About Me

Director, Community Diversity
Engagement at Advocate Aurora Health

Wife and Mom to Energetic 9-Month-Old Daughter, Eden

Joined EWL in 2016 – Member of the 2nd EWL Class

Transitioned to Tempo in April 2020 – during the Pandemic

EWL to Tempo Transition

- Have you maximized all opportunities in EWL?
 - Chaired or joined a committee
 - Joined Conversations Circles
 - Connect with other EWL women leaders
 - Participated in Mentorship Program
- Think about where you in your professional journey
- If YES Have a trusted conversation with your Tempo Mentor or Tempo member about nomination support into Tempo
 - Your why? Discuss why and how you are ready to join Tempo
 - As a new Tempo member, how will you contribute and participate?

The Tempo Journey

- Personal and Professional Connections w/other Tempo members
 - Membership Committee
 - Mentor Circles
- Incredible Professional Development Niche Programming
- Design your personal and professional Tempo journey
- Join! I would love to see other EWLers in Tempo!



MEMBER PROFILE



Professional Experience 10+ years professional experience



Additional Experience
5+ years of senior/executive-level or high managerial experience



Leadership
Her organization/company's top
executive or engages/has direct
working involvement with top
executives



Community Involvement Leadership in professional and/or civic organizations



Endorsement
Invite or strong nomination from current TEMPO member

EMERGING WOMEN LEADERS













EWL CRITERIA

- Professional Experience: 6+ years in the workforce in a professional setting (time spent as an intern does not apply) with increasing responsibilities. During this time, she has developed a reputation as a "rising star," next generation leader, on the partner track, etc.
- Community Involvement: Demonstrates commitment to the community through involvement and leadership in professional and/or civic organizations.
- Leadership: Displays leadership within her company/ organization.
- Endorsement: Strong nomination from a current TEMPO or EWL member who is familiar with the EWL criteria.

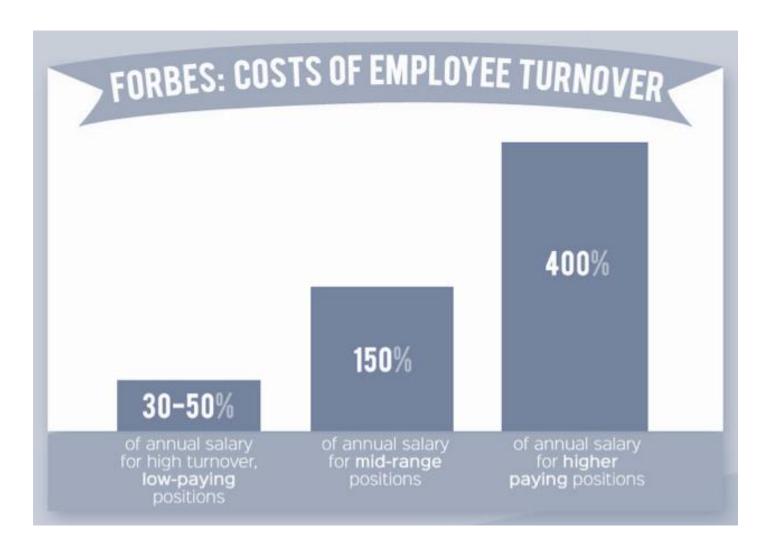
Nominations are processed biannually in the Spring and Fall.



Retaining Talent in "The Great Resignation" Kimberly Thekan



What's the Big Deal?





Be Aware of the Triggers

- ► "People leave managers, not companies" Marcus Buckingham
- Compensation (including Benefits)
- ► Lack of...
 - Training
 - Growth
 - Feedback

- Recognition
- Certainty
- Control and Autonomy

- Overworked
- "The Great Resignation"
 - Flexibility & Remote Options
 - Greater Pay in Lower Cost Markets
 - No Longer Desire to Work



Take Pre-emptive Measures

- Empower the Right Leaders
- Nuture Your Culture
 - Frequent & transparent communication
 - Trusting, respectful, empowering & supportive
 - Flexibility & remote options
 - Strategic togetherness
 - Celebrate
- Review Compensation & Benefits for Competitiveness/Uniqueness
- ► Integrate Wellness & Corporate Social Responsibility Offerings
- Demonstrate Growth Paths
- Conduct Engagement Surveys and/or Stay Interviews



