

**Women's Leadership Series
Afternoon Breakout Session Schedule**



Time	Upstairs	Downstairs
1:00-1:40	<p>Self Assessment Tools in Further Career Development Facilitator: Krista Morrissey Participants will:</p> <ul style="list-style-type: none"> • Learn about different types of self assessments and their purpose • Identify the appropriate tools for further growth 	<p>Mentor and Mentee Roles and Responsibilities Facilitator: Erin Stenson Participants will:</p> <ul style="list-style-type: none"> • Review the process of mentoring • Practice developing effective questions • Practice establishing the relationship with a partner
1:50-2:30	<p>Assessing Personal Wellness and Creating a Plan for Self Care Facilitator: Kristin Mathews Participants will:</p> <ul style="list-style-type: none"> • Learn how to assess areas of strength • Identify areas ripe for self-care focus 	<p>Selling Your Idea: More Practice Facilitator: Connie Thompson Participants will:</p> <ul style="list-style-type: none"> • Have some time to further refine their idea • Practice selling • Provide feedback to others
2:40-3:20	<p>Your Personal Mission Statement Facilitator: Melissa Gombar Participants will:</p> <ul style="list-style-type: none"> • Learn the value of personal mission statements • Have time to work on their personal mission statement • Share their next steps 	<p>Stand Out: Tips for Successful Interviewing Facilitators: Susan Gafner Participants will:</p> <ul style="list-style-type: none"> • Learn tips and tricks for interviews • Obtain an interviewing resource • Practice interviewing
3:30-4:30	<p>Telling Your Story Facilitator: Erin Stenson</p>	

We've so enjoyed your participation! Thank you for coming to learn with us, share with us, and teach all of us valuable lessons from your experience.

A message from the Universe...

Remember: Oppression thrives off isolation. **Connection** is the only thing that can save you.

Remember: Oppression thrives on superficiality. **Honesty** about your struggles is the key to your liberation.

Remember: Your story can help save someone's life. Your silence contributes to someone else's struggle. **Speak** so we all can be free. **Love** so we all can be liberated. ***The moment is now. We need you.***

- Yolo Akile

Mentor & Mentee Roles and Responsibilities Breakout

Erin Stenson

Understanding your role and responsibilities within the mentor/mentee relationship will better enable you to reach all of your desired goals. The following is a list of responsibilities by phase.

Mentor Roles & Responsibilities	Mentee Roles & Responsibilities
<p><i>Phase 1: Identify Roles</i></p> <ul style="list-style-type: none"> • Have a clear understanding of why you want to be a mentor • Assessment of your own skills and experience <p><i>Phase 2: Communicate Expectations</i></p> <ul style="list-style-type: none"> • Have a clear understanding of your expectations for your mentee • Clearly communicate those expectations • Stay flexible in changing expectations or plans • Create goals with milestones and deliverables • Adapt your feedback to your mentee’s learning style • Be realistic about setting timelines <p><i>Phase 3: Work Together</i></p> <ul style="list-style-type: none"> • Advise, don’t dictate • Advise on what you know and admit the things you don’t know • Give good examples • Recognize your mentee’s weaknesses and build on his/her strengths • Offer constructive feedback • Evaluate progress • Be your mentee’s supporter when he/she reaches his/her goals • Be consistent and reliable <p><i>Phase 4: Meeting All the Goals</i></p> <ul style="list-style-type: none"> • After mentoring is completed, follow up on successes • Provide an evaluation of the experience • Repeat the mentoring process with others 	<p><i>Phase 1: Identify Roles</i></p> <ul style="list-style-type: none"> • Have a clear understanding of why you want to be mentored • Select a mentor based on your current goals <p><i>Phase 2: Communicate Expectations</i></p> <ul style="list-style-type: none"> • Have a clear understanding of your expectations for your mentor • Clearly communicate those expectations • Stay flexible in changing expectations or plans • Create goals with milestones and deliverables • Inform your mentor about your preferred learning style • Be realistic about setting timelines <p><i>Phase 3: Work Together</i></p> <ul style="list-style-type: none"> • Listen and contribute to the conversation • Ask good questions • Understand that your mentor will not have all the answers • Accept constructive feedback • Set time aside for self-reflection • Evaluate progress • Celebrate success • Be consistent and reliable <p><i>Phase 4: Meeting All of the Goals</i></p> <ul style="list-style-type: none"> • Provide your mentor with updates after the mentoring is completed • Provide an evaluation of the experience • Say thank you • Give back by also becoming a mentor

Tips for Successful Mentoring

1. Keep communications open.

Mentee: Be up front. Let your mentor know what your goals are and what you hope to take away from the program.

