

Syllabus Main Page

Contents

1 Overview

2 Enrollment Phase

2.1 Time commitment: 1 hour per week

2.2 Detailed Week by Week Breakdown of the Enrollment Phase

3 Virtual Kickoff Phase

3.1 Time commitment: 2 - 3 hours per week

3.2 Detailed Week by Week Breakdown of the Virtual Kickoff Phase

4 WLE Month One: Coaching Foundations

4.1 Time commitment this month: 6 hours

4.2 Seminar #1: Coaching Foundations and Group Formation

4.3 Board of Directors: BOD1 - Members A & B

4.4 Week by Week Breakdown of Work & Meetings

5 WLE Month Two: Leading From Strengths

5.1 Time commitment this month: 8.5 hours

5.2 Seminar #2: Leading From Strengths

5.3 Board of Directors: BOD2 - Members C & D

5.4 Week by Week Breakdown of Work & Meetings

6 WLE Month Three: Visibility

6.1 Time commitment this month: 9 hours

6.2 Seminar #3: Strongest Self Debrief // Visibility Project Kickoff

6.3 Board of Directors: BOD3 - Members E & F

6.4 Week by Week Breakdown of Work & Meetings

7 WLE Month Four: Developing Relationships

7.1 Time commitment this month: 11 hours

7.2 Seminar #4: Visibility Project Debrief & Relationship Mapping Kickoff

7.3 Board of Directors: BOD4 - Members A & B

7.4 Week by Week Breakdown of Work & Meetings

8 WLE Month Five: Transforming Habits to Achieve Goals

8.1 Time commitment this month: 9.5 hours

8.2 Seminar #5: Relationship Mapping Debrief // Transforming Habits to Achieve Goals

8.3 Board of Directors: BOD5 - Members C & D

8.4 Board of Directors: BOD6 - Members E & F / Model Transition Plan

8.5 Week by Week Breakdown of Work & Meetings

9 WLE Month Six: Celebration

9.1 Time commitment this month: 6.5 hours

9.2 Seminar #6: Final Celebration

9.3 Week by Week Breakdown of Work & Meetings

Overview

This syllabus presents a detailed framework for Conspire Coaching's Women Leaders Emerging Coaching Circle for mission-driven women. In the program, members develop a personal and professional strategic plan for their upcoming life and career chapter. The blend of individual and group coaching supports members in developing their plan and implementing the goals set in the plan.

The program has three phases:

- **Enrollment Phase:** New members complete the steps to ensure they are clear on the expectations of this group, that they are in full agreement with these expectations, and that they are prepared to fully participate. WLE is a significant commitment that depends on each member's full participation.
- **Virtual Kickoff Phase:** The group convenes via Google Hangout for a live kickoff meeting that helps establish a sense of group and lays out the work of this phase. In the weeks following, members complete a series of coaching exercises to help develop their individual personal and professional strategic plans. Members also participate in a series of one-to-one conversations with each other and with their coach to lay the foundation for the next phase. Members have **two required one-to-one coaching sessions** with their coach during the Virtual Kickoff Phase and the first month of group work.
- **Group Work Phase:** There are six months of group work (outlined in the detailed syllabus below). Each month starts with a seminar, includes weekly coaching assignments, and includes one Board of Directors evening. Over six months, there are a total of **20 live contact hours of group work**, including the following:
 - Seminars present coaching frameworks that support the successful implementation of the goals set out in the strategic plan. Seminars are: Coaching Foundations, Leading From Strengths, Developing Visibility, Developing Relationships, Transforming Habits to Achieve Goals, and Final Celebration. In addition, there is a Virtual Kickoff and a Model Transition Plan presentation. Each seminar (including the Virtual Kickoff) is 90 minutes, with the exception of the Final Celebration (2 hours). **Total live seminar contact hours: 11.**
 - The seminars prepare members to participate in themed coaching work throughout the month. Participants should plan for 1-3 hours of coaching work each week, including exercises, one-to-one coaching, and co-conspirator calls, as detailed in this syllabus.
 - Board of Directors (BODs) evenings are WLE's signature peer-coaching format in which members take turns serving as one another's personal and professional boards, fueling the successful achievement of one another's goals. Each member has two opportunities to chair her own board meeting throughout WLE. In addition, BOD sessions start with group coaching, in which each member takes away some wisdom and support. There are six BOD evenings, which last 90 minutes per session. **Total BOD Contact**

Hours: 9

- Co-conspirators. Members meet weekly by phone with a colleague in her WLE group, or her "co-conspirator". These weekly calls support members in being focused on and aware of their goals, progress, and milestones in the process of implementing their plan. Committing to these weekly calls is critical to the structure of the program.