Manage Surprises

- Understand the Appeal
- ▶ Ask to Reconsider
- Show the Grass is Not Greener
- ► Involve the Right People



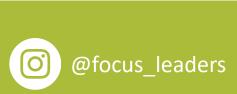
Make Lemonade

- ▶ Be Supportive
- ▶ Recognize & Celebrate Contributions
- Stay Connected & Maintain Relationships
- Send a Card/Small Gift to New Employer





THE ART AND CRAFT OF FACILITATING A KILLER MEETING







EFFECTIVE

ACCOMPLISH THE PURPOSE

- Define & share clear outcomes
- Choose the right platform / setting
- Include key participants
- Assign roles (facilitator, moderator, scribe, etc.)



EFFICIENT

REDUCED INVESTMENT OF TIME

- Time-stamped agenda
- Meeting math: combine meetings, use breakouts
- Using naming "codes" for virtual breakouts



ENGAGEMENT

CONNECT PARTICIPANTS

- Give everyone a voice
- Personal/professional connections
- Atmosphere: music, small talk





Skill development for professionals delivered in a virtual cohort-style setting

THE INSTITUTES



For new and future leaders with content focusing on productivity, influence and communication





For experienced leaders with content focusing on *people*, *strategy* and *agility*

learn more at **focustrainingpro.com/institutes**



Let's Keep In Touch



WEEKLY LEADERSHIP BLOG

sign up at focustrainingpro.com



LINKEDIN

@FOCUSTraining

linkedin.com/in/melissagoltra



INSTAGRAM

@FOCUS_leaders



Meeting Best Practices

Meet with a purpose & set clear expectations. Never call a meeting without specific objectives defined. Set specific engagement expectations, particularly when meeting virtually. (e.g. "You will be in a breakout discussion, so be prepared to have your video on").

Create an agenda. The best way to keep a meeting focused and productive is by clearly mapping out what will be covered, and in what order. An agenda reminds everyone what needs to get done in the time allotted and keeps people on task. Be sure to distribute your agenda to all participants in advance so they can adequately prepare.

Manage your time. Start on time, end on time, and keep the meeting moving. It is helpful to include a moderator, particularly in virtual meetings, to allow you as the facilitator to focus on actually running the meeting versus having your focus taken away trying to run background tasks. As the facilitator of a meeting, it is your job to keep the team focused on the topic at hand to avoid tangents or redundant discussions. Additionally, consider limiting your total time to minimize fatigue. If your organization tends to schedule meetings at the top of the hour, try making your meetings 45 or 50 minutes to allow participants time to effectively switch to the next task.

Manage conflict. Debating is a valuable method of improving your ideas. Ensure your team is focused on constructive analysis of the issues and table any conversations that go off topic or take away from other tasks that need to be accomplished during your time.

Infuse creativity and fun. Meetings do not need to be "serious business" all the time. Make a little time for fun, creativity and engagement. A simple icebreaker can turn a boring meeting into a pleasant experience. When in the virtual environment, consider tapping into tools that your platform offers, such as chat functions, polls or breakout rooms.

Keep everyone involved. You shouldn't invite someone to your meeting if you don't want their input. Create opportunities for all to share opinions. Intentionally engage participants in both the live and the virtual environment to make sure no one group overwhelms the conversation.

Capture and transfer results. Make a plan to comprehensively capture and document all important discussion and decisions made in the meeting. Assign responsibility and deadlines to appropriate individuals for any reporting, tasks or projects.



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@FOCUS_leaders



There are a lot of resources on this topic

about 6,760,000,000 to be exact



how to be successful in your first 90 days







https://www.indeed.com > ... > Starting a New Job

How To Succeed in Your New Job: First Week, 30 and 90 Days

Mar 14, 2022 - 1. Introduce yourself frequently \cdot 2. Ask well-timed questions \cdot 3. Seek out a friend · 4. Learn how to navigate and enjoy your new workplace · 5. You visited this page on 3/11/22.

https://enterprisersproject.com > article > remote-work-...

