The Women's Leadership Summit

A proposal offered by

Sherpa Coaching

SHERPA LEADERSHIP INSTITUTE FOR WOMEN

Tuesday, October 25, 2016

SAMPLE

Executive Summary:

Over 80% of companies worldwide see leadership as a major challenge. Fewer than 10% feel they are ready to meet this challenge.

Sherpa Coaching can develop your top women leaders and your rising stars. How? With a customized Women's Leadership Summit (WLS) based on the Sherpa Coaching process, endorsed and offered by ten major universities over the years. Programs include three days of high-level interaction with the author of the Sherpa process, followed by one-on-one executive coaching and a series of programs on Executive Presence at the Sherpa Leadership Institute Online.

This program was designed and developed by Brenda Corbett, the leading university educator in executive coaching, and delivered for Stanley Black & Decker twice during 2015, with another program signed for 2016. Corbett has delivered the program with great success to SBD leaders from all over the globe. Support and involvement in the program, by way of a live panel discussion, has gone all the way to the top: Client CEO and C-Suite officers have been 'hands' on' with the program and its participants.

Program Description:

Delegates meet for three consecutive days at a location selected by the sponsoring company. We have held meetings in elegant hotels and in million-dollar board rooms with equal success.

An introductory social event is held the night before the program begins.

Three days of up close, personal development allows delegates to master exclusive content that has been endorsed by ten major universities.

Back at the office, delegates experience six Sherpa Coaching sessions over six months, working with a vibrant, veteran executive coach.

Over the next 12 months, delegates have access to the Sherpa Leadership Institute Online, with audio, video and exclusive coaching content.

Who Should Attend?

Women leaders on the rise; those who want to move forward without changing who they are. Women who deal with the subtleties of the corporate world.

Program Objectives:

Guided by the leading educator in executive coaching, delegates master the art of staying true to self while adapting to an ever-changing environment. When women have the ability to coach themselves and their staff, when they know how to clearly articulate expectations, self-confidence and acceptance soar.

The Women's Leadership Summit is highly interactive; with personalize attention to executive presence, mindfulness and a long-term commitment for support from Sherpa Coaching.

Delegates learn:

Women in leadership can and should offer tangible 'Impact on Business' IOB™ while staying in touch with their roots. This program will provide women with the opportunity to become the best possible business leaders and executives. Working personally with a leading author and executive educator, delegates master the art of staying true to self while developing powerful leadership skills in an ever-changing business environment.

Women in leadership must learn how to skillfully and confidently:

- Resolve conflict.
- Deliver clear expectations.
- Conduct coaching conversations.
- Deal with every communication style.
- Overcome barriers to leadership and advancement

Women in leadership must build networks that discuss:

- Meeting challenges with grace and confidence.
- Action plans for an integrated business life.
- Taking care of me, taking care of others.
- New options and ideas for support systems.

Given these resources, women in leadership will:

- Show executive poise and presence.
- Make accountability a force for good.
- Ask great questions.
- Create 'Impact on Business': the new ROI for leaders.

Additional Topics:

- Recognition and rewards: What you want, what they need.
- What neuroscience tells us about leadership behavior…. and how to improve it, permanently.

The Delegate Experience: Day One

Personal Inventory
How to create a positive Impact On Business **(IOB)**

Communication Assessment
How to say exactly the right thing at the right time.

Work Styles: What message are you sending?
Learning about yourself and your people's communication needs.
How to communicate to your team and how they need to communicate with you.

Team Analysis: A customized work style report for each delegate's team.
An action plan to improve communication and accountability.

Leadership:
How does Leadership apply to you?
Where are you in your leadership climb?
Creating Your Personal Ground Rules.
What do you personally have to work on to be the best possible leader?

Sherpa Mind Map: Phase 1

The Delegate Experience: Day Two

Who is that Woman in the Mirror? Self-Discovery

Why it Matters: Your motivation… how to harness and control what drives you.
Your team's motivation… how to tap into hidden reservoirs of brilliance and cooperation.

Strengths and Weaknesses

Setting Expectations, the Sherpa Way

Executive Presence: Transparency, Poise and Acumen (plus 7 additional traits).

Surrounded by Support: Understanding who is on your Support Mountain.

