

## POISED FOR LEADERSHIP WORKSHOP

### ARE YOU THE BEST KEPT SECRET IN YOUR ORGANIZATION?

The Poised for Leadership workshop will help you gain recognition as an up-and-coming leader in your organization—plus you'll leave with an achievable roadmap for your career advancement.

After the Poised for Leadership Workshop, you'll walk away with an achievable plan to:

- Build your brand as an emerging leader
- Gain recognition for your accomplishments
- Make your value visible
- Navigate organizational politics with savvy
- Create a strategic network of influence
- Gain access to hidden resources and opportunities
- Identify and lead high-profile projects
- Utilize your six key sources of influence

Be Leaderly® is dedicated to helping emerging women leaders, like you, advance into management and leadership positions. It's our purpose—and our passion. 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. During this intensive, one-day workshop, you will learn the proven, step-by-step system used successfully by thousands of women worldwide.

BE LEADERLY



### TESTIMONIALS

"This seminar is one of the best I've ever attended. You'll walk away with new inspiration and determination. Jo was fabulous."

"Every point Jo made was relevant. We walked out with strategies for being a leader—not just in our workplace but in our daily lives."

"This was the best, most beneficial training I've attended in years."

"Take this course—both for the range of tactical and strategic skills taught and for the growth and self-insight gained."

"A great, power-packed workshop!"

Hundreds of organizations have sponsored the Poised for Leadership workshop for their women employees. They include Bank of America, eBay, Google, Johnson & Johnson, Homeland Security, Medtronic, Microsoft, NetApp, PayPal, Rockwell Collins, Santa Clara University, Sellen Construction, Siemens, Symantec, Thrivent Financial, and Veritas.

## REGISTER NOW

### DATE

Thursday November 8, 2018  
8:15 a.m. to 4:45 p.m.

### LOCATION

NetApp  
1345 Crossman Ave.  
Building #3  
Conference Room: Quincy 1&2  
Sunnyvale, CA 94089

### REGISTRATION FEE

\$349 per person (\$329 per person for a group of three or more).

### REGISTER ONLINE

[beleaderly.com/pfl](http://beleaderly.com/pfl) or call us at (319) 449-3333.

### SPONSOR



# Workshop Schedule

## POISED FOR LEADERSHIP WORKSHOP

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**

**ORGANIZATIONAL AWARENESS**—*Navigate your organization with savvy.*

- Office politics vs. organizational awareness
- The Shadow Organization Map
- Identify unwritten, unspoken rules of the game

**SPHERE OF INFLUENCE**—*Build supportive network.*

- The Strategic Networking Plan
- Five key people to include in your network
- Attracting the advocacy of influential sponsors

**QUALITIES OF A LEADER**—*Identify your leadership strengths.*

- The 100 Qualities of a Leader
- Your signature leadership style
- Self-assessment of strengths and areas for improvement

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

12:45 p.m. to 4:30 p.m. **LEADERSHIP BRAND**—*Build your brand as an emerging leader.*

- Defining a niche that combines your talents and passion — and is valued by your company
- The three essential elements of an effective brand statement
- How to make your brand scalable and develop your career

**VISIBILITY**—*Gain recognition for your accomplishments.*

- Why hard work alone does not guarantee recognition
- Creating opportunities to participate in high-profile projects
- Three steps to making your brand visible

**SELF-LEADERSHIP**—*Confer leadership upon yourself.*

- Why you can't afford to wait for permission to lead
- Two principles of self-leadership
- How to grow as a leader regardless of your current title

**PERSONAL ACTION PLAN**—*Create a master plan based on the Poised for Leadership concepts.*

4:30 p.m. to 4:45 p.m. **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 workshop “very good” or “excellent.”

**96%** of participants say they would recommend Poised for Leadership to friends and colleagues.