



ExcEL for Women: Enhancing Your Executive Presence

Château Élan Winery & Resort - October 16-18, 2016

PROGRAM		
DAY 1 - SUNDAY		
Time	Topic / Activity	Description
6:00pm	Welcome	Welcome and Introduction of 9 Virtues of Exceptional Leaders: Unlocking your Leadership Potential
6:25pm	Introductions & Icebreaker	This activity will set the tone for the workshop and allow participants to get to know each other and the program facilitators. It is designed to collect information about learning experience, interests, and future expectations/goals.
6:45pm	Dinner	Participants will have an opportunity to network and continue introductions.
7:45pm	Guest Speaker	Rep. Stacey Abrams, J.D. , House Minority Leader for the Georgia General Assembly and State Representative for the 89th House District.
8:15pm	Wellness Circle	Participants will evaluate their own wellness by self-assessing each dimension of wellness required for balancing different aspects of living in a healthy manner. 1. Wellness is a positive and holistic approach to living where quality of life is optimal upon balance of all dimensions. a. Self-reflect and purposely seek, evaluate, and apply historical, contemporary, and evolving information to attain and/or maintain optimal well-being.
9:00 pm	DiSC Leadership Activity	This activity sets the foundation for assessing how one's tendencies influence their effectiveness in specific leadership situations.

Competencies for ExcEL for Women: *Wellness, Self-Awareness, Self-Management, Emotional Skills/Intelligence (EI), Social Intelligence (SI), Adaptability & Flexibility, Stress Tolerance, Managerial Courage*

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DAY 2 - MONDAY		
Time	Topic / Activity	Description
7:00am	Breakfast	Participants will be on their own for breakfast.
8:00am	Leadership Evaluation	<p>Participants will develop a working knowledge of the DiSC model and apply it for better self-understanding. Participants will explore the priorities that drive their role as a leader and engage in conversations that provide a clear path for action.</p> <p>2. Self-Awareness is a process of examining the impact of personal values, beliefs, styles of communication, and experiences.</p> <ul style="list-style-type: none"> a. Recognize the personal attitudes, beliefs, and experiences (successes and failures) and assess self accurately. b. Leverage one's self-awareness to effectively manage situations and relationships.
9:30am	BREAK	
9:45am	Values Assessment	<p>Participants will take part in a value assessment to evaluate their behaviors formed by life experiences and codes of conduct, implicitly, and explicitly, from our family, culture(s), organization(s), institution(s), religion(s), nation(s), etc.</p> <p>3. Self-Management is the ability to manage your own time, priorities, and resources to achieve your desired goals.</p> <ul style="list-style-type: none"> a. Prioritize tasks by importance and deadline. Discern what is crucial from what is urgent. Adjust priorities as situations change.

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DAY 2 - MONDAY		
Time	Topic / Activity	Description
11:00am	Conquering Ego/EI	<p>Participants will evaluate their emotional intelligence to recognize and understand their own emotions and that of others that surround them. Participants will develop strategies to improve their EI.</p> <p>4. Emotional Skills/Intelligence (EI) is the ability to identify and manage your own emotions and the emotions of others. It involves 1) emotional awareness, 2) the ability to harness emotions and apply them to tasks like thinking and problems solving; and 3) the ability to manage emotions.</p> <p>a. Demonstrate skills at the emotional level through understanding of emotions and emotional situations; express emotions appropriately based on the situation.</p> <p>5. Social Intelligence (SI) is a predictor of effective leadership, but it is poorly understood and under-researched.</p> <p>a. Demonstrate your ability to function effectively in a variety of social situations, which includes performance and sensitivity to social situations.</p>
12:00pm	LUNCH	Participants will be on their own for lunch and/or can take advantages of the variety of onsite activities.
1:00pm	Activity Break	Participants will have the opportunity to continue activities, join in after lunch, or just enjoy the property.
2:00pm	Accepting Change	Participants will recognize their feelings as change proceeds, and strategies to bridge the transition to help accept and support change. Participants will examine ways to overcome stumbling blocks that make accepting change more complicated.