Enrollment Phase

Time commitment: 1 hour per week

During the Enrollment Phase, members are completing essential activities to set up the collaborative work space, confirming their participation through signing an agreement and submitting payment, and completing a few foundational exercises to step into the WLE program with full intention and power. There are no live meetings or coaching sessions during the enrollment phase.

Week by Week Summary

- **Week 1:** Submit Member Agreement & Payment (30 minutes)
- **Week 2:** Submit Profile & Headshot (30 minutes)
- **Week 3:** Submit Values Strings (1 hour)
- **Week 4:** Submit Big Questions & Draft Goals (1 hour)
- **Week 5:** Schedule Round Robin Conversations (1 hour)
- **Week 6:** Get Technology Set Up & Schedule 2 Coaching Sessions (30 min)

Detailed [Week by Week Breakdown of the Enrollment Phase](#)

Virtual Kickoff Phase

Time commitment: 2 - 3 hours per week

The Virtual Kickoff Phase starts with a Live Kickoff Seminar that orients members to one another and to this phase of the program. In the four weeks that follow, members do not meet as a group. Members continue to work on their Strategic Plan, developing their missions, visions, and key career ingredients. During this phase, members also complete Round Robin phone calls, which are 20 minute values-based ice-breaker conversations with each member of the group. During the Virtual Kickoff and Month One, all members complete two coaching sessions with the professional coach who leads their group.

Week by Week Summary

- **Week 1:** Live Kick-Off Seminar (90 min), Complete Mission (1 hr), Round Robin Calls (40 minutes) Set Up Temporary Co-Conspirator Calls (30 min) to take place in Month One and Month Two.
- **Week 2:** Complete Round Robin Calls (60 minutes), Complete Vision (1 hr), One-to-One Coaching (1 hr), listen to group norms and email group responses to questions about norms.
- **Week 3:** Complete Key Career Ingredients (30 minutes), 1st Temporary Co-Conspirator Call **following these instructions**, and submit reflection (1 hr), One-to-One Coaching (1 hr)
- **Week 4:** 2nd Temporary Co-Conspirator Call **following these instructions** and submit feedback (1 hr) , One-to-One Coaching (1 hr), Complete BOD Brainstorm Worksheet (30 min), Read "Coaching Foundations" and email any questions you have to the group in preparation for the upcoming seminar.

Detailed [Week by Week Breakdown of the Virtual Kickoff Phase](#)

WLE Month One: Coaching Foundations

Time commitment this month: 6 hours

Seminar #1: Coaching Foundations and Group Formation

Members will get to know each other as who they are becoming. Members will discuss the concepts of relatedness, being coachable, and asking powerful questions. Members will practice the WLE Group Coaching Model - the Board of Directors (BOD) meeting. Be sure to have read "Coaching Foundations" and listened to the "Group Norms" prior to the session. Please be up to date with all assignments from the Virtual Kickoff and bring any questions about your strategic planning work.

Board of Directors: BOD1 - Members A & B

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.

Week by Week Breakdown of Work & Meetings

▪ **Week 1:**

- Complete 3rd Temporary Co-Conspirator Call **following these instructions** and submit feedback (1 hr),
- **Purchase** StrengthsFinders 2.0 (note: this will be the only purchase for this program).
 - You must purchase a NEW book or purchase a used one AND purchase a **"Top Five Strengths Access Code"** from the Gallup website.

▪ **Week 2:**

- Complete 4th Temporary Co-Conspirator Call **following these instructions** and submit feedback (1 hr),
- Take the StrengthsFinder assessment and submit your strengths by email to your group. Save your report to your group drive folder, "Strengths." (30 min)

▪ **Week 3:**

- Complete your 5th and final Temporary Co-Call **following these instructions** and submit feedback (1 hr)
- Your First BOD Session is this week. Members A & B are up to be "chairs." Chairs will submit your outlines 24 hours in advance. (1.5 hours)
- Schedule a meeting with your Strengths Triad to debrief your StrengthsFinders Strengths. Triad assignments are:
 - Triad #1: Members A, B, C
 - Triad #2: Members D, E, F.

