# Instructors Guide

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.
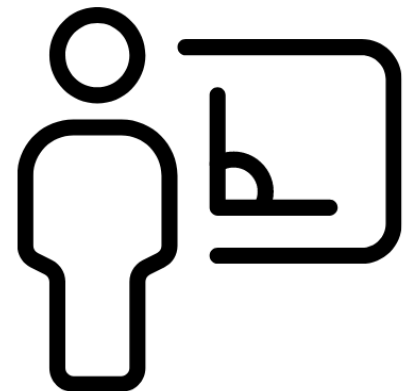
Module Two: Leading With Purpose
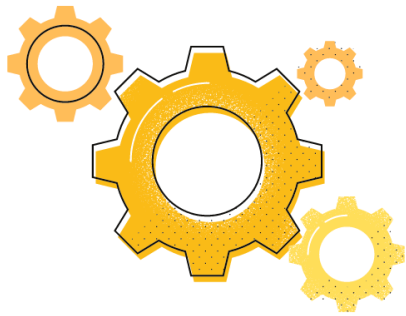
Leadership is a dynamic force that has the power to motivate, inspire, and guide people towards achieving their goals, as well as creating positive change in the world. It can be exhibited in many different contexts, including politics, business, sports, or community organizations. A strong leader has the ability to influence others and drive the business towards success. Effective leadership will set the tone for the entire organization. In particular, women's leadership in the workplace can be incredibly valuable. Research has shown that organizations with gender diversity in leadership roles tend to have a more positive workplace culture, and perform better financially. Women leaders play a vital role in promoting a more equitable and supportive work environment. It's important that we continue to promote and support women's leadership at all levels of society, in order to drive innovative solutions and inspire the future generations of women.

Women in Business

Women in business are a powerful force. As executives, entrepreneurs, and leaders, women have brought their unique perspectives to the table and proven to be highly successful in these roles. Regardless of their opportunities and roles being limited, women have been involved with business in many capacities for centuries. Women began to enter the workforce in large numbers in the early 20th century. During World War II, they were encouraged to enter the workforce in order to fill the labor shortage that was left by men who were serving in the war. Although there were significant gains, it was not until the second half of the 20th century that women began to break down substantial barriers and receive greater access to leadership positions. Women are now a part of every division of the economy, making notable contributions all around the world.

Despite challenges such as gender bias or the lack of access to mentorship still existing today, women continue to push forward and make their mark on the business world. They drive growth, innovation, and positive change. As more organizations recognize the value of diversity, there is an increasing focus on providing the resources needed for women leaders to succeed. The future for women's leadership is bright, and their impact will continue to be felt for the years to come.

Estimated Time	8 minutes
Topic Objective	To explore the unique challenges and opportunities for women in leadership positions within the business world.
Topic Summary	The future for women's leadership is bright, and their impact will continue to be felt for the years to come.
Materials Required	None
Planning Checklist	None
Recommended Activity	Ask participants to think of a woman who they admire as a leader, and consider to be a 'Leadership Hero'. It could be someone they know personally, or someone they have never met. In pairs, participants can share who their leadership hero is, why they admire this person, as well as what qualities this individual possesses that they admire to have as a leader. Regroup and discuss results.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	When did women begin to enter the workforce in large numbers?

The Importance of Female Voices

Everyone is unique, bringing their own valuable experiences and ideas to our collective understanding of the world. When we honor and listen to each other's voices, we create a society that is more diverse and inclusive. Marginalized groups have historically had their voices ignored or silenced for far too long. Women are among these groups that have been excluded from important conversations and decision-making processes. As women make up nearly half of the world's population, it is only evident of the powerful impact their experiences and perspectives can have. By amplifying female voices, we can benefit from these valuable contributions and promote gender equality.

When voices are ignored, it can lead to resentment and frustration. If voices are not heard, then things cannot change. In turn, these responses can unintentionally reinforce gender inequality. Listening to female voices will promote feelings of empowerment, and help address complex global challenges.

When we want our voices to be heard, there are a few things we can remind ourselves:

- "What I have to say is of value. My voice matters."

- "I am resilient."

- "I am not alone."

- "It's important for me to speak my truth."

- "I am not only standing up for myself, I am standing up for others."