Who are you connected to? Who supports you? Who do you support?
Who helps you to the summit?
How do you teach people when and how they should help you?
Where's your work / life balance?

Sherpa Mind Map: Phase 2

The Delegate Experience: Day Three

Standing at the Summit

Understanding:

How do you handle difficult relationships?
How do you get past your fears?
How do you get past perfectionism?

What you have to work on:

Asking great questions.
Filters: are you objective and centered?
Listening with discernment.
Ownership vs. empowerment.

Sherpa Mind Map: Phase 3

Your customized six-month leadership roadmap:

- Developing a personal action plan.
- Peer review of all action plans with constructive criticism.
- Delegates each craft a final action plan.

About Sherpa Coaching:

Sherpa Coaching is a women-owned minority business enterprise based in Cincinnati, Ohio, USA. Sherpa certifies executive coaches in partnership with the University of Georgia and Howard University, and have done so at 7 other universities, going back to 2005. Brenda Corbett, co-founder of Sherpa Coaching, writes and delivers material; under the 'Sherpa Leadership Institute' umbrella, and delivers related classes in coaching skills and techniques for executives and managers. Corbett authored 'The Sherpa Guide: Process-Driven Executive Coaching', the most well defined coaching process in print.

The Benefits:

High-performing companies spend 1.5 to 2 times more on leadership than other companies, and reap results that are triple or quadruple the levels of their competitors. Their investments must be well-informed, and engage true world leaders that create permanent, positive changes in business behavior. Sherpa is the most qualified business partner to guarantee that an investment in leadership development pays off.

The return on this investment comes through

- Leaders who are prepared to be significantly more effective.
- Trailblazers ready to rise through the ranks.
- Subordinates who stay on board and produce more.
- Lower executive and staff turnover.
- A public image that shows commitment to diversity and inclusion.
- Dramatically lower recruitment costs.
- Higher morale.

The Investment:

Tuition for the Women's Leadership Summit (WLS) is based on attendance, at $5,800 per person. The typical enrollment is 8-12 people. Tuition includes:

- Help with event planning,
- Pre-session correspondence with delegates and their subordinates,
- Program customization,
- Delivery of the 3-day program,
- Books, materials and assessments,
- Online learning for one year
- One-on-one executive coaching for 6 months.

Sample materials provided:

Electronic format:

Instructor CV and bio	**(Appendix 1)**
Delegate Evaluations, Prior Program (must see!)	**(Appendix 2)**
Program Management and pre-work documents	**(Appendix 3)**
Opening slides, PowerPoints for days 1, 2 and 3	**(Appendix 4)**
DiSC Work Style Assessment (individual)	**linked here**
DiSC Work Style Assessment (team view)	**linked here**
Video video testimonial, on line	**linked here.**

Books by your program leader, Brenda Corbett, included:

• ***Impact on Business*** *Business, Behavior and You*	• ***BE . . Don't Do:*** *the Sherpa Guide to Coaching for Managers*	• ***Why It Matters*** *the Sherpa Guide to What Drives You*

Sherpa Client Journal

Sample program workbook

Leadership series – (3) audio CD's

SAMPLE / DRAFT

AGREEMENT FOR PROGRAM DELIVERY

January 31, 2018

AGREEMENT, made between Sherpa Coaching, LLC, an Ohio corporation located in Cincinnati, Ohio and (Client organization), located in (City / State or Province). Sherpa Coaching, LLC (Sherpa) shall provide a Women's Leadership Summit to (Client organization); an executive education program based on books and materials previously authored by Sherpa. Sherpa shall make best effort to provide all services requested in a timely fashion, on a predetermined schedule which is mutually agreed upon. The program shall consist of:

- A three-day leadership event for at least eight and up to twelve participants, to be held (dates) at a location selected by and arranged by (Client organization).
- DiSC assessments for participants and their subordinates (with a team view), made available in Chinese, English, French, Japanese, Korean, Polish, Russian, Spanish
- A monthly one-hour Telepresence (or other video) coaching session for each participant, for six months following the live program. Services will be provided by a certified Sherpa coach to be selected and provided by Sherpa.
- Participants will have access to an online leadership library of materials supporting the live event. The library will be available for 12 months following the live event.