How to succeed in your first 90 days of a new job when you ...

Sep 10, 2020 - 7 ways to succeed in your first 90 days as a remote worker \cdot 1. Be intentional about meeting people · 2. Make one-on-ones productive · 3. Ask about ...

https://community.themomproject.com > the-study > sta...

Starting a New Job? Here's What To Do In The First 90 Days

Sep 23, 2021 - Believe it or not, you can set yourself up for success within the first 90 days in your new role. Ninety days seems to be a magic number in ...

You visited this page on 3/23/22.

https://www.monster.ca > career-advice > article > thing...

What Should You Achieve in Your First 90 Days at a New Job?

By Joe Issid · Know your "product" · Embrace the team · Become autonomous · Solicit feedback · Recommend improvements.

https://www.forbes.com > sites > learnvest > 2014/06/11

How to Ace Your New Job in the First 90 Days - Forbes

Jun 11, 2014 - Build key relationships early. Ask your boss, "Who is it critical that I get to know?" And then invite those people to coffee or lunch and pick ...

https://workmonger.com > first-90-days-2

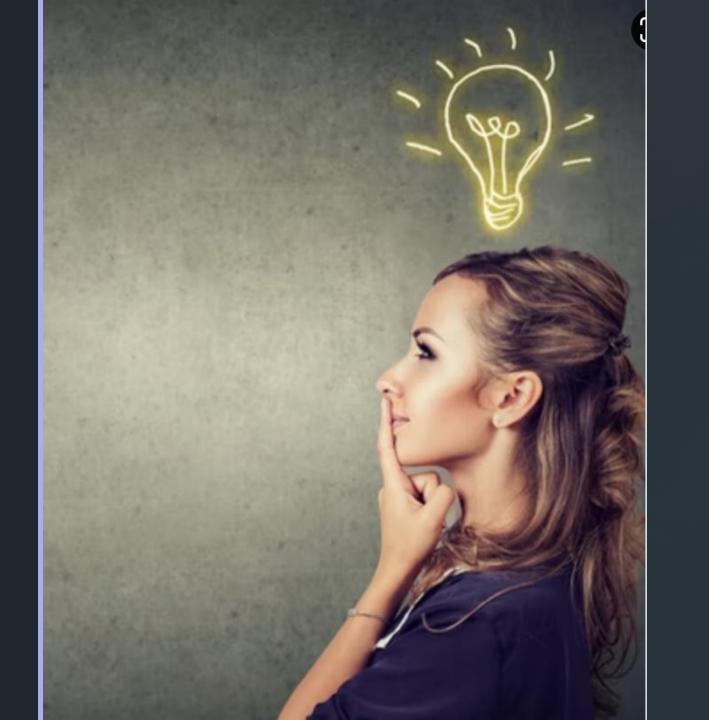
How to Rock Your First 90 Days on the Job - WorkMonger

So I'm going to talk to you about My
Journey & My
Approach



My first 90 days ...or 59 if you're counting

- It's exhilarating, and it's exhausting
- My harshest critic ... surprise, it's me!
- I'm talking a lot, and listening more
- Setting my boundaries
- I'm celebrating the small things
- Assessing me, and them



Build Your Personal Brand



Start with your boss, direct reports, critical stakeholders



Build your network



Be intentional



Build Relationships





Be Curious.

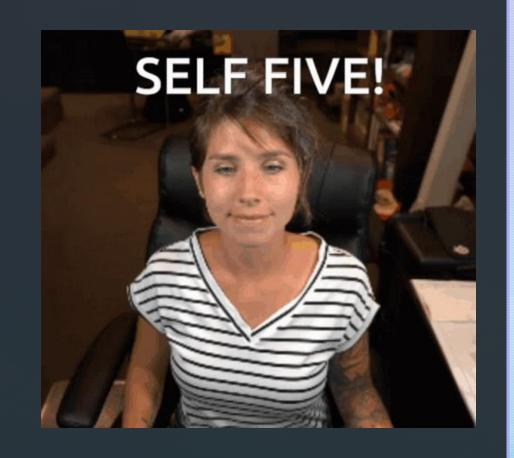
Embrace "I Don't Know"
Ask Questions, especially those that feel dumb
Go Down Rabbit Holes
Make Learning the Goal
Share your curiosity, and what you learn

Be inspired.

