



Course Title: Leadership Skills for Women in the Workplace: How to Aim High and Achieve Impact

Course Code: BUS 160W

Instructor: Nita Singh Kaushal

Grade Options and Requirements

- No Grade Requested (NGR)
 - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
 - Students must successfully complete at least three out of eight assignments and contribute to at least three discussions and/or zoom meetings.
- Letter Grade (A, B, C, D, No Pass)
 - Students must complete at least six out of eight assignments and participate in at least five of the discussions and/or zoom meetings.

****Please Note:** If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.*

Weekly Outline:

Week 1: Significance of Leadership and Diversity

As the topic of gender diversity continues to dominate headlines, this session will explore the current leadership climate and the gender differences and hidden biases that exist in today's workplace. We will also preview the comprehensive set of practical leadership skills you will develop throughout this course in order to address these challenges and achieve meaningful impact in your career.

Week 2: Negotiation in the Workplace

This week, we will discuss one of the most popular topics when it comes to developing one's leadership skills: negotiation. We will explore why negotiation is essential for women looking to advance in the workplace as well as share practical tactics on how you can achieve win-win negotiation situations by developing a confident and proactive approach and conducting the necessary research in order to assess your market value and worth.

Week 3: Negotiation Scenarios

In this session, we will discuss effective negotiation tactics for common professional scenarios as well as examine successful real-life examples and scripts you can leverage for your own situations including negotiating compensation, titles, responsibilities, projects, resources, and even perks.

Week 4: Effective Communication in the Workplace

Beyond mastering a strong and confident voice, what does effective communication in the workplace look like? In this session, you will learn how to broadcast, measure, impact, and leverage your efforts and results in order to brand yourself as a true leader in your organization. We will also discuss how you can overcome common biases and gender stereotypes by developing an effective and authentic voice and avoiding common communications pitfalls.

Week 5: Networking

In this session, we will examine the significance of building a diverse network and how you can form strong alliances with mentors, sponsors and influential members across your department or organization. You will also closely examine the health of your professional network and learn concrete methods on how to cultivate, nurture and leverage those relationships in order to accomplish your goals.

Week 6: Working in Teams

As the bulk of modern work is becoming increasingly team-based, it is essential to learn how to effectively work well with others. In this session, we will take a closer look at the common dysfunctions and stages of team development. You will identify specific opportunities for leadership and how to take the initiative to best navigate your team through its specific situation.

Week 7: Time Management

How can you better manage your time in order to optimally solve problems and maximize output? This week, we will discuss best practices and tactics for prioritizing tasks, managing constraints, meeting deadlines and ultimately creating tangible value in the workplace.

Week 8: Stretching Yourself

In our final session, we will explore how you can strategically and creatively work beyond your job description in order to achieve professional and personal satisfaction. We will also learn how to utilize failure as a vehicle for growth and how you can resist contentment and attachment in order to reach your leadership potential.

Tentative Zoom Schedule*:

Weekly; Wednesdays from 12:30 - 1:30 pm Pacific Time

Zoom schedule is subject to change. The live video sessions are recorded; student attendance is optional.