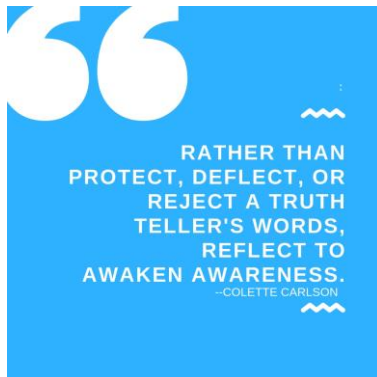


Truths Female Leaders Need to Know

At the heart of every sale, every interaction between a leader and a team member, every conversation with a customer.... is a connection. Make yours count.

Executive Presence: _____

Awaken Your Awareness



Reflect:

What gift of truth do I need to acknowledge to grow both myself and my team further faster?

How can I best hear and acknowledge a truth teller?

How can I be more proactive in soliciting feedback from those I lead?

Speak Your Truth

Speaking Your Truth is NOT Speaking Your Mind!

1. Speaking Your Truth is alignment of your thoughts, words and actions
2. Speaking Your Truth is clear, sincere, respectful communication

Assertiveness shows **respect** to you AND others. It's a core belief we are equal as human beings regardless of job title, status, or life experiences.

Use Assertive, Whole Messages. (DEAL™)

1. Describe Data (facts, not interpretations, evaluations or opinions)

Stick with observable facts to confront issues, not people.

You were disrespectful to that individual (evaluation)

You interrupted that person mid-sentence (fact, observation)

2. Express Emotion (*concerns, surprises, puzzles, uncomfortable*)

These four words lack judgement, shaming or blaming.

3. Ask Assertively

Tell people what you want, rather than what you don't want, to create a compelling vision.

4. Listen & Learn

Listen without judgment. Come from a place of curiosity and compassion.



When you DEAL™, you Eliminate Aggressive Language: *You did not follow the correct procedure!*

DEAL™:

D: *There is a process we must follow in this situation.*

E: *This concerns me as it could create liability (a serious challenge) for us.*

A: *I need your commitment that you'll follow the process without exception.*

L: *Can we work together on this? or Do you need additional training?*

Unmet Deadlines:

DEAL™:

D: *In order to make the deadlines for (_____), I need yours by (when).*

E: *I'm uncomfortable having to ask again because we've had this conversation before.*

A: *Again, I need it by (when).*

L: *How can we prevent this situation from reoccurring?*

- When you DEAL™:
 - One message at a time
 - Right place, right time
 - Prepare. Preparation creates calm and confidence.

DEAL™ Option:

D&E: When you _____ I feel _____ because _____.

A: Moving forward I would like _____.

L: I'm open to hearing your ideas, thoughts and feelings.

BEFORE Speaking Your Truth:

- Be clear on your intention
- See the outcomes you desire
- Choose your words wisely - DEAL™

DURING Speaking Your Truth:

- First, connect with warmth
- Align your voice, body language and words
- Come from a place of curiosity and compassion rather than judgement or blame
- Stay present and calm. Relate before you react

Show respect through word choice.

Instead of, *You SHOULD have...*

-I would appreciate if...

-A technique I've found useful is...

-Have you considered...

-Perhaps this may be more effective...

Instead of, *Yes, but,* use, *Yes, and...*

AFTER Speaking Your Truth:

- Let go of the outcome, and celebrate the fact you Spoke Your Truth!
- Reflect on your conversation. Is there anything you would have done differently to create more of a connection?



Reflective Questions - Past:

1. When was the last time I wanted to speak up, but didn't?
2. What stopped me from speaking my truth?
3. What did it cost me in time, energy, money or sanity to remain silent?
4. Was it worth the price I paid to remain silent?

Reflective Questions – Current:

1. Where do I need to be more assertive in order to be more effective on the job?
2. Who do I need to have a conversation with moving forward that I've been postponing?
3. Will this conversation further my ultimate objective or is there an alternative way to accomplish my goal?
4. How can I best say what needs to be said while still remaining respectful and real?
5. I commit to having this conversation with _____ by _____.

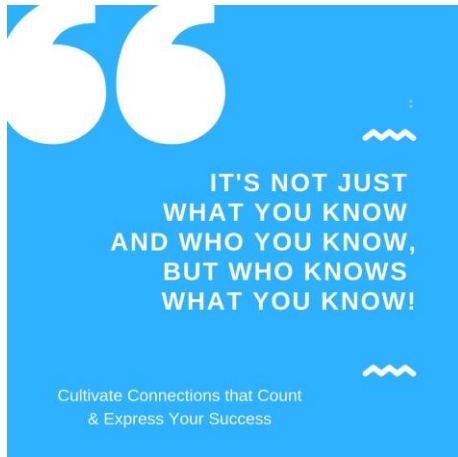
ASK for What You Need to Succeed



- Remember, the answer is always “NO” if you don't ask
- Do your homework to set yourself up for success
- What do you need to ask for to move your career forward?
- What do you need to ask for to create greater connection with self and others?