Celebrate the Wins,

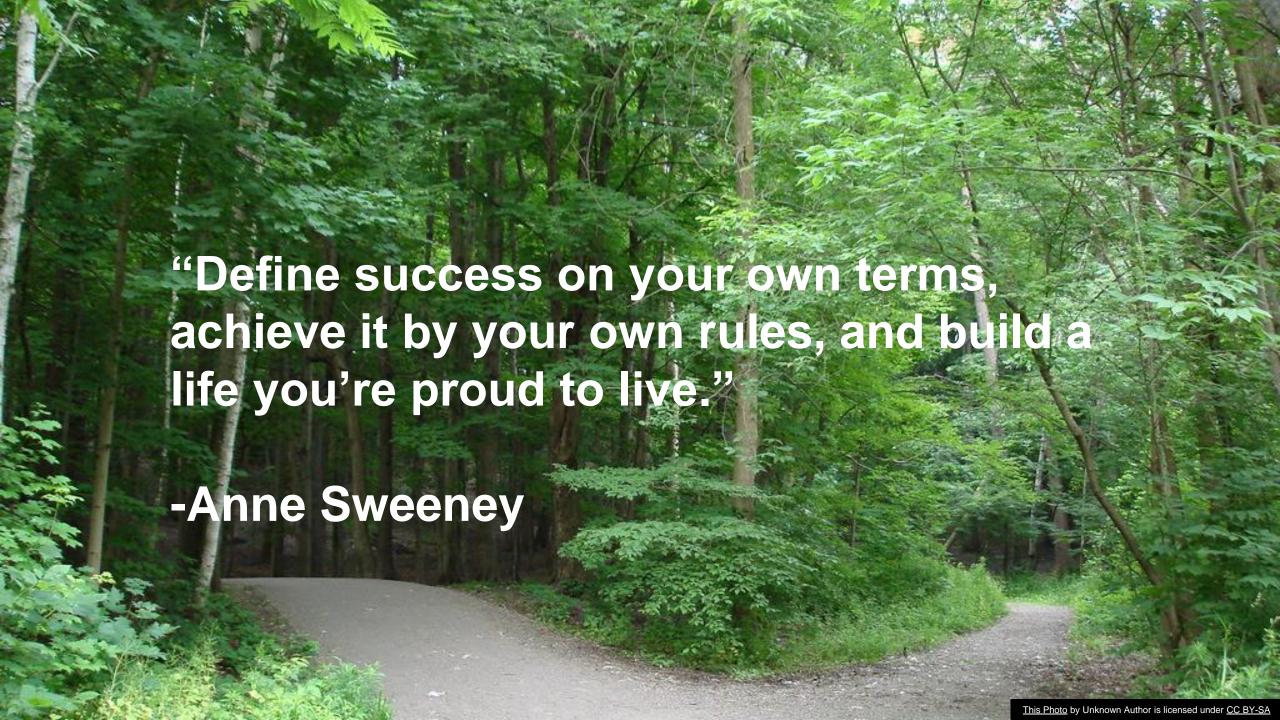
no matter

the size



Regular Check ins







Slide 2







Slide 5



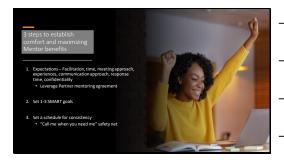




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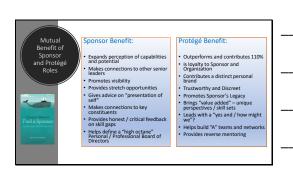
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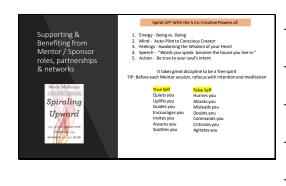