▪ **Week 4:**

- Submit your Monthly Plan by the 1st Sunday of the month.(30 min)
- Meet with your Triads (30 minutes) to answer the following questions, and submit slides summarizing your discussion by Sunday: (30 min)
 - What strengths are shared by members of your triad?
 - What complementary strengths are on your team?
 - What is one way you could each leverage a triad member's complimentary strength to support you in one of your WLE Strategic Plan Goals
 - Create a Google Slides presentation to summarize your conversation and nominate one person to present the slides at the upcoming seminar. Email your slides to your group and save them to your Group's "Strengths" folder in the shared Google Drive. (30 min)

WLE Month Two: Leading From Strengths

Time commitment this month: 8.5 hours

Seminar #2: Leading From Strengths

During this seminar, members will gain a deeper understanding of their individual strengths and how they can form strong teams using a strengths-based approach. Triads will present notes from their discussions about common and complementary strengths. The coach will kick-off the strongest self exercise.

Board of Directors: BOD2 - Members C & D

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.

Week by Week Breakdown of Work & Meetings

- **Week 1:**
 - Seminar: Leading from Strengths (description above). (1.5 hours)
 - Please be sure you have submitted your Triad's slides by the Sunday prior to this seminar.
 - You will receive your co-conspirator match this week. When you receive your match, schedule a one hour call to kick off your co-conspirator relationship.
 - This is Strongest Self Week 1: Compile your list of 20 contacts. **Please follow these instructions** for Week 1. (30 minutes)
- **Week 2:**
 - Kickoff your co-conspirator relationship this week! (1 hour) Meet for an hour to:
 - 1) review **these instructions**,
 - 2) share your three strategic plan goals,
 - 3) discuss how you could support each other on your goals, and
 - 4) set up a weekly meeting schedule. Note: You may find that your first scheduling attempt doesn't work out well. That's ok - just be in communication to figure out a time that does work and commit to meeting weekly.
 - This is Strongest Self Week 2: Collect Your Feedback. **Please follow these instructions** for Week 2. (30 minutes)
 - Members C & D are up to be BOD Chairs next week. Please book a session with your coach if you need support coming up with your topic. Be sure to submit your outline 24 hours before your session.
- **Week 3:**
 - BOD2 with Members C & D as chairs are this week. Chairs will submit your outlines 24 hours in advance. (1.5 hours)

- This is Strongest Self Week 3: Collect Your Feedback. **Please follow these instructions** for Week 3. (30 minutes)
- Meet at your regular time with your co-conspirator. If necessary, support each other with any barriers you are facing in completing your Strongest Self exercise. Often times people feel uncomfortable and resistant to sending out the requests. It's great to explore and encourage each other. (1 hour)

- **Week 4**
 - This is Strongest Self Week 4: Analyze your feedback. **Please follow these instructions** for Week 4. (1 hour)
 - In preparation for next week's seminar, prepare a slide that has three pictures representing: (30 min)
 - 1) the adjective that came up most in your strongest self examples,
 - 2) your "super power" or the strength that you have that you are the go-to person for to solve a particular kind of problem, and
 - 3) what values or beliefs you are most known for.
 - Submit this slide by email and save it to your group's Google Drive folder, subfolder, "Strengths."
 - Meet at your regular time with your co-conspirator. (1 hour)
 - Submit your Monthly Plan by the 1st Sunday of the month. (30 minutes)

WLE Month Three: Visibility

Time commitment this month: 9 hours

Seminar #3: Strongest Self Debrief // Visibility Project Kickoff

In this seminar members will reflect on the strongest self experience and then move into the WLE Visibility Project. During the Visibility Project, members will gain insight into how well their online "brand" is aligned with who they are, what they want, and how they are known among their key networks. Members will embark on a month of updating LinkedIn and other online media to build upon the insights from the Strengths work.

Board of Directors: BOD3 - Members E & F

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.

Week by Week Breakdown of Work & Meetings

■ Week 1

- Seminar: Strongest Self Debrief // Visibility Project Kickoff (description above). (1.5 hours)
- Visibility Project Week 1: Take the tips from the seminar and the checklist provided to update your LinkedIn Profile. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

■ Week 2

- Visibility Project Week 2: Google your co-conspirator to answer the following questions: (30 minutes)
 - How searchable was your co-conspirator?
 - What mistaken identities may be out there
 - What would be the impression a potential employer or team-member might take away after looking you up online?
 - How aligned are her super power, key adjective and beliefs represented online?
- Email your answers to these questions to the whole group by Sunday.
- Meet at your regular time with your co-conspirator. Consider debriefing the online search results and designing actions around what to do with the feedback to improve visibility and alignment. (1 hour)

■ Week 3

- BOD3 with Members E & F as chairs are this week. Chairs will submit your outlines 24 hours in advance. (1.5 hours)
- Visibility Project Week 3: Make changes to LinkedIn and any other online identity in response to your co-conspirator's feedback. Let the group know when your LinkedIn profile has been updated and email the group to let them know about any changes you made to it, or anywhere else online. Have you thought about starting a blog, or developing an online subject matter expertise? This would be a great week to start it!
- Meet at your regular time with your co-conspirator.

