



**Course Title:** Leadership Skills for Women in the Workplace: Advocate for More

**Course Code:** BUS 183W

**Instructor Name and Bio:** Nita Singh Kaushal

### Class Sessions and Recording

Meeting days and times: Wednesday, 12:30pm-1:30pm Pacific, Sep 26 - Oct 28

Meeting location: Zoom (details will be shared with registered students prior to first class meeting)

The class sessions will be recorded

### Course Features:

- Live session
  - Lecture, discussions, and Q&A
  - Requires interaction and active participation
- Assignments & Coursework
  - Course materials posted in Canvas
  - Weekly assignments in Canvas
  - Instructor will provide light comments on assignments

### 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 five weekly assignments and attend or watch three out of the five zoom sessions.
- Letter Grade (A, B, C, D, No Pass)
  - Students must complete at least four out of five assignments and attend or watch all five zoom sessions.

*\*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.*

## **Textbooks/Required Materials**

There are no required textbooks. All required and optional readings will be posted in Canvas.

## **Tentative Weekly Outline**

### **Week 1: The Significance of Advocating for More**

This session will explore the current 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: Mindset and Preparation**

This week, we will focus on how to adopt a winning attitude, improve our mindset, and implement valuable information gathering techniques in order to determine the right target when it comes to various professional situations.

### **Week 3: Positioning for the Win-Win**

In this session, we will discuss specific strategies to promote constructive dialogue and creative problem-solving necessary for achieving desired and mutually beneficial results while reinforcing relationships with key allies.

### **Week 4: Negotiating Scenarios**

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

### **Week 5: Advocating For More in Your Life**

How can you apply the strategies from this course to advocate for more in your life? In addition to more money or a better title, what are other important factors worth advocating for?