DON’T JUST DO IT... LEAD IT!

The Taking the Lead workshop will help you transition from high performer to leader, present yourself as an effective leader, and confidently say ‘yes’ to new career and leadership opportunities.

You don’t need a title or a team to be a leader. This program explores the skills that set apart the individual contributors and managers who successfully lead without formal authority. It also reveals how a mindset shift from doing to leading can have instant results—if you’re willing to make it.

This intensive, one-day workshop is designed for early-career and mid-level women who want to transition beyond individual contributor and first-line management roles into senior management or technical leadership. After attending Taking the Lead, you’ll walk away with an achievable plan to:

- Motivate and engage others, regardless of whether they report to you
- Communicate with conviction and credibility
- Develop ‘leadership presence’
- Transition from doing to leading
- Deliver presentations and lead meetings that engage and persuade others
- Work effectively with senior leaders

TESTIMONIALS

“Phenomenal program.”

“Great, structured insights on how to influence and be successful.”

“The content was amazing!”

“The workshop was fun. Very actionable!”

“Great material that covers theory but can be readily applied.”

“This was a great one-day re-energizer and motivator.”

“Each topic was insightful. I truly learned something new in each segment.”

Organizations that have sponsored the Taking the Lead workshop for their women employees include Aegon Asset Management, Apple, eBay, Google, NetApp, Oath, PayPal, Radial, Rockwell Collins, Siemens, Symantec, Veritas, and Walgreens.
8:15 a.m. to 8:30 a.m.  REGISTRATION AND NETWORKING  (light breakfast provided)

8:30 a.m. to 12:00 p.m.  WELCOME

STAYING MOTIVATED AND ENGAGED—*The keys to high performance.*
- What leaders do to stay energized and motivated
- Dealing with stress and a heavy workload
- Nine fact-based methods of motivating yourself and others

LEADERSHIP PRESENCE—*Communicate with credibility and conviction.*
- What is ‘leadership presence’?
- The language of leadership
- Two components of persuasive presentations

12:00 p.m. to 12:45 p.m.  LUNCH  *(provided)*

12:45 p.m. to 4:30 p.m.  BEING STRATEGIC—*Shift from Tactician to Strategist.*
- What it means to be strategic
- Analyzing activities to let go of and activities to do more of
- Four questions that strategic leaders ask themselves

LEADING FROM WHERE YOU ARE—*Transition from high performer to leader.*
- Making the leap from doing to leading
- How to engage employees, colleagues, and collaborators
- Five skills for leading others, with or without authority

INFLUENCING UPWARD—*Work effectively with your management.*
- Understanding your leaders and their workstyles
- Tailoring your message and communicating persuasively
- Four skills for leading your leaders

4:30 p.m. to 4:45 p.m.  PERSONAL ACTION PLAN AND CONCLUDING REMARKS

Jo Miller is dedicated to helping women around the world advance into positions of leadership and influence—especially in male-dominated industries, such as technology, finance, and energy. Jo speaks at leadership conferences, professional associations, and corporate women's networks at companies like Amazon, eBay and Microsoft. Each year she delivers more than 70 presentations to audiences of up to 1,200 women in Europe, North America, Asia Pacific, and the Middle East. Jo is CEO of Be Leaderly.

How do we rate?
94% of 2016 and 2017 participants rated the content and facilitation “very good” or “excellent.”