In consideration of services, (Client organization) agrees to pay a fee of $5,800 USD per participant, which includes books, materials and assessments. Under our existing contracts, (Client organization) will reimburse Sherpa for instructor air and ground transportation and accommodations (meals and lodging) for the three-day event.

Sherpa will issue two billings: one on (date) for $ 29,000 US, and a second billing, for the remaining balance based on confirmed participants, thirty days prior to the live event. (Client organization) will make payment to Sherpa within 60 days of invoice issuance. Invoices will be issued by Sasha Corporation, managing partner to Sherpa Coaching. Should the leadership event not be completed by date, Sherpa agrees to issue and (Client organization) agrees to pay an invoice for cancellation fees in the amount of $ 5,800.

Sherpa warrants that its services will be of professional quality, conforming to generally accepted management consulting practices. The foregoing warranty is in lieu of all other warranties and conditions expressed or implied. All information obtained by Sherpa regarding (Client organization), or the nature and operations of (Client organization)'s business(es) shall be regarded as confidential and proprietary, and will be safeguarded and kept confidential by Sherpa.

Sherpa shall not be responsible for delay or failure to perform which results from circumstances beyond Sherpa's control.

This agreement shall be governed by the laws of the State of Ohio.

ACCEPTED BY:

Sherpa Coaching	(Client organization)
_____	_____ (signature)
Karl A Corbett, Managing Partner	_____(Name/ title)
Date _____	date _____

Appendix 1: Instructor CV

BRENDA CORBETT

Biography:

A native of Canada, Brenda Corbett is defining leadership development here in the United States. In 2005, she wrote "The Sherpa Guide: Process-Driven Executive Coaching", a book that's provides clear methodology and standards for a rapidly growing industry.

Sherpa Coaching, based in Cincinnati, trains and certifies executive coaches. "The Sherpa Guide" is used as a text by executive education programs at Penn State, the University of Georgia, Miami (Ohio) and Texas Christian. The Sherpa certification is the only one endorsed by multiple universities.

Corbett has trained and certified executive coaches for 3M, Federal Express, Liz Claiborne, Toyota and US Bank, among others.

Corbett also delivers innovative team coaching. In 2005, a health care client documented $1 million in direct savings following a 6-month team coaching engagement. Clients' awards include "Best Place to Work" and "Small Business of the Year".

Brenda Corbett took on employee retention in the early days of welfare to work. She developed the 'Missing Link', soft skills training for front line supervisors, and 'Fresh Air', promoting front line work ethic.

Her degree comes from Waterloo, one of Canada's top universities.

Resume:

Instructor, training and certifying executive coaches:

- Howard University, 2013 - present
- University of Georgia, 2007 - present
- Texas Christian University
- Penn State
- Xavier
- University of Cincinnati
- University of Louisville
- Kent State
- Miami University

Published Author:

- The Sherpa Guide, Thomson, 2005
- BE . . . don't do, 2009
- Impact On Business, 2012
- Why It Matters, 2014
- two healthcare business books

Professional Experience:

- Vice President, co-founder, Sherpa Coaching LLC, 2005.
- Vice President, Sasha Corporation, Cincinnati Ohio, 1997 – present.

Personal Data:

- Born, Montreal, Canada. Attended high school in French, still fluent.
- Bachelor's Degree, Waterloo, Ontario, Canada.

Contact: 513. 232. 0002 bc@sherpacoaching.com

Appendix 2: Testimonial and Recommendation

Sherpa Coaching

Women's Leadership Program

Delegate Evaluations

September 2016

This program was held in New York City over three consecutive days.
Delegates came from North America, Europe and Asia.
The client company is a 'household name'.

These evaluations indicate a near-perfect score, and offer you the assurance that you cannot find a higher-impact, world class program for women in leadership.