Estimated Time	7 minutes
Topic Objective	To recognize the value of including diverse perspectives and female voices in leadership decisions and initiatives.
Topic Summary	By amplifying female voices, we can benefit from these valuable contributions and promote gender equality.
Materials Required	Flipchart/board, markers
Planning Checklist	None
Recommended Activity	Have participants brainstorms words or phrases that come to mind when they think of the value of female voices. Write these responses on the flipchart/board.
Stories to Share	Share any personal, relevant stories.

Delivery Tips	Encourage everyone to participate.
Review Questions	What is the result of women being excluded from important conversations and decision-making processes?

Inclusive Leadership

Imagine a workplace where every person feels heard, valued, and empowered to bring their full potential to work- that's the power of inclusive leadership. Inclusive leadership is a leadership style that seeks to create a culture of belonging. It embraces diversity, promotes fairness and equity, as well as fosters a collaborative work environment for every individual to thrive. This leadership approach recognizes that leadership is not only about the individual leader, but also about creating a welcoming and supportive environment for everyone, regardless of their gender, age, race, religion, or other characteristics. When leaders prioritize inclusivity, they create a workplace culture where women are respected and valued.

Inclusive leadership is especially important to women's leadership development, as it will help to address the challenges that women leaders often face. Since women are often underrepresented in leadership positions and encounter bias, this leadership approach will promote an environment where all individuals can succeed based on their skills, not their identity.

Some important components of inclusive leadership include:

- Open communication: Fostering a workplace environment where open and honest communication is encouraged.

- Empathy: Understanding the thoughts, feelings, and experiences of another individual.

- Self-awareness: Having a deep understanding of how personal assumptions and biases impact interactions with others.

- Accountability: Holding ourselves, as well as others accountable for creating a culture that embraces diversity, equity, and inclusion.

- Continuous learning: Seeking out new perspectives, and being committed to ongoing learning and growth.

Estimated Time	10 minutes

Topic Objective	To define inclusive leadership and explore some important components to this leadership style.
Topic Summary	Inclusive leadership recognizes that leadership is not only about the individual leader, but also about creating a welcoming and supportive environment for everyone, regardless of their gender, age, race, religion, or other characteristics.
Materials Required	Worksheet 1: Building Inclusive Leadership
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 1: Building Inclusive Leadership. Allow time to discuss worksheet responses.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	This activity is personal- participants may not wish to share their experiences.
Review Questions	What is inclusive leadership? Why is inclusive leadership important for women's leadership development?

Qualities of Successful Leaders

Behind every successful organization is a leader who has the courage, vision, and determination to inspire their team towards achieving exceptional results. Successful leaders are people who see beyond the present, and anticipate future opportunities. They are dedicated to the success of their team, and put in the time and effort to seek change. Leaders can come from all walks of life, and be found in various industries. Although leadership positions have historically been predominately occupied by men, more women continue to rise to successful leadership positions. While there are many qualities and characteristics that determine a great leader, gender is not one of them. Anyone, no matter their gender, can possess the necessary skills to become a successful leader.

To effectively lead and inspire others, it's critical to have a deep understanding of the industry, as well as the broader economic, social, and political context in which it operates. A great leader can adapt to changing circumstances, and take calculated risks. They have strong communication skills that include empathy and emotional intelligence. Good communication skills are the key to building strong relationships with team members, and fostering a positive and collaborative work environment. Successful leaders will also lead by example through their actions and behaviors, while staying committed to personal and professional growth. Ultimately, a great leader is one who is able to achieve their goals, while also creating a meaningful impact on the world.

Estimated Time	10 minutes
Topic Objective	To identify the key qualities that successful leaders possess.
Topic Summary	Ultimately, a great leader is one who is able to achieve their goals, while also creating a meaningful impact on the world.
Materials Required	Worksheet 2: What Makes a Great Leader?
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 2: What Makes a Great Leader? Allow time to discuss worksheet responses.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	This activity is personal- participants may not wish to share their experiences.
Review Questions	What are some qualities of a great leader?

Achieving Gender Equity

Gender equity has the potential to transform people, organizations, and societies. Rather than simply treating everyone equally, equity focuses on addressing and correcting the imbalances or disparities between groups. It involves recognizing that people have different needs, challenges, and experiences, and seeking to ensure that they are given what is needed to succeed. Gender equity is incredibly important for women's leadership development, as it helps remove barriers to women's advancements, creates a more inclusive environment, and addresses historical injustices. When equity is not achieved, human potential is limited and systemic inequalities persist. While women have been historically excluded from positions of power and influence, gender equity seeks to correct these imbalances.