■ Week 4

- In preparation for next week's seminar, review the **[Relationship Mapping Instructions](#)**. Email the group to indicate which map you are likely to choose and why.
- Meet at your regular time with your co-conspirator.
- Submit your Monthly Plan by the 1st Sunday of the month.

WLE Month Four: Developing Relationships

Time commitment this month: 11 hours

Seminar #4: Visibility Project Debrief & Relationship Mapping

Kickoff

In this seminar members will spend time debriefing the Visibility Project. Each member will answer the question, "What did you learn from the Visibility Project? What were the key changes that you made?" The coach will then set up the group to do several weeks of relationship mapping work. Members can choose to work on maps to develop influence, to draw inspiration, to create new opportunities, and/or to develop new mentors and champions. Members will also be introduced to the **Well Formed Outcome** model and be support in choosing a goal for the relationship mapping.

Board of Directors: BOD4 - Members A & B

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.

Week by Week Breakdown of Work & Meetings

- **Week 1**
 - Seminar: Visibility Project Debrief & Relationship Mapping Kickoff (description above). (1.5 hours)
 - Choose the goal that will the relationship mapping work will most benefit. For the chosen goal, complete a **Well Formed Outcome** worksheet by Sunday. (30 minutes)
 - Meet at your regular time with your co-conspirator. (1 hour)
- **Week 2**
 - Set some time on your calendar to work on your relationship map. It's not due for three weeks, so consider giving yourself just 20 minutes this week to be sure you get started. (20 minutes)
 - Meet at your regular time with your co-conspirator. (1 hour)
- **Week 3**
 - BOD4 with Members A & B as chairs are this week. Chairs will submit your outlines 24 hours in advance. (1.5 hours)
 - Group reflection by email: How is your relationship mapping going? Have you stuck with your initial choice? Or have you decided to switch maps? How is your relationship mapping supporting one or more of the goals in your strategic plan? Please check in with the group by email to share your experience so far. And remember to reach out for support if you need it. (10 minutes)
 - Meet at your regular time with your co-conspirator. (1 hour)
- **Week 4**

- Submit relationship maps by the Sunday. Update your Well Formed Outcome worksheet to reflect any actions that you identified in your relationship mapping exercise. (2 hours)
- Submit your Monthly Plan to tie these pieces together by the 1st Sunday of the month. It should include actions from your relationship mapping and Well Formed Outcomes worksheet if you choose to work on those actions in the month ahead. If you're short for time, just submit the well-formed outcomes worksheet. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

WLE Month Five: Transforming Habits to Achieve Goals

Time commitment this month: 9.5 hours

Seminar #5: Relationship Mapping Debrief // Transforming Habits to Achieve Goals

We will debrief the Relationship Maps - each member will answer two reflection questions, and then we return to some of the foundational work of WLE: the goals in the Strategic Plan. This is a critical turning point in WLE in which members re-commit to making progress on their goals by the end of the program. Each member will present a slide with her three goals listed and discuss what progress has been made on the goals and what's left to complete by the end of the program. Individuals will hone in on the goal that most relies on willpower and behavioral habits. The coach will then introduce a habits framework and facilitate a discussion about how to work with habit formation to accelerate progress on that goal. Members will self-sort into groups of like-habits to complete the habits work for the month.

Board of Directors: BOD5 - Members C & D

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.

Board of Directors: BOD6 - Members E & F / Model Transition Plan

- If you are member A or B, submit your BOD Outline 24 hours in advance of the session.
- Everyone else should review the outlines prior to the session to be prepared to be a powerful board.
- In lieu of group coaching at this BOD, your WLE coach will present a model Transition Plan. This is a model of the final presentation that you will each give at

the final celebration.