Write to execed@sherpacoaching.com for details
Call (513) 232-0002 in the USA

Report info	
Report date	Friday, September 23, 2016 4:21:37 PM UTC
Start date	Thursday, September 15, 2016 10:35:00 AM UTC
Stop date	Friday, September 30, 2016 10:35:00 PM UTC
Stored responses	10
Number of completed responses	9
Number of invitees	12

Question 1

How would you rate the value and quality of the topics covered in the three-day program?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
8	1	1	10%	10%	10%	10%
9	2	3	20%	30%	20%	30%
10 (Excellent)	7	10	70%	100%	70%	100%
Sum:	10	-	100%	-	100%	-
Not answered:	0	-	0%	-	-	-

Average:	9.6	**Minimum:**	8	**Variance:**	0.49
Median:	10	**Maximum:**	10	**Std. deviation:**	0.7
Total answered: 10					

Question 2

How would you rate the instructor's knowledge and command of the topics covered?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
9	1	1	10%	10%	10%	10%
10 (Excellent)	9	10	90%	100%	90%	100%
Sum:	10	-	100%	-	100%	-
Not answered:	0	-	0%	-	-	-

Average:	9.9	**Minimum:**	9	**Variance:**	0.1
Median:	10	**Maximum:**	10	**Std. deviation:**	0.32
Total answered: 10					

Question 3

How would you rate the instructor's style of teaching?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
9	4	4	40%	40%	40%	40%
10 (Excellent)	6	10	60%	100%	60%	100%
Sum:	10	-	100%	-	100%	-
Not answered:	0	-	0%	-	-	-

Average:	9.6	**Minimum:**	9	**Variance:**	0.27
Median:	10	**Maximum:**	10	**Std. deviation:**	0.52
Total answered: 10					

Question 4

How would you rate the quality of books and materials provided?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
8	1	1	10%	10%	10%	10%
9	2	3	20%	30%	20%	30%
10 (Excellent)	7	10	70%	100%	70%	100%
Sum:	10	-	100%	-	100%	-
Not answered:	0	-	0%	-	-	-

Average:	9.6	**Minimum:**	8	**Variance:**	0.49
Median:	10	**Maximum:**	10	**Std. deviation:**	0.7
Total answered: 10					

Question 8

How would you rate the value this program provided to you personally?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
8	1	1	10%	10%	11.11%	11.11%
9	3	4	30%	40%	33.33%	44.44%
10 (Excellent)	5	9	50%	90%	55.56%	100%
Sum:	9	-	90%	-	100%	-
Not answered:	1	-	10%	-	-	-

Average:	9.44	**Minimum:**	8	**Variance:**	0.53
Median:	10	**Maximum:**	10	**Std. deviation:**	0.73
Total answered: 9					

Question 9

What personal value did the program have for you?

- More self awareness then I thought possible. It gave me a whole new perspective on what it means to be a woman in a leadership role.
- Working with the women you've heard about but never met them or what they are about. Also getting to know them on a personal level outside of work and think a lot of us gained a new perspective of them and respect we would not have gained otherwise.
- I can apply this in my family life as well as my work life.
- Provided an opportunity to consider my coaching style, contemplate team interactions and focus on improving me.
- I will definitely utilize the tools presented during the training for my professional and person growth. I think they will help improve my professional and personal relationships.
- The program provided in-depth look at myself, what makes me tick, what areas I am strong at and what areas I need to work on. The training was very insightful and also very emotional.
- While I feel I know what I need to work on - this program gave me how to fix and why those issues exist
- Learned I can control the environment both business and private by changing my approach, way of thinking etc.

Question 10

How would you rate the value this program for (Client name) as an organization?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
8	1	1	10%	10%	11.11%	11.11%
9	3	4	30%	40%	33.33%	44.44%
10 (Excellent)	5	9	50%	90%	55.56%	100%
Sum:	9	-	90%	-	100%	-
Not answered:	1	-	10%	-	-	-

Average:	9.44	**Minimum:**	8	**Variance:**	0.53
Median:	10	**Maximum:**	10	**Std. deviation:**	0.73
Total answered: 9					

Question 11

Where do you see value for (Client name) ?

- Empowers the women who are in leadership by creating a healthy, honest, solid network for each one to tap into. Broke down barriers between the participants to create the chance for much better communication and collaboration going forward.
- Women networking and having a seat at the table and better able to understand their communication style and those around them to form better working relationships
- We need better coaches for our employees and this is an excellent way to achieve that goal.
- I believe the program can add new tools for leaders to utilize in their many interactions and remove some of the status quo.
- It provides insight to help leaders remove the emotion and lead with the right goals.
- (CLIENT NAME) will gain because the tools presented during the training will help the attendees work better with their teams.
- This program is excellent for internal development of one's self as well as providing excellent skills for leading.
- ALL managers need to acknowledge and work on their weakness and strengths. They must know how to coach their employees on their weaknesses and strengths.
- It was a great way to strengthen women's capability. Looking deeply yourself would be the closest way to be a leader.
- Felt deeply how (CLIENT NAME) cares women and empower them.