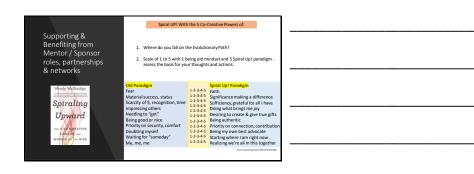
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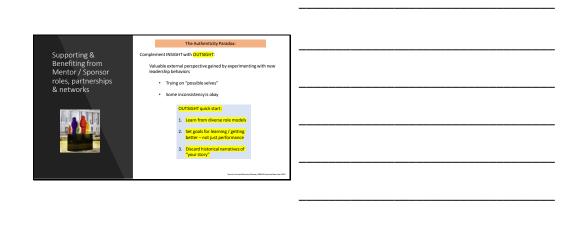






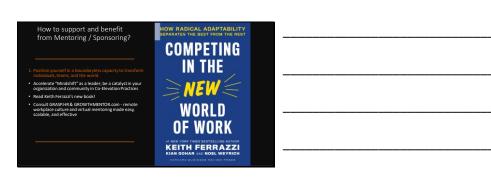
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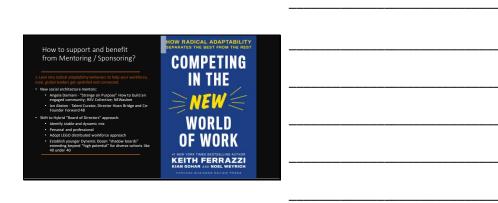






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Slide 22



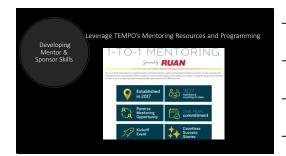
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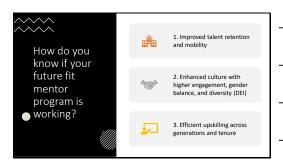
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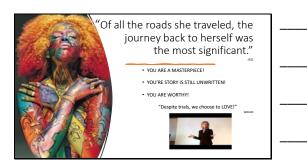
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Slide 28



Slide 29



Slide 30



Connecting the Dots:

Applying
Strategic Thinking
Practices to
Everyday Work

CHRISTY L. BROWN, J.D. CHIEF EXECUTIVE OFFICER, GIRL SCOUTS OF WISCONSIN

SOUTHEAST

Agenda

- What is strategic thinking and why is it important?
- What are examples of specific strategic thinking skills and how can I use them in my everyday work?
- What techniques can I use to enhance these skills or demonstrate efficacy?



What is Strategic Thinking? Why is it important?

 Strategic thinking skills are any skills that enable you to use critical thinking to solve complex problems and plan for the future.

Harvard Business Review

 When leaders are asked what skills are needed for new leaders 97% say strategic thinking. They are critical to career advancement.

> Kornferry - Management Leadership Group Survey



What are examples of specific strategic thinking skills?



Being forward-looking, curious in nature, ambitious



Reasoning and analytical skills, problem-solving skills



Big picture perspective, different perspectives, global perspective



External focus, intelligence gathering, sociability

How can I use strategic thinking practices to be effective in everyday work?



Decision-making, managerial responsibility



Action plans to achieve specific goals



Project execution, from conception through completion



Accumulated work experiences

What techniques can I use to enhance my strategic thinking skills?



Have clarity of vision

Ask good questions

Make time for observations and reflections

Demonstrate your effective use of the skills

Five Essential Questions

- Wait, what?
- I wonder, why or if?
- Couldn't we at least?
- How can I help?
- What truly matters?

James Ryan, President University of Virginia



strat e gic/strə'tējik/
relating to the identification of longterm or overall aims and interests and the means to achieving them.

think ing/'THINGkiNG/
the process of using one's mind to consider or reason about something.







Cultivating a Culture of Belonging: Inclusivity in the Workplace and On Your Team

March 30, 2022 | TEMPO Emerging Women Leaders | Krista Brookman





If inclusion is so good – why is it so hard to do?





What does this mean for you?