Estimated Time	10 minutes
Topic Objective	To determine the benefits and impact of achieving gender equity on individuals, organizations, and society.
Topic Summary	Gender equity has the potential to transform people, organizations, and societies.
Materials Required	Worksheet 3: A Gendered World
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 3: A Gendered World. Allow time to discuss worksheet responses.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	This activity is personal- participants may not wish to share their experiences.
Review Questions	What is gender equity? What happens without gender equity?

Practical Illustration

Dr. Amara Mitchell has always been a passionate advocate for women in healthcare. As the chief of staff at the city's largest hospital, she had witnessed firsthand the challenges that many women face in a male-dominated industry. Dr. Mitchell knew that in order to provide the best care for their patients, the healthcare industry needed more female voices at the table. When a group of women in business invited Dr. Mitchell to speak at their annual conference on the importance of inclusive leadership and gender equity, she eagerly accepted.

In her speech, Dr. Amara Mitchell shared her own experiences of working in a field where female voices were often overlooked or dismissed. She emphasized the need for leaders to actively seek out and include diverse perspectives, not just in the healthcare industry, but across all sectors. Dr. Mitchell also highlighted the importance of gender equity, not just in terms of pay and promotions, but also providing women with the support and resources they need to succeed. The audience was captivated by her speech, and many of them approached her afterward to thank her for inspiring them to take action within their own workplaces. Dr. Mitchell left the conference feeling hopeful that her message would help drive positive change, and empower more women to take on leadership roles in their fields.

Module Two: Review Questions

1) Which of the following statements is true regarding women's leadership in the workplace?

   a) Women leaders are known to be less effective than male leaders
   b) Organizations with gender diversity in leadership roles tend to have a more negative workplace culture
   c) Women are often overrepresented in many industries
   d) Gender diversity in leadership roles tends to lead to a more positive workplace culture

   Research has shown that organizations with gender diversity in leadership roles tend to have a more positive workplace culture, and perform better financially.

2) Which of the following statements accurately describes the history of women in the workforce?

   a) Women have always had equal opportunities in the workforce
   b) Women were only encouraged to enter the workforce during times of war
   c) Women began to break down substantial barriers and receive greater access to leadership positions in the second half of the 20th century
   d) Women did not enter the workforce until the second half of the 20th century

   Although there were significant gains, it was not until the second half of the 20th century that women began to break down substantial barriers and receive greater access to leadership positions.

3) Women are now a part of every division of the economy, making notable contributions all around the world.

   a) True
   b) False

   True- Despite challenges such as gender bias or the lack of access to mentorship still existing today, women continue to push forward and make their mark on the business world.

4) Women make up _____ of the world's population.

   a) Nearly half
   b) Most
   c) Only 20%
   d) A small portion

   Women make up nearly half of the world's population.

5) What is the result of voices being ignored or silenced?

   a) The reinforcement of gender inequality
   b) A more diverse and inclusive environment
   c) Powerful change
   d) A better decision-making process

   If voices are not heard, then things cannot change. In turn, these responses can unintentionally reinforce gender inequality.

6) _____ is a leadership style that seeks to create a culture of belonging.

   a) Delegative leadership
   b) Inclusive leadership
   c) Exclusive leadership
   d) Autocratic leadership

   Inclusive leadership is a leadership style that seeks to create a culture of belonging.

7) Which of the following is *not* an important component of inclusive leadership?

   a) Self-awareness
   b) Empathy
   c) Closed communication
   d) Continuous learning

   Some important components of inclusive leadership include *open* communication, empathy, self-awareness, accountability, and continuous learning.

8) Successful leaders only focus on the present, and do not anticipate future events.

   a) True
   b) False

   False- Successful leaders are people who see beyond the present, and anticipate future opportunities.

9) _____ involves recognizing that people have different needs, challenges, and experiences, and seeking to ensure that they are given what is needed to succeed.

   a) Equality
   b) Equity
   c) Reflection
   d) Bias

   Equity involves recognizing that people have different needs, challenges, and experiences, and seeking to ensure that they are given what is needed to succeed.

10) Which of the following is a reason why gender equity is incredibly important for women's leadership development?

   a) It addresses historical injustices
   b) It helps to remove barriers to women's advancements
   c) It creates a more inclusive environment
   d) All of the above

   Gender equity is incredibly important for women's leadership development, as it helps remove barriers to women's advancements, creates a more inclusive environment, and addresses historical injustices.
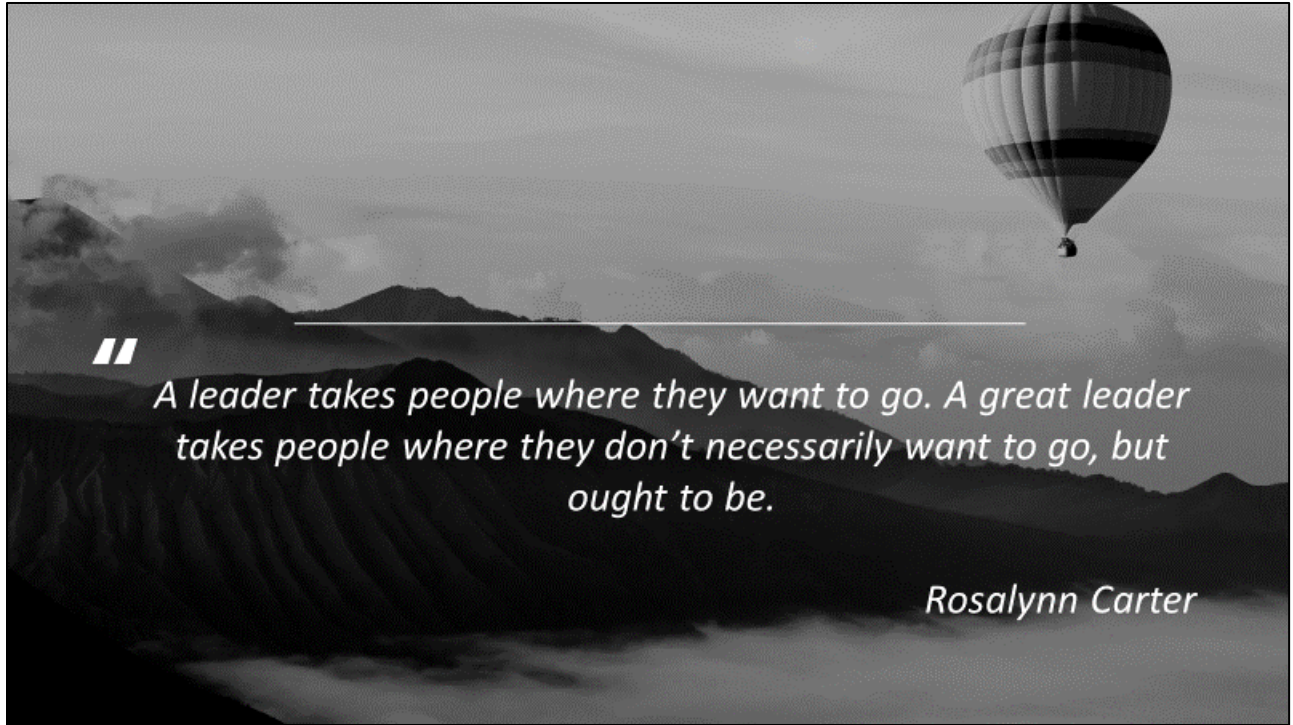
PowerPoint Slides

Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.
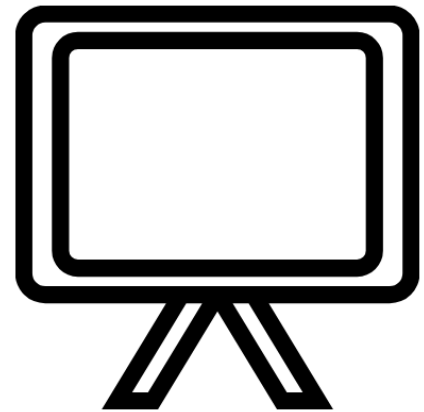
> " A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.

Rosalynn Carter

Leading With Purpose

Leadership is a dynamic force that has the power to motivate, inspire, and guide people towards achieving their goals, as well as creating positive change in the world.
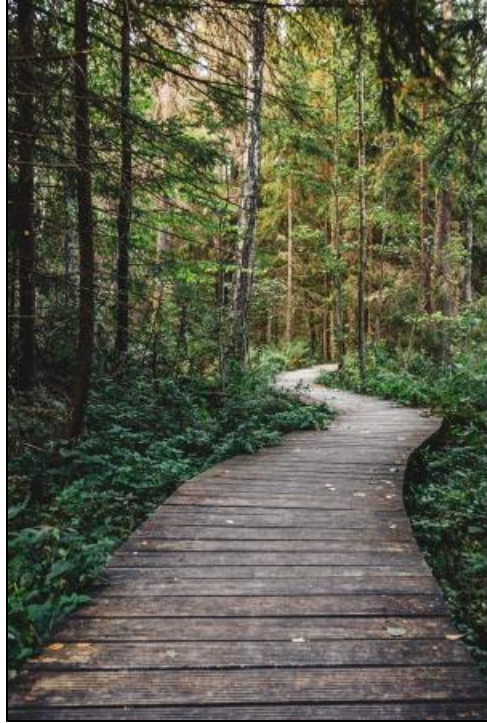
Women in Business

Despite challenges such as gender bias or the lack of access to mentorship still existing today, women continue to push forward and make their mark on the business world.

The Importance of Female Voices

- "What I have to say is of value. My voice matters."

- "I am resilient."

- "I am not alone."

Inclusive Leadership

Open communication	Self-awareness
Accountability	Continuous learning

Qualities of Successful Leaders

A great leader can adapt to changing circumstances, and take calculated risks.

Achieving Gender Equity

When equity is not achieved, human potential is limited and systemic inequalities persist.

Practical Illustration

- Women in Business
- The Importance of Female Voices
- Inclusive Leadership
- Qualities of Successful Leaders
- Achieving Gender Equity

Module Two: Review Questions

1. Which of the following statements is true regarding women's leadership in the workplace?

A. Women leaders are known to be less effective than male leaders

B. Organizations with gender diversity in leadership roles tend to have a more negative workplace culture

C. Women are often overrepresented in many industries

D. Gender diversity in leadership roles tends to lead to a more positive workplace culture

Quick Reference Sheets

Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Leadership Development for Women
Quick Reference Sheet

Women in Business

Women in business are a powerful force. As executives, entrepreneurs, and leaders, women have brought their unique perspectives to the table and proven to be highly successful in these roles. Regardless of their opportunities and roles being limited, women have been involved with business in many capacities for centuries. Women began to enter the workforce in large numbers in the early 20th century. During World War II, they were encouraged to enter the workforce in order to fill the labor shortage that was left by men who were serving in the war. Although there were significant gains, it was not until the second half of the 20th century that women began to break down substantial barriers and receive greater access to leadership positions. Women are now a part of every division of the economy, making notable contributions all around the world.

Inclusive Leadership

Imagine a workplace where every person feels heard, valued, and empowered to bring their full potential to work- that's the power of inclusive leadership. Inclusive leadership is a leadership style that seeks to create a culture of belonging. It embraces diversity, promotes fairness and equity, as well as fosters a collaborative work environment for every individual to thrive. This leadership approach recognizes that leadership is not only about the individual leader, but also about creating a welcoming and supportive environment for everyone, regardless of their gender, age, race, religion, or other characteristics. When leaders prioritize inclusivity, they create a workplace culture where women are respected and valued.

The Value of Women's Leadership

Women in leadership roles are powerful agents of change. As the business world is continuing to discover the transformative power of women's leadership, it is becoming increasingly evident that this inclusion of women in these positions leads to greater success within an organization. Women leaders help to break down gender barriers and stereotypes to women's advancements, as well as drive innovation and collaboration. They contribute unique perspectives and bring a wealth of skills to the workplace. Through supporting women's leadership, we can work to maximize the potential of almost half of our population. In a world that needs innovative and compassionate leadership, it's essential to promote and encourage women's leadership to help shape a better future for everyone.