Question 12

How would you rate your commitment to use what you learned in this program?

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Relative frequency	Cum. relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
8	2	2	20%	20%	22.22%	22.22%
9	3	5	30%	50%	33.33%	55.56%
10 (Excellent)	4	9	40%	90%	44.44%	100%
Sum:	9	-	90%	-	100%	-
Not answered:	1	-	10%	-	-	-

Average:	9.22	**Minimum:**	8	**Variance:**	0.69
Median:	9	**Maximum:**	10	**Std. deviation:**	0.83
Total answered: 9					

Question 13

How will you do that?

- For the first time in my career, I realized that I am a role model for other women and that my business behaviors can help open doors for other women who want to take on leadership roles. I will embrace women within the organization, connect with them and coach them.
- Do my best to live like a coach and not get into the gossip with my team
- The next 6 months will really help to keep what I learned fresh.
- I am re-evaluating the DiSC assessments and considering tools to share with each of my staff as an introduction based on their style and the tools most impactful to that style. Once a tool in introduced that assists that leader in training, it will be easier to share new tools.
- I will definitely utilize the tools presented during the training for my professional and personal growth.
- I will use my mind map and cheat sheet notes to improve myself and leadership skills. I will work on my being in the present and my intimidation factor. I feel this training will be on-going learning and developing over time.
- Soul searching and set aside the time this deserves.
- Using and thinking about it every day. Looking back what I've learned there and trying to go deeper about myself.

A general reference:

On a personal level, my introduction to the process began in 2008 as a participant in one of the Sherpa Executive Coaching certification programs. What seemingly began as an interesting framework for self-awareness quickly became a comprehensive playbook for coaches who help others realize their full potential, reaching their "personal summit."

As a student, coaching client, and executive sponsor, I have seen first-hand the tremendous impact of the Sherpa process. It affects clients both personally and professionally and often leads to a ground swell of interest for further coaching support in an organization. The success of coaching is not limited to personal growth; it also provides the foundation for broader success of a client's team or organization.

Great coaching can have a profound Impact on Business (IOB). Leaders ascend to varying levels of an organization initially based on their ability to deliver results or functional expertise. They can reach a level where their capabilities have a finite shelf life unless focus is given to the full IOB equation. This is where the second half of the IOB equation, behavior, becomes so critical to success. Without focus on both skills and behavior, a leader will face limitations and candidly not realize their potential.

I would like to thank Brenda Corbett and the entire Sherpa team, who have worked tirelessly in supporting and developing leaders around the world. They are making a difference one client at a time. They have been instrumental in my development and in changing the way in which development professionals affect the business. It is a privilege to share my perspective on IOB and, more broadly, Sherpa Coaching.

Stephen Subasic, Vice President, Human Resources, Stanley Black & Decker, 2012

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
National Cancer Institute
Bethesda, Maryland 20892

March 09, 2010

Karl Corbett, Managing Partner
Sherpa Coaching
PO Box 417240
Cincinnati, Ohio 45241

Dear Karl,

I am writing to thank you and the Sherpa Coaching team for a tremendous partnership. In 2007, I came to Penn State for an executive coach certification believing it could be beneficial to my organization. Well, my expectations have certainly been exceeded! Three years later, we have six internal and four external Certified Sherpa Coaches. Using the Sherpa process as the framework, NCI implemented the NCI Executive and Leadership Coaching Program.

The response to the coaching has been amazing. Results of a recent survey of past coaching clients indicate: 90% of participants indicated that the program enhanced professional interpersonal relationships; nearly 90% of participants indicated that the program addressed their individual business needs; and 97% of participants are committed to achieving the goals they set with their coach. As evidenced, the program always delivers permanent and positive changes in business behavior.

As it turns out, one-on-one coaching was just the beginning. In 2007, we began offering the Coaching Skills for Managers two-day program. As of today, one hundred and twenty NCI managers and team leaders have received critical coaching skills, which have enhanced their ability to create an environment for positive performance and improve communication at every level with their employees.