Mentor: Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know.

2. Offer support.

Mentee: Remember that your mentor is there for you, but is only a guide.

Mentor: Encourage communication and participation. Help create a solid plan of action.

3. Define expectations.

Mentee: Review your goals. Make sure your mentor knows what to expect from you.

Mentor: Help set up a system to measure achievement.

4. Maintain contact.

Mentee: Be polite and courteous. Keep up with your e-mails and ask questions.

Mentor: Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate.

5. Be honest.

Mentee: Let your mentor know if you don't understand something or have a differing opinion.

Mentor: Be truthful in your evaluations, but also be tactful.

6. Actively participate.

Mentee: Listen. Ask if you can observe your mentor's practice if he/she is local.

Mentor: Engage in your own learning while you are mentoring, collaborate on projects, ask questions and experiment.

7. Be innovative and creative.

Mentee: Offer ideas on what activities and exercises you can do together.

Mentor: Share your ideas, give advice and be a resource for new ideas.

8. Get to know each other.

Mentee and Mentor: Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.

9. Be reliable and consistent.

Mentee and Mentor: The more consistent you are, the more you will be trusted.

10. Stay positive!

Mentee: Remember that your mentor is offering feedback and not criticizing.

Mentor: Recognize the work the mentee has done and the progress made.

Example Mentee Questions

1. "What do you wish you knew at my stage?"
2. "Who else would you recommend I connect with?"
3. "If you could do it all again, what would you do differently?"
4. "What are you trying to accomplish this quarter?"
5. "What professional organizations should I connect with?"
6. "What City policies are important to know in my role?"
7. "How do you ensure healthy work/life balance?"
8. "What were your biggest failures?"
9. "How would you handle this scenario?"
10. "What has been your most rewarding accomplishment?"

Mentor/Mentee Reporting Form

Mentor:

Mentee:

Start Date:

Primary Goals:

1.

2.

3.

Action Steps Toward Primary Goals:

1.

2.

3.

Other Discussed Issues:

1.

2.

3.

Additional Action Steps Required:

1.

2.

3.

Additional Resources Needed:

Comments:

Date of Next Meeting:

Making Optimal Health a Reality Breakout
Kristin Mathews



Making Optimal Health a Reality

Healthy Body

	Very Satisfied				Fair				Very Unsatisfied	
Safe and Healthy (work/home/play)	10	9	8	7	6	5	4	3	2	1
Eating Habits	10	9	8	7	6	5	4	3	2	1
Physical Activity	10	9	8	7	6	5	4	3	2	1
Sleep	10	9	8	7	6	5	4	3	2	1
Relaxation	10	9	8	7	6	5	4	3	2	1
Healthy Weight	10	9	8	7	6	5	4	3	2	1

Score: ____ / 60

Healthy Mind

	Very Satisfied				Fair				Very Unsatisfied	
Most Relationships	10	9	8	7	6	5	4	3	2	1
Attitude at Work	10	9	8	7	6	5	4	3	2	1
Meaning & Purpose	10	9	8	7	6	5	4	3	2	1
Spirituality Time	10	9	8	7	6	5	4	3	2	1
Community Service	10	9	8	7	6	5	4	3	2	1
Hobbies/Fun	10	9	8	7	6	5	4	3	2	1

Score: ____ / 60

Healthy Finances

	Very Satisfied				Fair			Very Unsatisfied		
Abundance	10	9	8	7	6	5	4	3	2	1
Resources to Minimize Stress	10	9	8	7	6	5	4	3	2	1
Money Management	10	9	8	7	6	5	4	3	2	1
Money to do What You Want	10	9	8	7	6	5	4	3	2	1
Resources to Create Memories	10	9	8	7	6	5	4	3	2	1
Contributions to Community	10	9	8	7	6	5	4	3	2	1

Score: ____ / 60

Where Are You Now?