Three C's of Inclusive Leaders



#1: Distinctive and Communal Collaborator

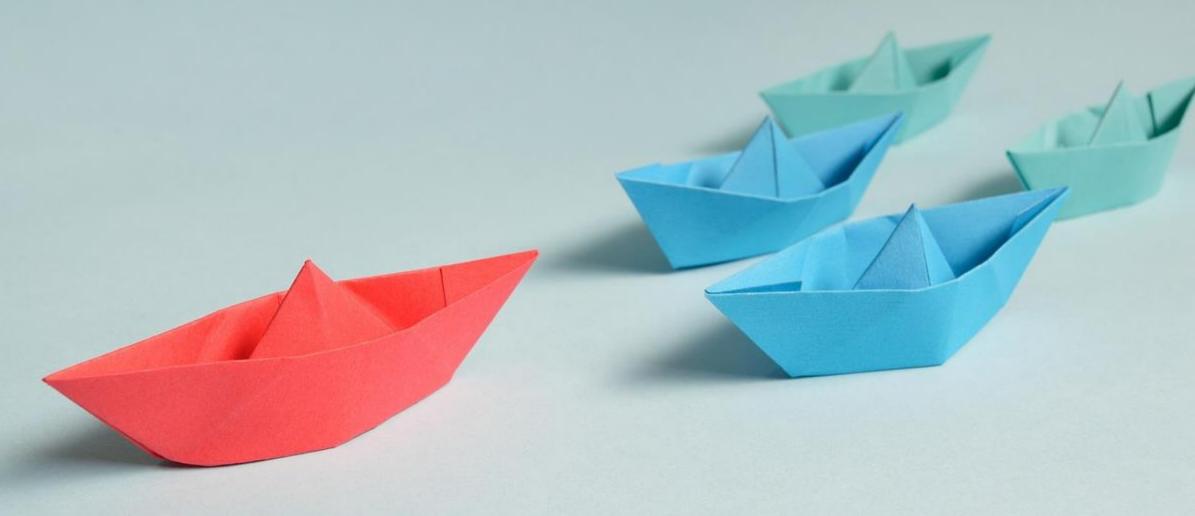


#2: Intentional and Purposeful Connector



#3: Clear and Compassionate **Communicator**

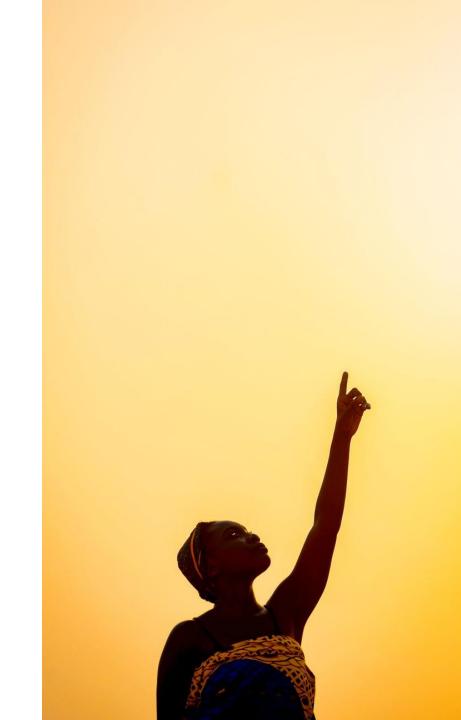
Ideas into Action





"Use your heart, your courage and vision to fix, to heal, to empathize, because living life for something bigger than yourself is a hero's journey."

VIOLA DAVIS





MARY BURGOON • ROCKWELL AUTOMATION • 03•30•2022





Managing Up - Why?

Managing upward and laterally benefits the company and the individual leader's career

What Managing Up is not...

- "Sucking up"/people-pleasing
- Manipulative/Self-serving
- Political
- Waste of time and energy
- Micro-managing
- Not a 1-time event

What Managing Up is...

- Key part of your role as a leader
- Building a strong working relationship is an investment in your success
- Understanding your manager's
 - Priorities & Goals
 - How they like to operate at work (work style)
 - Preferences / expectations of you and your team

Your Boss has a Boss - help them be successful and you will be successful Mutual dependence.