The ability to provide this training opportunity on-site, at reduce cost, addresses the needs of both our administrative and scientific staff. This fact is confirmed by the outstanding responses noted on the evaluations and the continuous requests for additional sessions. It has been an honor to have Brenda Corbett and Judy Coleman, authors of the Sherpa Guide, provide the Coaching Skills for Managers course and interact with our managers. It was a special treat to facilitate the Coaching Skills for Managers for the NCI and the National Human Genome Research Institute's (NHGRI's) twenty managers. We still receive positive feedback from the initiative.

Please share my thanks with your team, and with anyone considering a partnership with Sherpa Coaching.

Sincerely,

Sandra D. Thomas
Deputy Director Office of Workforce Development
National Cancer Institute

Appendix 3: Program Management: Delegate introductory letter

A MESSAGE FROM BRENDA CORBETT, FOUNDER OF SHERPA COACHING AND LEADER OF YOUR UPCOMING WOMEN'S PROGRAM.

SHERPA LEADERSHIP INSTITUTE

Dear *****,

I am so glad you will be participating in the Women's Leadership Program (WLP).

The **WLP** runs from Tuesday, October 27 to Friday, October 30th.
Full-day sessions are Wednesday, Thursday and Friday.
Tuesday evening is the Meet and Greet for attendees only.
Thursday evening is the WLP Celebration Wine and Dinner. Past WLP attendees and special guests will be participating.
You will be emailed a full itinerary with directions and locations for every event.

Here's what WLP promises to be:

- A new avenue for your growth and self-awareness.
- A place to meet and connect with women who understand you.
- An opportunity to prepare for your next level in the world of business.

Through it all, this experience will be fun and rewarding for you.

This is *about you* and *for you*. Knowing what I know about women, this kind of experience doesn't happen very often.

Here are some things you will need to do before we meet in October:

First, you have two books in front of you.

***'Lean In'* by Sheryl Sandberg.** I would like you to read this book cover to cover. This advance reading is a key component for our program.

I like '*Lean In*' for a number of reasons.

- It doesn't hold back on the real issues that women face in business.
- The book includes interesting new research about women in business.

I would like you to read it and come to our program with a list of the three topics you found the most interesting.

The second book, which I have written, is titled '***Why it Matters***'. Read it. Complete the exercises in the book. Don't worry too much if you cannot 'zero in' and find your "Why it Matters". We will work on it the first day we are together.

You have three exercises to complete before the class. I will email you these exercises. They are also included in this letter. Please complete these for the first day of the program.

You will be asked to complete a DiSC assessment of your work style. Your team will be asked to complete a DiSC and your boss will complete a DiSC. You will receive an email from me with all the details. If you do not get this email within 5 working days– please email me at office@sherpacoaching.com. Sometimes we run into firewalls and such. If you have completed a DiSC before, please complete a new assessment, so we have the most up to date information to work with. Results can change.

Wear comfortable clothes for our time together. Jeans are permitted.

Looking forward to hanging with you…..

Your Sherpa and facilitator,
Brenda Corbett

Personal Inventory

My biggest strength in my business is: _____

My manager thinks I am _____about the way I do my job.

I think I am _____ about the way I do my job.

I am willing to commit_____ hours to my job per week.

Explain.

_____

_____

My biggest stumbling block: _____.

My biggest stress is: _____.

The best part of my job is:

_____

_____

The worst part of my job is:

_____

_____

Personal Leadership Inventory

I want to be _____in five years.

What is the biggest challenge for me as a woman in leadership in this organization?

_____

_____

Where am I in my leadership career?

_____

_____

What do I think is the most significant barrier to women in leadership?

_____

_____

My Leadership Story

To be shared the first day

We would like you to share a message of lessons learned, personal inspiration and challenges regarding your career and your success. Discuss where you have been and where you really want to go. Did you have mentors? Did you have situations that built you up? Tell us about your story of leadership.

Be prepared to present (no power points needed) for 3 minutes.

This is also an opportunity for you to show us your presentation skills.

Practice and know that your material lasts 3 minutes. Please be aware that you will be reminded at 2:50 minutes and stopped completely at 3 minutes.