Total the Results:

	Optimum		Fair			Very Unsatisfied
Health Body	60	50	40	30	20	10
Healthy Mind	60	50	40	30	20	10
Healthy Finances	60	50	40	30	20	10

What Was Your Cumulative Score?

	Optimum	Thriving	Surviving		Need to Improve	Stressed
Overall Well-Being	180	150	120	90	60	30

MY WELLBEING EVALUATION

Which area are you doing the best in?

In which area do you need the most improvement?

As a result of doing this assessment, I will continue:

As a result of doing this assessment, I will stop:

As a result of doing this assessment, I will start:

My first step will be:

I will share my plans with _____ and will ask for their support by saying:

I will review my progress on _____. (date)

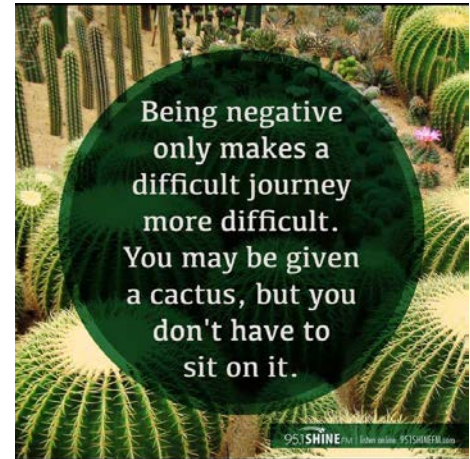
*Never Let the Things You
Want Make You Forget All
of the Things You Have*

-Joshua Becker

20 Ways to IMPROVE Attitudes

Here are 20 practical ideas to help you get a positive attitude and keep it.

1. **Be Yourself** — Do more of the things you love. It is the only way to be happy.
2. **Improve Yourself** — If you're improving, even a little bit, you'll be more positive.
3. **Help Others** — Nothing makes a person feel better than helping others in need. When you help others, you can't help but be more positive.
4. **Take an Attitude Inventory** — Your attitude and those around you.
5. **Birds of a Feather** — You will eventually become like the people you hang around. Keep yourself in the company of positive-thinking people. Distance yourself from the doom-and-gloomers; find more positive people to spend time with.
6. **Be Selective** — Of information you get. Garbage in, garbage out.
7. **Be a Doer** — Rather than a watcher. Take a walk rather than watching *The Biggest Loser*.
8. **Be an Attitude Warrior** — If you don't defend your attitude, who will?
9. **Don't Be Perfect** — Bad crap happens to good people. Don't expect to be positive 100 percent of the time; just try to be positive as often as possible.
10. **One of Those Days** — It's OK to have one of those days, just not five years in a row.
11. **Choose** — You're responsible for your own attitude; others do not control how you think. Decide to be positive, and make it happen.
12. **Relax** — Don't fight a challenging situation; it only makes it worse. Relax, breathe, and accept it.
13. **Affirmations** — Think positive thoughts, and say positive things to yourself. It might seem goofy, but it works!
14. **Be Grateful** — For what you have. There is always something to be grateful for.
15. **Laugh** — Bring more laughter into your life. It is a powerful way to improve your attitude.
16. **Pray or Meditate** — For a couple of minutes every day. You'll be surprised how positive this can be.
17. **Celebrate** — Your own successes and the successes of those around you as often as you can.
18. **Have a Plan** — It lets you stay focused on where you are going instead of getting bogged down in the day-to-day drama.
19. **Control Your Environment** — You make choices every day about where you live, the work you do and where you go. If your environment isn't supporting your positive attitude, change it.
20. **Be Selfish** — Take care of YOU first. Give yourself permission to make YOU a priority.