What does effective "Managing Up" look like?

Building trust, rapport and partnership



Be proactive.

Understand what is important/priority/meaningf ul for manager. Bring ideas, thoughts, suggestions.



Communicate early and

often. No surprises!
Keep your manager in
the know in the preferred
format & frequency.



Come with solutions.

When you bring a problem, always have a recommended solution. May not be perfect, but it is a starting point.



Actively work to make your manager's job easier by being exceptionally reliable and dependable.



Adjust your work and communication style/approach to better fit your manager's preferences.



Be **flexible and willing** to take on the "dog" projects that no one wants.



Speak truth to power

when necessary; be the one willing to tell the boss the ugly truth when others won't.



Managing Across/Sideways

Build relationships - Herd cats - Gain Influence!

- How work gets done in modern workplaces -teams with members across org. who do not report to you.
- Formal and Informal Networks build stakeholder map
 - Who can support the work/project?
 - Who has ability to stop/delay the work?
 - What am I looking for from each member?
 - Do I have a relationship with each person?
- Identifying common ground mutually beneficial goals to achieve outcomes.
- Socialize ideas across key stakeholders in advance.
- Encourage open communication.



Managing Sideways



Networking and relationship building

Who is in your network?
Can they make an introduction?

Once the door is open, develop the relationship.

Build relationships across the org. before you need them.



Persuasion and Negotiation

Why should others care?

Can you communicate ideas and share a vision that key stakeholders can buy into?

Garner support and buy-in.

Active listening.

Relatability - the likability factor



Build trust and respect

Why should others listen to you?

Build credibility – expertise and relationships

Recognize expertise of others.





Checklist for Managing Your Boss

| Make sur | e you understand your boss and her/his context |
|-----------|--|
| including | |
| ☐ Goal | s and objectives |
| □ Press | ures |
| ☐ Stren | gths, weaknesses, and blind spots |
| □ Prefe | erred work style including communication style |
| | |
| Assess yo | ourself and your needs, including |
| ☐ Stren | gths and weaknesses |
| □ Perso | onal style |
| ☐ Predi | sposition toward dependence of authority figures |
| Develop | and maintain a relationship that: |
| ☐ Fits b | oth your needs and styles |
| □ Is cha | aracterized by mutual expectations |
| □ Keep | os your boss informed |
| □ Is bas | sed on dependability and honesty |
| ☐ Selec | ctively uses your boss's time and resources |
| | |

Key questions to ask your boss – whether new manager or existing to deepen relationship for success

- What are the things you care most about and are trying to accomplish in your role?
- What are your biggest challenges?
- How would you describe my role and responsibilities?
- What are your pet peeves that I should avoid?
- Who is someone you had a great working relationship with that reported to you and why did it work so well?



Workplace Flex: Using a strengthsbased approach to career exploration

Tempo Milwaukee 2022 EWL Master Class Presenter: Tammy Belton-Davis March 30, 2022

Today's Convo

- The Great Flex
- Flex & Leadership Branding
- Know You, Do You, Be You
- Flex on Sista







The Great Flex

Introduce Yourself

✓ Great flex Flex defined

Showing off your valuables in a non-humble way

Source: Urban Dictionary

✓ What word comes to mind when you think of flex?



BRANDING:

Is simply the self-knowledge, strategy, planning, and actions that go into crafting your personal brand and displaying it to the world.

Andréa Guevara

"Your <u>leadership brand</u> expresses who you are as a leader. It describes what you stand for.

It should differentiate you from other leaders. The real question is: are you managing your brand or is your brand managing you?"

~Forbes.com





Know Your Story





Start simple, and dig deep

- Why do you exist and what makes you unique?
- Know your story: Who are you and where are going?
- How does my perspective, background, and experience lift my brand?
- Am I strategically connecting my story to my organization's needs?

Walk in Excellence

Excellence is a Mindset

Excellence is possessing a quality of being outstand

 To walk in a spirit of excellence is to go above and beyond what is required of you.

- Be authentic and fully engaged always.
- Show up prepared.
- Excellence is a journey and not a destination.