Week by Week Breakdown of Work & Meetings

▪ **Week 1**

- Review the relationship mapping reflection questions prior to the seminar and choose two questions you'd like to answer:
 - What did you take away from the relationship mapping exercise?
 - What are the biggest gaps that you noticed in your relationships?
 - What are the strongest aspects of your existing relationships?
 - What immediate actions will you take as a result of this exercise?
- **Seminar:** Relationship Mapping Debrief // Transforming Habits in Support of Goals (description above). (1.5 hours)
- **Habits work:** Right after the seminar, email the group a list of positive and negative habits that support and detract from achieving your selected goal. Choose the one habit you plan to work with in the upcoming month. Note, for the purposes of this framework, you will choose a negative habit that you are looking to *replace*.
- Meet at your regular time with your co-conspirator. (1 hour)

▪ **Week 2**

- **Habits work - Observation:** This week, in addition to following through with the action items to achieve your goal, you are simply observing (not attempting to change) the negative habit that most detracts from achieving your goal. Members of your habit-group will support each other in **making daily observations using this form**. At the end of the week, your coach will send out all of the habit observations from all WLE members who are participating in the habits work. Deadline: Sunday.
- **Design your experiments:** Based on your observations during the week, identify five habit "reward" experiments to test out this week. Think of rewards as positive behaviors to engage in as alternatives to the "negative" behavior you are trying to replace. See **Duhigg's article** for a more in-depth explanation of what we mean by "rewards" in this context. For more guidance, see **Habits Week I**. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

▪ **Week 3**

- **Habits work- Experimenting with rewards & cues :** This week, hold a space of accountability for the people in your habits group to be committed to conducting the daily experiment and submitting **this form** at least once per day. (30 minutes)
- By Sunday, use what you learned to develop a plan to implement every day NEXT WEEK, to shift your habit during week 4. **See habits Week III for more information and examples** on "plans." On Friday morning, we will send you all of the responses from the whole group from the week. Examine what seemed to work and what didn't, and reflect on what triggered your tendency or desire to engage in the negative habit. Then, come up with a plan

to to try out every day next week. This plan is due Sunday. Your plan should be very specific about how you will set up your day to reduce the triggers and how you will enable choosing the replacement reward over engaging in the negative behavior. (30 minutes)

- BOD4 with Members C & D as chair are this week. Chairs will submit your outlines 24 hours in advance. (1.5 hours)
- In lieu of speaking with your co-conspirator this week, dedicate time to keep your habits group accountable to completing the reward experiments.

- **Week 4**

- **Habits work - Have a plan.** This week, you'll implement a habit plan to practice every day this week. (varied durations)
- Submit your Monthly Plan by the 1st Sunday of the month. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

- **Week 5**

- BOD6 with Members E & F as chairs are this week. Chairs will submit your outlines 24 hours in advance. (1.5 hours)
 - Model Transition Plan. During the first half hour of the BOD session, your coach will present a model Transition Plan, which is an example of what you will present at your group's final presentation.
- Work on your **Mission, Vision & Values** slides for your transition plan & email them to the group by Sunday. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

WLE Month Six: Celebration

Time commitment this month: 6.5 hours

Seminar #6: Final Celebration

Week by Week Breakdown of Work & Meetings

- **Week 1**

- Work on your **Strengths & Goals** slides for your transition plan and email them to the group by Sunday. (30 minutes)
- Meet at your regular time with your co-conspirator. (1 hour)

- **Week 2**

- Work on your **Relationship Map** and Positioning Statement slides, along with a screen shot of your updated LinkedIn profile pasted onto a blank slide, and email them to the group by Sunday. (30 minutes)
- Schedule time to meet with your EWL reflection triads (to be assigned) next week. These triads are made up of people who are not co-conspirators with each other.

- Meet at your regular time with your co-conspirator. (1 hour)

- **Week 3**

- Work on your **Who I am slide** and email this, along with your **entire slide deck**, to your group. Save your presentation to your group's Google Drive. Please be on time so your coaches have time to compile the presentations. Thank you! (30 minutes)
- Meet with your triads. In your triads, please discuss the following questions: (1 hour)
 - What will you each hold on to from your EWL experience and from working with each other? What ways of being and working together would you like to hold on to moving forward?
 - What aspects of your EWL experience and the group are you getting ready to let go of? What feels complete and time-bound?
 - What new ways of being with each other are you hoping to take on, if any, in the next phase beyond the official program?
 - Work together to find areas of agreement for each of these questions, and email these to the whole group by Sunday. Depending on what emerges, we will determine what we need to discuss during the final presentation before moving into the presentations.

- **Week 4**

- Get ready to celebrate! Your group's final celebration is this week. (2 hours)
- Choose your party clothes and beverage. Start thinking about the toasts you'd like to give to each woman in the group. Think about the slides from your presentation that you most want to share. You'll each have FIVE minutes to present plus FIVE minutes for the group to celebrate you, so please be judicious on what you plan to present because we will need to be mindful of time. Trust us - this can go on for hours! We appreciate your help.