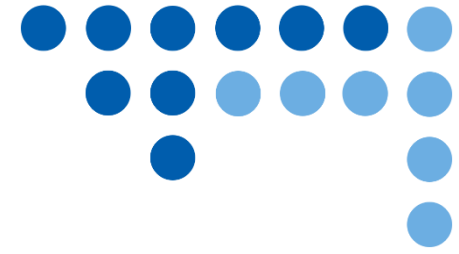
**Resource Page:**

<https://www.women-unlimited.com/wp-login.php>

Username: CHIM37  
Password: thirtyseven

**Notes:**

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**IMPOWER**

GROW THE TALENT THAT WILL GROW YOUR COMPANY

**LIFE IS A JOURNEY, NOT A DESTINATION.**  
Ralph Waldo Emerson

**WOMEN UNLIMITED, INC.** | MENTORING EDUCATION NETWORKING

**Your IMPOWER Journey:**

*Positioning you for long term success in today's complex global business world*

**Chicago IMPOWER #37 Quick Reference Guide**

Owning Your Career – Focus, Awareness and Agility | October 27, 2020

*Career Compass:* Determine your focus, increase self-awareness, and be intentional about your career. Introduce 360° assessment and Development Plan (IDP) process.

- ◆ Peer Mentors assigned, build Peer team MAP.

**Actions:** Interview 1 Senior Manager within your own company. Prepare Career Vision Statement to be shared with Peer team and your Manager. Conduct Peer team meeting.

KF360 Assessment Follow Up WEBINAR | Available On Demand!

- ◆ Review 360 Feedback for key themes and strengths.
- ◆ Focus for Development Plan: Career Vision.

**Actions:** Complete draft of IDP. Schedule and conduct meeting with your manager to review and discuss.

Peer Team Check In | DATE: \_\_\_\_\_

- ◆ Finalize Peer team MAPs and Commitments.
- ◆ Review IDPs. Discuss Senior Interview learnings.

Savvy Relationships: Expanding Your Influence and Increasing Your Impact | December 1, 2020

Strategies for building relationships at all levels of the corporation. Increase your sphere of influence through interpersonal savvy.

- ◆ Pre-work: Report on Senior Manager Interviews.
- ◆ PEER team TABLE TOPIC: teams # \_\_\_\_.

**Group Mentors:** work through real situations and issues related to building strong business relationships, providing feedback, and increasing influence.

**Actions:** Add internal mentor / key alliances to your network, leverage WUI peers and mentors. Finalize IDP.

Peer Team Check In | DATE: \_\_\_\_\_

- ◆ IDP reviews / check ins.
- ◆ Complete and Review Branding Exercise for next session

*Develop a Presentation with your Project team (topics will be assigned). Complete Virtual Presence Self-Assessment.*

\* Developing “Brand You” – Confident. Visible. Vocal. | January 5, 2021

Building Visibility, Confidence, your Brand and your Impact.

Pre-work: Branding Exercise.

- ◆ PEER team TABLE TOPIC: teams # \_\_\_\_.

**Group Mentors:** Feedback on brand statements and elevator pitch; Role play and coaching on delivering strong messages.

**Actions:** Take action to increase visibility and articulate value. Assess how your contributions align and support the organizations’ priorities.

**Complete mid-point check-in.**

Peer Team Check In | DATE: \_\_\_\_\_

- ◆ IDP reviews / check ins.
- ◆ Complete Pre-work for Bolstering your Business Impact.

Bolstering Your Business Impact: Personally and Virtually | February 9, 2021

- ◆ **AM:** Project teams Practice and Prep for Virtual Presentation. Enhance your Virtual and Business Impact. Mentors provide feedback on team presentations and share their tips for effective virtual leadership and presence.

◆ **Take a Mentor to Virtual Lunch.**

- ◆ **PM:** Debrief on team presentation; conduct team Effectiveness Assessment, Mentoring Assessment, and Individual Feedback.

- ◆ **Actions:** Follow up on actions and commitments from feedback and team / mentoring assessments.

Peer Team Check In | DATE: \_\_\_\_\_

- ◆ IDP reviews.
- ◆ Review and complete Pre-work for “Beyond Your Department”.

Beyond Your Department: Broadening Your Business Acumen | March 9, 2021

Explore what is needed to deepen awareness of key business drivers in order to more effectively position and sell your ideas.

- ◆ Pre-work: Interview leaders on key business metrics
- ◆ PEER team TABLE TOPIC: teams # \_\_\_\_.

**Group Mentors:** Provide feedback on business cases.

**Actions:** Develop a PLAN to improve a product, process, or program *within your own organization.*

Peer Team Check In | DATE: \_\_\_\_\_

- ◆ Final IDP Reviews.
- ◆ Work together to develop a “Return on Development” statement. Articulate the impact of IMpower: how you are contributing differently as a result of your company’s investment.

Change and Innovation: Your Career Catalysts | April 13, 2021

Explore ways to challenge the status quo, and drive positive change both personally and professionally. Presentations and Graduation (guests 2:00-3 :00 pm).

- ◆ **Pre-work: “Return on Development” statements due April 6th.**

- ◆ PEER team TABLE TOPIC: teams # \_\_\_\_.

**Group Mentors:** Tips on staying agile and resilient in ambiguity, and table coaching on program accomplishments and next steps.

**Actions:** Identify actions to continue development. Final review meetings with Managers and stakeholders for Return on Development conversations.

Complete final survey.

◆ *Journal your WUI experience*

- ◆ *Review and update your IDP*

- ◆ *Conduct Senior Manager Interviews*

- ◆ *Share your learnings with your manager, peers and team*