Cultivate Connections that Count & Express Your Success

Catalyst.org study *Myth of the Ideal Worker* states, "The women who did more to make their achievements known advanced further, were more satisfied with their careers and had more compensation growth."



My Mini Board of Directors:

WHO: Anyone that has the influence to advance your career or hire you.

WHAT: Keep the bottom line on top of your mind! Milestone on a project, streamlined a system, finished a deliverable, project or case ahead of schedule, cost impact/savings, article, award, achievement, additional training, challenge you've solved, progress against personal, quarterly goals.

WHERE: Everywhere! Some moments will be organic, such as when you run into someone in the elevator or break room. Other moments will be inorganic, such as meetings, networking functions, events, conferences to include all elements of social media. **Show up!**

HOW:

- **Here's what we did, here's the result, here's how it benefits (our client, customer, colleagues, or bottom line).** *By outsourcing the research we saved \$25K and completed it 3 months faster than originally estimated.*
- **Dollarize It:** *We had exposure of over \$10 million in connection with the unemployment claims made. X% of claims have been resolved totaling \$250K out of pocket resulting in a savings of \$9,750,000.*
- **Use Numbers:** *In my 10 years as a project manager, I've worked on (#) product launches, and I've always found...*
- **Milk the Moment:** *I so appreciate you noticing as that report took a tremendous amount of time and effort, and truly allowed me to leverage my strengths of bringing diverse teams together.*

For more information on Colette's customized programs, visit www.ColetteCarlson.com.
Copyright 2018. All Rights Reserved. Reproduction Without Permission is Prohibited

Too often we think we have a strong network, when it turns out we simply have a big network.

1.

Questions to Consider:

1. Who has the influence to advance your ideas, agenda or career?
2. Who can directly hire you or introduce you to someone hiring?
3. Who seems like they are on the fast track to success?
4. Who has a strong expertise in an area of interest?
5. Who always seems to be in the right spot at the right time?
6. Who has worked within an organization for a healthy amount of time that knows key players?
7. Who do you enjoy being around that is also attached to your career?

2.

Connections must include:

- Sponsor** - Due to implicit trust built through directly experiencing your excellent work and character, sponsor advocates on your behalf.
- Mentor** - Mutually-agreed upon relationship, often initiated by either party, to support professional awareness and provide guidance.
- Octopus** - Highly likeable, key player who has tentacles everywhere inside and outside of an organization.

Consider Connections:

Internal/External of your organization
Local/Regional/National/Global

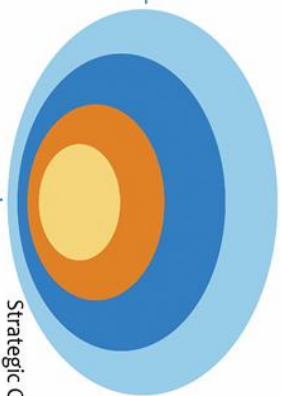
Brainstorm Possible Connections:

Board of Directors, Senior Level, Department Heads, Sponsors, Mentors, Peers, Colleagues, Admins, Predecessors to your role, Company Alumni, Clients, Customers, Suppliers, Vendors, Associations, Networking Groups, Charities, Pro-Bono Work University Classmates, Professors, Sororities, Alumni Neighbors, Teachers, Coaches, Church

4.

Next steps:

1. Look for the gaps. Is your network as strong as it needs to be to support your growth?
2. Identify one individual you already know to commit more time and energy with this quarter.
3. Identify one networking opportunity you will attend this quarter. Remember to think before you link.
4. Identify one individual who can make an introduction and ask for their help.
5. Be a give-getter, rather than just a go-getter, every step of the way.



3.

Steps to Complete Your Strategic Connections Map:

1. Thinking through the filter of the 7 Questions to Consider, brainstorm and write down every individual's name that comes to mind from the Consider Connections section.
2. After completing your list, turn to the Strategic Connections Map. Write each individual's name on one of the four levels depending on the current depth of your relationship. For example: Write someone's name you know well, have a close, deep relationship with in the innermost, light-orange circle.
3. Circle individuals' names who might fit the sponsorship, mentorship and octopus roles on your map.

2016 © Speak Your Truth, Inc. Reproduction Without Permission is Prohibited