Notes about what I plan to present:

Appendix 3: Program Management: DiSC and Team DiSC setup letter

Welcome to the Women's Leadership Program (WLP). Being invited to this program is a great opportunity. You have been chosen by your Executive Leaders. It is our privilege to include you in our list of participants.

You should have received details about this event from xxxxxxxxxxx. As a reminder, we will be hosting the WLP program here:

(Location and dates)

In preparation for our 3-day program, you will need to complete a DiSC assessment. This will help you understand your communication and work style. Each person on your team will receive an invitation, too. You might be familiar with DiSC through other SBD programs. If not, we will cover it to your satisfaction in the WLP. We will be taking a 'deep dive' into this for you and your staff.

ACTIONS REQUIRED:

1. In the very near future, we will be sending you a new DiSC to complete. Even if you have completed a DiSC in the past, please complete again. DiSC is related to behavior and changes frequently.

2. We will be asking all your staff to complete the DiSC. **Please send a list of your Direct Reports, names (first and last) and email addresses, to office@sherpacoaching.com immediately**. For now, just encourage them to complete the assessment, and explain that you will be bringing back some great information for them when you return from WLP. We will be sending them this email:

   Dear Team member,

   You are part of a great team, and we have a way to make it even better. We need your help in completing a work style assessment. This will help your manager understand you more clearly.

   You will receive an email invitation soon for an online DiSC assessment. This will allow you to relate your communication and work styles to your manager and teammates, and to learn more about their styles, as well. Your manager will review the results of the DiSC with you in a few weeks' time.

   Here is what your email invitation will look like:

   From: DiSC assessment is ready
   Subject: (Coname) has registered you for DiSC - please do not delete

   Please be sure to complete the assessment immediately. View the completed assessment on line as soon as you finish it. Print a copy and save it for future reference.

We will also be supplying the DiSC for your manager to complete, so we can discuss that during WLP. **Please send us your boss' name and email address to** office@sherpacoaching.com. We will locate their DiSC or ask them to complete a new one, as needed.

Please send a picture of yourself to office@sherpacoaching.com for our program. This should be a recent professional photo.

Keep an eye out for a package in 'snail mail'. You should have received it already. If you have not received it, please reply to this email and we will track it for you.

If you have questions about the logistics, please contact xxxxxxxxxxxxxx at xxxxxxxxx headquarters (111) 111.1111 or abc@coname.com.

Thanks,

Your Women's Leadership Program Planning Team

SHERPA LEADERSHIP INSTITUTE FOR WOMEN

Dear Delegate,

We are so thrilled that you are part of the Women's Leadership Program (WLP) at the end of this month.

Attached is the full itinerary with directions and locations for every event, as well as your homework assignments (same as you got in the first letter).

We are still looking for some of you to send the email addresses for your direct reports and your boss. Don't forget we need your picture as well.

Our first meeting is at the Wine and Cheese Welcome Reception on Tuesday at 3:00 pm.

On Wednesday, October 28th at 7:30 AM we will meet you at the front lobby of the xxxxxxxx on the DAY ONE of the program.

Wear comfortable clothes for our time together. Jeans are permitted.

Looking forward to meeting all of you,

Your Sherpa,

Brenda Corbett

Brenda Corbett
Founder, Sherpa Leadership Institute

Women's Leadership Program: AGENDA

ARRIVAL DAY: Tuesday, October 29, 2018

3:00-6:00 PM	Wine and Cheese Welcome Reception (Location)

DAY ONE: Wednesday, October 30, 2018

7:30- 8:00 Breakfast	
8:00-9:00	Welcome and Overview
9:00-10:00	Personal Leadership Story
10:00-10:15 Break	
10:15- 12:00	Why it Matters
12:00 – 1:00 Lunch	
1:00-2:30	DiSC – Part One
2:30-2:45 Break	
2:45-3:15	DiSC – Part Two
3:15 -3:45	Personal Ground Rules
3:45-4:30	Sherpa Mind Map
6:00	Group/Partner Dinners Location of choice

DAY TWO: Thursday, October 31, 2018

7:30- 8:00 Breakfast	
8:00-8:15	Sherpa Thoughts
8:15-9:00	Personal Inventory Discussion
9:00-10:30	Weakness Mountain
10:30-10:45 Break	
10:45-12:00	Expectation Mountain
12:00-1:00 Lunch	
1:00 – 2:45	Executive Presence
2:45-3:00 Break	
3:00-4:00	Mindfulness and Sherpa Mind Map
5:00 PM	Cocktails (location)
6:30 PM	Group Dinner including Special Guests (location)

