

## Leadership Call to Action Creating the LEADership Mindset

### “Expanding Your Business Perspective and Internal Network”

1. Please refer to your Resource Page to review the ***Korn Ferry Participant Overview Guide*** for the KF360 process. ***Remember: Time is Critical.***
2. The second call to action involves one broadening your perspective, network, and visibility within your own company. To accomplish this, you will need to interview a senior level executive within your own company. (See parameters below.) Be strategic in your selection. Ask yourself:
  - As I look at the organization outside of my functional group/department: *Who do I admire as a leader? What would I like to know more about? Who would I like to know more about me?*
  - As you look to manage your career: *Where would I see my next position – what areas do I need to know more about? Who within these areas can share the leadership issues and challenges best?*
  - Note: You may want to “practice” your first interview with someone outside the executive ranks. The goal however is to continue to build your network and visibility with senior level leadership, particularly those *outside your group or department*. Aim high AND be savvy!
3. Lastly, once you have been assigned to your Peer Team, it is recommended you meet to discuss your commitments for LEAD.

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

1. Engage your manager in both the interview process and the interview selection.
2. Aim to interview one of the people who sits on your company's Executive Staff (typically, CEO, President, Executive VPs, and Senior Vice Presidents).
3. If you are located in a field organization that does not have executives on site, you may arrange a telephone interview *or* meet face to face with the most senior person in your site.

4. The interview will take on average 45-50 minutes.
5. **If there are a number of women from your company who are attending the WOMEN Unlimited, Inc. program concurrently, please coordinate interviews amongst yourselves.** Ideally, you should each choose a different senior executive outside of your own department, but collectively, you can utilize their time by coordinating your questions and thoughts. Interview as many people as you can prior to our next meeting and continue the process throughout the program – frequent updates to these Leaders on your progress within the organization and the program will keep you in their view. Find ways to stay connected.
6. 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 executive's interest.
7. Do take notes during the interview as to the senior executive'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.

## Key Points to Include when Arranging the Interview

- Explain the reason for the interview, including the fact that you've been selected by your company to attend the WOMEN Unlimited, Inc. 12 month "Leadership Education and Development" Program offered to achievement-oriented women in your organization.
- Explain that as part of the program, you are asked to interview a senior executive at your company; that the interview is targeted to better understanding the leadership issues and challenges of your organization from an executive perspective.

NOTE: It is also important to reinforce that the results of the interview will be used to help ensure your individual leadership goals and development plans are aligned with the company's, and to better understand leadership trends and issues that all companies and industries are facing.

- Equally Important: If there are things that are discussed within the interview that are of a proprietary or confidential nature, that you hold those things in confidence.

# Expanding Your Business Perspective and Internal Network

## Handout A: Interview Questions

1. What are the organization's most challenging issues and what leadership skills are needed to successfully address these challenges?
2. What competencies do you feel are critical to lead in a global organization? How did you gain these skills?
3. What advice can you share regarding how to be successful as a virtual team member or leader?
4. What, if any, differences have you observed in the leadership skills of men and women in our organization?
5. What advice do you have around the importance of establishing and maintaining key alliances, mentors that have been a key factor in your success?
6. In terms of advancement, what are the key success factors a person needs to be successful in our organization?
7. What is the one thing you have learned about leadership that you wish you would have known earlier in your career?

# Expanding Your Business Perspective and Internal Network

## Handout B: Debriefing Questions

You have had the chance to meet with and interview at least one of the senior executives at your company. This assignment should have presented you with information about not only the company and the senior executive(s), but also about yourself. Perhaps the meeting(s) 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 interview(s), and your reactions to the meeting(s).

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 was your experience in trying to get the interview(s) scheduled?
2. What are the Leadership Competencies discussed during the interview(s)?
3. What were your key learnings from the interview(s) from a business perspective? What were the most important business insights, perspectives, or information you learned?
4. Personal Comments: