

Empower Series NY Workshop Notes

Team #1: Promotions

- Focus on finding mentors and learning to self promote
- Get face-to-face time with executives to get to know them on a personal level (add time on their calendar, even if it's only a few minutes, come with an agenda, and state goals)

Team #2: Work/Life Balance

- Women (and men) need to set boundaries and expectations (around time at work, contacting after hours)
- Shut off your phone and computer when you're home
- Lead by example (encourage vacations, lunch breaks, and don't expect the team to take time off if you don't)
- Push your company and employees to be flexible and reward flexibility

Team #3 Managing Up/Down

- For managing down, give ownership of projects from beginning to end (reward risk)
- Build personal relationships with management and employees (take time to go to lunch or connect outside of work)
- Communicate both ways - focus on individual skills and personal development

Team #4 Recruiting

- Interesting fact: women don't spend time on job boards (find other methods of advertising job openings)
- Women prefer face to face interaction for jobs and have more confidence with it
- Look for job fairs, regional events and groups (NAWIC)
- Think like sales and actively pursue each candidate and tailor your approach to their interests

Team #7 When do you draw the line?

- For inappropriate comments - there are consequences for both ignoring and acknowledging (consider which is worse, which sends a stronger message)
- Use tactful communication - determine who should address each issue
- Fond reinforcement - chances are there are others who also found the comment or behavior to be inappropriate (get them to stand up for you when they see it)

Team #9 Negotiating salary increases

- Know your worth, your skills, and be able to communicate your value (use sites like Glassdoor for salary references) using the right tone and timing
- Consider your job description vs. what you are actually doing
- Remind people of not only your achievements, but what you're capable of
- Do the job you want (even before you get the title)

Team #10 Responding to gender insults

- When told to work on your delivery and tone, use active listening and don't be afraid to ask questions and challenge your colleagues

Team #11 Changing the conversation

- Don't let colleagues treat you as if you are in an administrative role
- Say no, be direct and redirect when needed

Team #12 Engaging men in the conversation

- Point out specific moments/conversations when you engage them so that they can start to identify problematic behavior or opportunities to promote/stand up for their colleagues
- Focus on getting a diverse skillset (use the Strengthsfinder test)