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DAY 2 - MONDAY		
Time	Topic / Activity	Description
2:00pm	Accepting Change (cont'd)	<p>6. Adaptability & Flexibility is where you can adjust to changing business needs, conditions, and work responsibilities.</p> <ul style="list-style-type: none"> a. Adapt approaches, goals, and methods to achieve solutions and results in dynamic situations. b. Clarify priorities when leading change. Manage change in a way that reduces the concern experienced by self and others. <p>7. Stress Tolerance is where you are able to maintain composure in highly stressful or adverse situations.</p> <ul style="list-style-type: none"> a. Handle high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease. b. Stay calm and maintain focus in turbulent, threatening, or emergency situations. c. Provide direction in crisis situations. Defuse potentially violent people or situations, calming others and removing them from harm.
3:00pm	BREAK	
3:15pm	Skillfully Aware: Tools for Transformation	<p>Participants will examine pathways to self-acceptance to open their minds, souls, and hearts. Participants will review strategies for overcoming barriers to becoming who they want to be.</p> <p>8. Managerial Courage is another of Aristotle's cardinal virtues: "Fortitude."</p> <ul style="list-style-type: none"> a. Demonstrate the ability to take calculated risks; stand up for what you believe; and do the right thing. Demonstrate the ability to provide corrective feedback, be direct but tactful, directly face up to people problems, and take action when necessary. <p>9. Wisdom transcends self-awareness which is the ability to monitor your inner world – your thoughts and feelings.</p>

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DAY 2 - MONDAY		
Time	Topic / Activity	Description
	Skillfully Aware: Tools for Transformation (cont'd)	a. Demonstrate the ability to notice subtle, but important signals, and to grasp thoughts as they arise rather than just being swept away by them.
5:00pm	Adjourn	Participants will be on their own for dinner and/or take advantages of the variety of onsite evening activities.
DAY 3 - TUESDAY		
Time	Topic / Activity	Description
7:00am	Breakfast	Participants will be on their own for breakfast.
8:00am	Personal SWOT analysis	<p>Participants will complete a SWOT analysis, using the results to help uncover opportunities, understand weaknesses, eliminate threats that might otherwise hurt their ability to move forward, and capitalize on opportunities that are available.</p> <p>10. Self-Reflection. A process of examining the impact of personal values, beliefs, styles of communication, and experiences. It is a careful thought about your own behavior and beliefs.</p> <p>a. Recognize personal attitudes, beliefs, and experiences (successes and failures) influence your leadership style.</p> <p>b. Use self-reflection techniques effectively to enhance personal development, scholarship, and interpersonal relationships.</p> <p>c. Develop a framework for productive feedback from peers and mentors.</p>

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DAY 3 - TUESDAY		
Time	Topic / Activity	Description
9:30	BREAK	
9:45am	Vision for Your Life	<p>Participants will develop personal vision statements to help guide and provide direction necessary to chart the course and choices made about career and life.</p> <p>11. <i>Personal Vision</i> is the skill of identifying where you can support, promote, and ensure alignment with your own vision and values.</p> <p style="padding-left: 20px;">a. Develop a clearly articulated personal vision statement that can be used to initiate, evaluate, and refine all of one's activities.</p>
11:00am	LUNCH	Participants will be on their own for lunch and/or can take advantages of the variety of onsite activities.
12:00pm	Identify goals, objectives and strategic plan	<p>Participants will begin the goal setting process and develop their personal strategic plan. Participants will learn how to use their own unique story and life experience to inspire their leadership, build on their strengths, shift unhelpful attitudes and behavior for a lasting impact both in and outside of the work environment.</p> <p>12. <i>Strategic Thinking</i> is the individual's capacity for thinking conceptually, imaginatively, systematically, and opportunistically with regard to the attainment of success in the future.</p> <p style="padding-left: 20px;">a. Discover, develop, or acquire new value creation potential.</p>
1:30pm	BREAK	
1:45pm	Identify Mentors	Mentoring is a proven approach to drive rich learning and development for both mentees and mentors. Selecting a mentor requires thoughtful planning and sustained commitments. Participants will spend time discussing the importance of careful mentor selection. Participants will identify 2-3 potential mentors and develop a framework for productive feedback from peers and mentors.
2:30pm	Adjourn	

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