Know Your Worth



You matter, you matter

- Build your confidence.
- Prioritizing learning over performance.
- Lean in always.
- Define your value.
- Recognize that you are worthy of all the goodness coming your way.



KNOW YOUR WORTH – Khalid https://www.youtube.com/watch?v=M-j159LFwGw

Manage Your Personal Brand

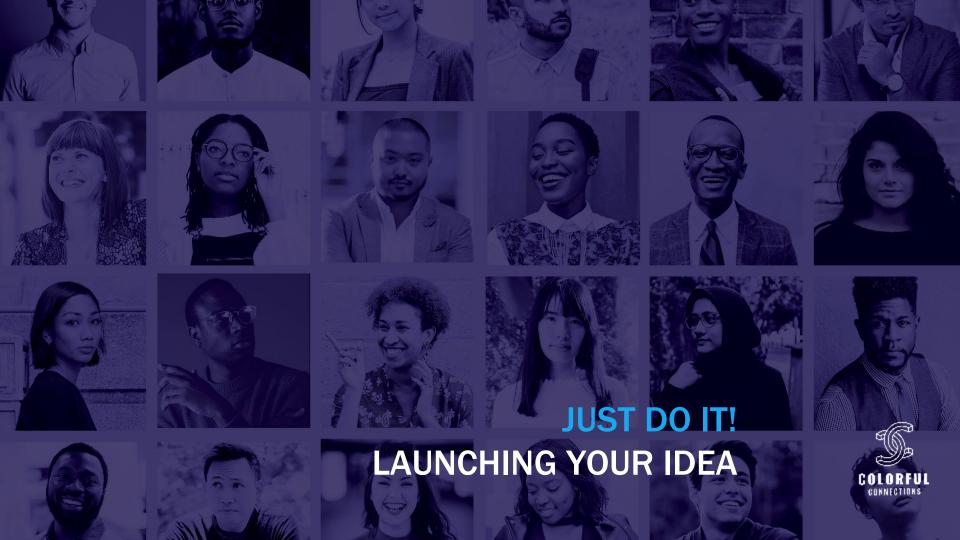
- Excellence work ethic and delivery
- Integrity word and action is bond
- Conviction lead with passion
- Commitment determined not to be derailed
- Perseverance pressure under fire
- Finisher saying and doing
- Knowledge an "expert" in my passion

REPUTATION MANAGEMENT





THANK YOU





NICE TO MEET YOU!

Morgan Phelps (she/her)
Founder, CEO of Colorful Connections
Diversity & Inclusion Thought Leader
Communications Expert
Equity Champion
Marquette University, Adjunct

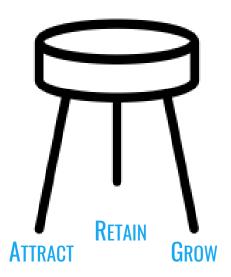
ABOUT | Colorful Connections is a diversity recruiting and retention firm. We are a social enterprise.

MISSION | Help organizations and people become better versions of themselves, while supporting the advancement of the underrepresented and underestimated.

OUR VALUE

- Colorful Connections partners with leaders to create diverse and inclusive teams with a built-to-last mindset, like the stability offered by a three-legged stool.
- We help underestimated candidates secure fulfilling work with employers committed to diverse and inclusive teams.







INSIGHT FOR YOUR JOURNEY

You don't need a Cadillac, when you don't have a car.

- It's okay, if it's not perfect.
- Minimum Viable Products (MVP) give flexibility to gradually scale and adjust as needed.

Design and develop according to those whom you serve.

- Build company, team, product and process from a socially responsible perspective.
- Innovate and market with end user inmind.

Have funding before you launch your idea.

- Savings? Friends & Family? Crowdfunding? Investors? Sponsors?
- Incubate start-up within established company.

Expand support network. Prepare for haters.

- Accelerator programs. Mentors. Industry professionals.
- Therapy and peer groups for start-up founders.

Stay true to your purpose.

- Your vision, mission and values will drive your business/ideas.
- Know your value prop.
- Refine and update as needed.

Be a servant leader.

Your team matters as much as your idea.