Ideas and Resources to Get You Started

Healthy Body	Healthy Mind	Healthy Finances
<ul style="list-style-type: none">• Incorporate movement into your day• Evaluate your eating habits• Adjust your sleep schedule• Create a sleep routine• Make sure work/home environments are safe• Get a physical• Limit television viewing• Go for a walk every evening• Workplace yoga• Enlist a "healthy habits" partner for accountability• Hire a personal health coach• Get a membership at the YMCA	<ul style="list-style-type: none">• Meditate 5 minutes daily• Contact a mental health professional• Develop supportive relationships• Take a moment before work to reflect on the attitude you bring in• Define goals to create purpose in your life• Hobbies to distress• Engage in community service• Create 'catch-up' space in your calendar• Contact EAP• Schedule communal eating time• Research a breathing exercise• Download a guided meditation	<ul style="list-style-type: none">• Establish a deferred compensation plan• Establish a flex spending account• Reduce your cable programming• Utilize the library• Create a personal budget• Contact a financial planner• Give per paycheck to the community through workplace charities• Sign up as coordinator for holiday gift buying• Create a travel fund• Set up automatic billing and deposits• Get an energy efficiency evaluation

Other links and resources:

- 4 Rituals that will Make You Happy:
<http://time.com/4042834/neuroscience-happy-rituals/?xid=fbshare>
- Becoming Minimalist:
<https://www.facebook.com/becomingminimalist?fref=ts>
- EAP Newsletter:
<http://www.cityofmadison.com/HR/eap/index.cfm>

8 Steps to Selling Your Ideas Practice Breakout Connie Thompson

1. Start with a problem statement and your conclusions.

Now make it more concise:

2. Know your idea (Like, really know it).

Benefits:

Costs:

3. Practice.

Practice with a partner

Now practice in front of the group

4. Use your voice, rather than email.

What is your action plan for implementing?

5. Gain support.

Who do you need initial support from, before selling to a larger group?

How will you get their buy-in?

Share your ideas with a partner.

6. Figure out your “So What? Now What?”

What are the next steps?

Who do you need assistance from, and what do you need?

7. Don't take rejection personally.

Group discussion: Keeping emotional intelligence and conflict management in mind, how will you respond if rejected?

Practice rejecting a partner's ideas.

8. Express gratitude.

Group discussion: What does genuine gratitude look like?

Practice giving a partner gratitude.

Your Personal Mission Statement Melissa Gombar

FranklinCovey
Mission Statement Builder
msb.franklincovey.com

Name:

1. Performance

I am at my best when...

I am at my worst when...

2. Passion

What do I really love to do at work?

What do I really love to do in my personal life?

3. Talents

My natural talents and gifts (examples may be art, music, decision making, being a friend, etc.) are:

4. Imagination

If I had unlimited time and resources, and I knew I could not fail, what would I choose to do? I would...

5. Vision

Imagine your life as an epic journey with you as the hero/heroine of the story. What do you imagine your journey to be about? Complete the following statement by describing what you are doing, who it is for, why you are doing it, and what the journey's results are.

My life journey is...

6. Character

Imagine your 80th birthday. Who will be there with you? What tribute statement would you like them to make about your life?

7. Contribution

What do I consider to be my most important future contribution to the most important people in my life?

8. Conscience

Are there things I feel I really should do or change, even though I may have dismissed such thoughts many times? What are they?

9. Influence

Imagine you could invite to dinner three people who have influenced you the most – past or present. Write their names in the boxes below. Then record the one quality or attribute you admire most about these people.

Name:

Attribute:

Name:

Attribute:

Name:

Attribute:

10. Balance

Let's think of balance as a state of fulfillment and renewal in each of the four dimensions: physical, spiritual, mental, social/emotional. What are the single most important things you can do in each of these areas that will have the greatest positive impact on your life and help you achieve a sense of balance?

- Physical

- Spiritual

- Mental

- Social/Emotional

Successful Interviewing

Susan Gafner

Sample Behavioral Interviewing Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion. What happened?
- Give me a specific example of a time when you had to conform to a policy with which you did not agree. How did you handle it?
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks. How did you do this?
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year. What was the outcome?
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker. How did you resolve the situation?
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).
- Tell me about a time when you felt most engaged at your last job. What were you working on and why did you feel engaged at that time?

