Quarter: Winter 2019
Course Title: Leadership Skills for Women in the Workplace: How to Aim High and Achieve Impact
Course Code: BUS 160
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 attend 5 out of the 6 class sessions.
- Letter Grade (A, B, C, D, No Pass)
  - Students must attend 5 out of the 6 class sessions and complete final paper/presentation (to be discussed further in class).

*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.

Tentative 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. We will also discuss effective negotiation tactics for common professional scenarios as well as examine successful real-life experiences.

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examples and scripts you can leverage for your own situations including negotiating compensation, titles, responsibilities, projects, resources, and even perks.

**Week 3: 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 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 4: 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 5: Working in Teams and Time Management**

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. We will also discuss best practices and tactics for prioritizing tasks, managing constraints, meeting deadlines and ultimately creating tangible value in the workplace.

**Week 6: 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 vehicle for growth and how you can resist contentment and attachment in order to reach your leadership potential.

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