

Manager Call Schedule:

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

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:



IMPOWER Logistics

WOMEN Unlimited, Inc. Contacts

Dori Rubin, Area Manager
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Michelle McBride, Program Manager
(847) 910-9339 | mmcbride@women-unlimited.com
Cara Ziegler, Program Administrator
(630) 452-6987 | cziegler@women-unlimited.com

Session times:

9:30 – 11:30 am
90-minute BREAK
1:00 – 3:00 pm

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:



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 | Tuesday, 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 | Tues, Dec. 2, 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 Pre-work for Bolstering your Business Impact.
 - *Develop a Presentation with your Project team (topics will be assigned). Complete Virtual Presence Self-Assessment.*

Developing “Brand You” – Confident. Visible. Vocal. | Tuesday, January 6, 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.
- ◆ Review and complete Pre-work for “Beyond Your Department”.

Bolstering Your Business Impact: Personally and Virtually | Tuesday, 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.
- ◆ Complete and Review Branding Exercise for next session.

Beyond Your Department: Broadening Your Business Acumen | Tuesday, 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 | Tuesday, 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).

- ◆ **BUSINESS ATTIRE**
- ◆ **Pre-work: “Return on Development” statements due April 6, 2021.**
- ◆ 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*