Note: The above questions were obtained at Quintessential Careers: http://www.quintcareers.com/sample_behavioral.html. Additional questions may be found on the State of Arizona website at <http://www.careercenter.az.gov/userfiles/file/SAMPLE%20BEHAVIORAL%20INTERVIEW%20QUESTIONS.pdf>.

Potential Questions and Considerations for Interviewee

Interviewer's Question	Considerations When Answering
Tell me about yourself.	Don't spend too much time answering (only 1-2 minutes). Provide an overview of your background, avoid details, don't ramble. Touch on these areas: Education/Training/Work Experience <input type="checkbox"/> Current Situation/Position
What do you know about our organization/department?	Highlight mission, products, services, revenues, problems, people and history.
In your current or last position, what were your most significant accomplishments?	Share accomplishments that can relate to the position you are seeking.
Why do you wish to leave your present position?	Focus on what you want in your next position. Refer to an opportunity for growth and learning.
Would you describe a few situations in which your work was criticized?	Give only one and tell how you have corrected or plan to correct your work.
If I spoke with your previous boss, what would he or she say are your greatest strengths and weaknesses?	Be consistent with what you think they would say as a reference. Position the weakness in a positive way.
How would your co-workers describe you?	Refer to your strengths and skills.
What are your strengths?	Present at least three. Relate them to the job opening.
What are your weak points?	Don't say you have none; give only one and show how you are improving it. Position it in a positive answer like, "I am sometimes impatient and do the work myself when we are working against tight deadlines. I have taken a course on time management to improve in this area."
In your current or last position, what features did you like most? Least?	Be prepared with a list of "likes" about your jobs. Give only one dislike and make it brief.
What do you look for in a job?	Use information from above to discuss the ideal job.
Describe what would be an ideal working environment?	Share your ideal job and environment, and relate them to that particular employer.
How would you evaluate your present department and your role?	Be positive. Refer to the valuable experience you have gained.
Why do you want to work in a department of this size? Of this type?	Refer to ideal job and the goals you have. Explain how this size or type of department works well for you.

Interviewer's Question	Considerations When Answering
What are you doing or what have you done to reach your career objectives?	Talk about formal studies, workshops, seminars. Also talk about reading, mentors, advisors.
What would you do for us?	Relate past experience which represents success in solving problems and which may be similar to those of the employer.
Why do you want to work here?	Align your response with the mission/vision/goals of the employer. State what attracts you to the job.
How much money did you ever account for? Largest budget responsibility?	If you haven't had budget responsibility, say so, but refer to an accomplishment that demonstrates the same skill or a personal responsibility.
In your present position, what problems have you identified that had previously been overlooked?	Share your accomplishments.
Give an example of how you have been creative.	Share an accomplishment.
Give examples of times when you were a leader.	Provide examples from your professional experience, if possible. Personal experiences may also be shared.
What are your goals in your career?	Talk first about doing the job for which you are applying, then talk about longer range plans.
What position do you expect to have in two years?	Discuss promotional desires and opportunities.
What are your objectives? What are your long- and short-term goals?	Long range: Keep long range answers fairly general. Short range: Be more specific; talk about a position like this with growth opportunities, maybe having more responsibilities or moving into management.
Why should we hire you?	Summarize you experiences. Provide an overview of your experiences

Telling Your Story

A story of self tells why we have been called to serve. It expresses the values or experiences that call each person to take leadership on a given issue. A story should come from both the head and the heart, and will generally contain:

- **Challenge:** What was the specific challenge you faced? Why did you feel it was a challenge? What was so challenging about it? Why was it your challenge?
- **Choice:** What was the specific choice you made? Why did you make the choice you did? Where did you get the courage (or not)? Where did you get the hope (or not)? How did it feel?
- **Outcome:** What happened as a result of your choice? What hope can it give us? How did the outcome feel? Why did it feel that way? What did it teach you? What do you want to teach us? How do you want us to feel?

Take ten minutes to write your story. Share, and thank your partner very specifically for how their story was a gift to you:

My Story:	My Partner's Gift:
If today is your choice point, what will your outcome be?	
If these are the outcomes you're looking for, what are your next steps?	