Women's Leadership will help to create:

- Mentors and Role-Models

- Diversity of Experience and Thought

- Collaboration

- Empathy and Inclusivity

- Enhanced Reputation

Gender-Based Barriers

Gender-based barriers are the obstacles that individuals face due to their gender identity. They can manifest in a variety of ways, such as through a lack of support, discrimination, and unconscious bias. These barriers do not only limit opportunities that are available to women in the workplace, but they also prevent organizations from benefiting from the diverse perspectives that women can bring to the table. It's important to acknowledge that these barriers exist, in order to explore strategies to overcome them to create inclusive workplaces that celebrate women's leadership.

Building on Strengths

A powerful tool for women to gain confidence in leadership positions is the ability to recognize, embrace, and build on personal strengths. This involves identifying one's unique skills, and using them to their advantage or fullest potential. There are many personal strengths that are valuable for leadership positions, including emotional intelligence, creativity, integrity, and communication skills. When we focus on the strengths we possess, we are more likely to succeed. Additionally, this will also encourage us to overcome any negative self-talk or feelings of self-doubt that may be holding us back.

Consider the following questions to gain a greater sense of self-awareness:

- In what areas have I received positive feedback?

- What are my unique skills, abilities, and talents?

- What do others say are my areas of expertise?

- How have I used these strengths in the past?

- How can I use my strengths to motivate my team towards shared goals?

Leadership Networking

In today's fast-paced business environment, building a prosperous career in leadership requires more than just effective management skills. Developing a strong professional network is a key aspect of leadership development, particularly for women in leadership positions. Leadership networking is the process of nurturing connections and professional relationships with other people who share similar interests or industry affiliations. Its aim is to gain resources, support, and valuable insights to help one another grow as a leader, as well as advance their career. Networking is especially important for women leaders, to help them break through the glass ceiling and gain visibility in their respective fields. By harnessing the power of leadership networking, everyone can connect and collaborate with each other to help them to achieve their full potential.

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Handouts

Each course is provided with a wide range of worksheets.
Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.
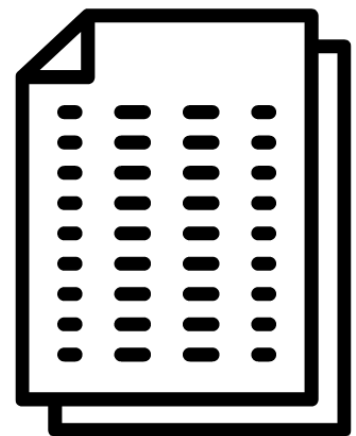
Sample Worksheet 1

Building Inclusive Leadership

Inclusive leadership is a leadership style that seeks to create a culture of belonging. It embraces diversity, promotes fairness and equity, as well as fosters a collaborative work environment for every individual to thrive. In the space below, reflect on your personal values and how they align with inclusive leadership.

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Icebreaker: My Leadership Journey

PURPOSE
To introduce and facilitate reflection on individual leadership journeys, while promoting discussion of shared experiences among trainees.

MATERIALS REQUIRED

- Pens or pencils

- Paper

TIME REQUIRED

20 minutes

ACTIVITY

Have participants start by creating a timeline of their leadership journey, highlighting key moments or experiences that have shaped their leadership style. Provide them with a template or a blank piece of paper to draw their own timeline.

Ask participants to break into small groups and share their timelines. Encourage them to ask questions and provide feedback to each other.

Bring the group back together and ask for volunteers to share their timeline and key moments with the group. As a group, discuss similarities and differences in the journeys and experiences shared.

Conclude the activity by emphasizing the importance of reflecting on one's leadership journey and learning from the experiences that have shaped it. Encourage the trainees to continue to reflect on their leadership journey as they move forward in their careers.

NOTE

To adapt this icebreaker for virtual training, randomly assign participants to breakout rooms to discuss their leadership timelines. After the small group discussions, bring everyone back together for a larger group discussion to share topics discussed.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.
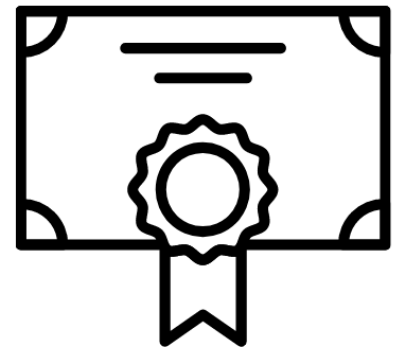
CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Leadership Development for Women

Awarded this _____ day of _____ e _____, 20 _____

_____

Presenter Name and Title