DAY THREE: Friday, November 1, 2018

7:00- 8:00 Breakfast	
8:00-8:30	Sherpa Thoughts
8:30-10:00	(custom element, slot available for just about anything) Leadership Speaker Panel: **Coaching |Culture| Leadership**
10:00 - 10:30 Break	
10:30-11:30	Asking Great Questions
11:30-12:00	Coaching Tools
12:00-1:00 Lunch	
1:00-1:30	Coaching Tools (continued)
1:30-2:30	IC2 and Sherpa Mind Map
2:30 -3:00	Wrap up and Closing

Appendix 4: Opening PowerPoint slides, Days 1, 2 and 3

DAY TWO
WELCOME
WOMEN'S LEADERSHIP PROGRAM
1
WOMEN COACH
SELFWARE
Stretch your spirit.
2
SETTING EXPECTATIONS
WOMEN'S LEADERSHIP PROGRAM
3
WOMEN COACH
Setting Expectations
Expectations Drive Behavior.
The only way to ensure good performance.
is to expect good performance.
4
STRENGTHS
WEAKNESSES
WHY IT MATTERS
5
STRENGTHS
WEAKNESSES
WHY IT MATTERS
6
Weaknesses
Acknowledge
Observe
Change
Evaluate
Acknowledge:
Am I aware how this weakness appears to others? What someone has said?
Do I want to work on overcoming this weakness?
If I work on this weakness, what might be the result?
8
Weaknesses
Observe
Observe:
How do I notice this weakness ?
Can I count the times I do this every day?
Can someone help me identify when it's happening?
9
Weaknesses
Observe
Can I answer the five W's about this behavior?
-Who provokes it to happen?
What causes this behavior?
Where does it happen?
When does it happen?
Why does it happen?
10
Weaknesses
Change:
Replacement Behavior
What else could I do instead of this?
How do I make this change happen?
11
Weaknesses
What will force me to change this old behavior?
Who can I talk to about this replacement behavior?
12
Weaknesses
Evaluate
Evaluate:
How can I tell this new behavior is working for me?
How do I know it is working?
13
Weaknesses
What am I going to do so I make sure I don't go back to my old ways?
How am I going to celebrate overcoming this weakness?
14
Weakness Inventory
Discussion
WOMEN COACH
15

DAY THREE
WELCOME
WOMEN'S LEADERSHIP PROGRAM
1
C be CONFIDENT
L LOVE who you are
I trust your INSTINCTS
M MOTIVATE yourself first
B BELIEVE in yourself
2
coaching is . . .
a conscious decision;
a powerful neutralizer.
coaching gets you . . .
into conversations,
and to the next level.
a coach will . . .
draw out good behaviors;
help direct bad behaviors;
own nothing she shouldn't.
3
Asking Great Questions
WOMEN'S LEADERSHIP PROGRAM
WOMEN COACH
4
Questions...
What is so important about asking questions?
5
FRAMING
The Sherpa Question
6
Framing a Sherpa Question
Up next.... Video
Full version
Point by point
7
Framing a Sherpa Question
Don't ask a question unless you truly want an answer.
8
Questions...
What happens when you ask a question?
WOMEN COACH
9
Framing a Sherpa Question
Don't include your conclusions in the question.
Be the question, not the answer.
10
Framing a Sherpa Question
Don't include your answer in the question.
Do you think you should spend more time listening to your staff?
If you listen to your staff, will that work better?
If I were you, I would listen to my staff more carefully. What do you think?
11
Ask a question
Care and desire for the answer
DESIRE
12
1.
Framing a Sherpa Question
Why did you do that? Why are you saying that?
You have just given your client a 'pass'
Clients are no longer required to tell you:
• Truths
• Ramifications.
• Expectations about behavior.
All they do is defend, get 'off the hook'.
13
3.
Framing a Sherpa Question
Be careful with the 'why' question.
14
4.
Framing a Sherpa Question
Understand how much you bring to the conversation.
Don't get in the way of the question.
15