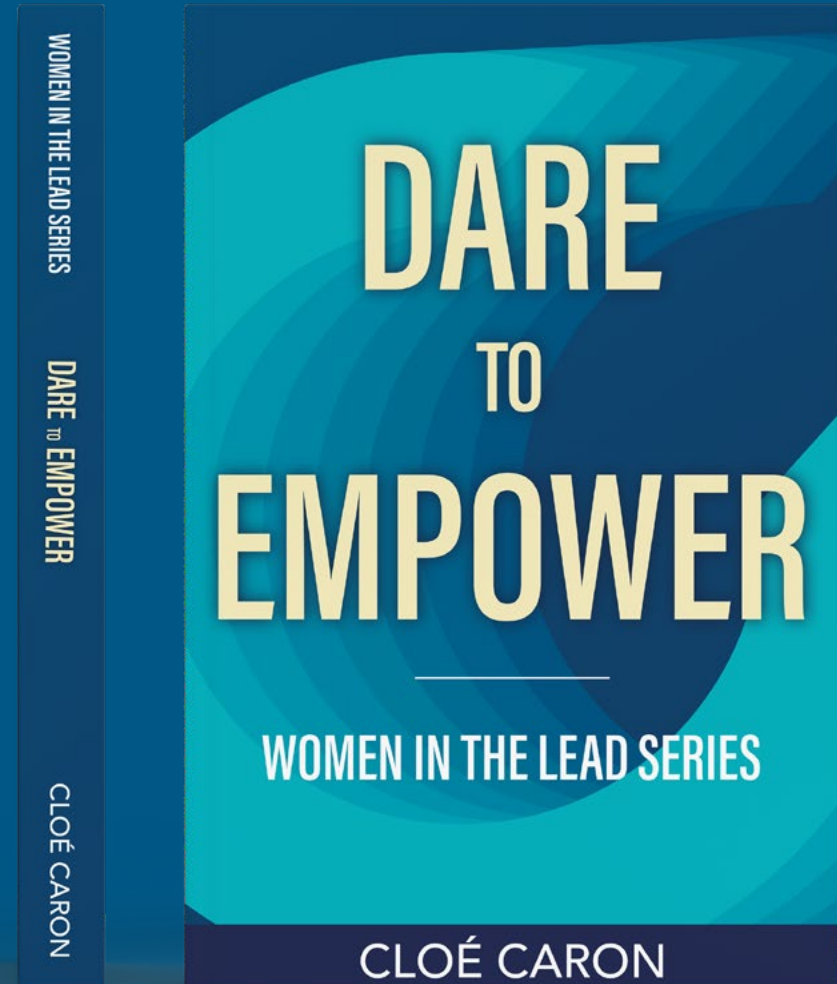




DISCUSSION GUIDE



Here is your practical discussion guide *Dare to Empower*, to facilitate, amongst your team and your organization, a discussion that will inspire women leaders to break free from their unentitled mindset and express their full potential.

Be part of the movement *Dare to Empower* and contribute concretely to a more diverse and inclusive workplace, to a more diverse and inclusive world!

HOW TO START THE CONVERSATION?

You just joined the Dare to Empower movement and you are about to have conversations with your colleagues, employees, managers, your management committee or your board about women leadership?

Here is, to inspire and guide you towards those fruitful conversations, useful questions and talking points so women can start operating the 5 key Dare to Empower shifts. The only thing you need to do is to schedule 1 hour in your agenda, with the right people, so you can contribute to the acceleration of the movement in your organization.

THE 5 SHIFTS YOU WILL EXPLORE IN YOUR CONVERSATION:

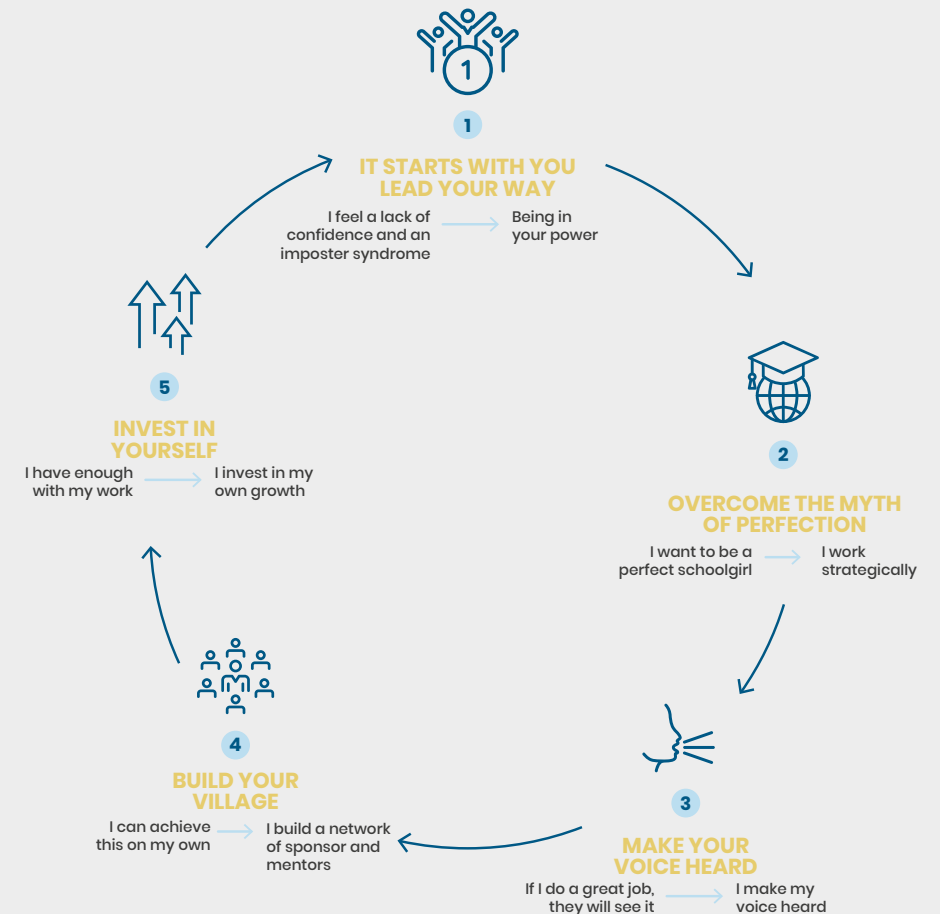
FROM	TO
1. Lack of confidence	Being in your power
2. Wanting to be a perfect schoolgirl	Working wisely
3. Thinking if you do a great job, "they will see it"	Making your voice heard
4. Thinking you can and need to do this on your own	Building your village
5. Thinking you have enough with work	Investing in yourself

Ressources

The book : Dare to Empower, Women in the Lead, Cloé Caron
<https://www.amazon.ca/Clo%C3%A9-Caron/e/B08PZHGL9>

Free online resources : The free membership includes all the tools you need to develop women leadership.
<https://www.o2coaching.ca/>

FROM FEELING A LACK OF CONFIDENCE TO BEING IN YOUR POWER (USING THE IMPOSTER SYNDROME TO OUR ADVANTAGE)





KEY # 1:
IT STARTS
WITH YOU

FROM FEELING A LACK OF CONFIDENCE TO BEING IN YOUR POWER (USING THE IMPOSTER SYNDROME TO OUR ADVANTAGE)

CONTEXT

The Merriam-Webster Dictionary defines the imposter syndrome as “a psychological condition that is characterized by persistent doubt concerning one’s abilities or accomplishments accompanied by the fear of being exposed as a fraud despite evidence of one’s ongoing success”.

The imposter syndrome never goes away. It just appears in more and more complex situations as we gain more and more confidence. It’s actually a sign you are growing. Having that in mind, the idea is not to never feel it- it’s to use the imposter syndrome to your advantage.

Inviting all of us to operate that small mindset shift will challenge limiting beliefs and support women to be confident, whole, complete, and empowered. A limiting belief is a thought or state of mind that you think is the absolute truth (although it is not) and that stops you from doing certain things and achieving your goals.

4 QUESTIONS TO DEEP DIVE INTO THIS KEY IN YOUR CONVERSATIONS

1. When was the last time you had that initial reaction when an opportunity came your way “Am I the right person for it?” Or “I am not good enough?”.
2. On a scale from 1 to 10, how do you rate your overall confidence in yourself? In which area of your life should you strengthen your self-confidence?
3. What important limiting belief do you have about yourself that stops you from expressing your full potential in a specific area of your life? It comes from a voice you have in your head...
4. What is a new belief, a new positive affirmation, you could start using and repeating, as a mantra, to overcome that belief?



KEY # 2: OVERCOMING THE MYTH OF PERFECTION

FROM WANTING TO BE A PERFECT SCHOOLGIRL TO WORKING STRATEGICALLY (FOCUSING ON YOUR **Unique Strategic Contribution-USC**)

CONTEXT

Perfectionism is a disposition to regard anything short of perfection as unacceptable. Many women need to do everything themselves to perfection. They feel the need to be perfect and that anything else is not enough. They fail to see that perfection doesn't exist. When you demand perfection, you demand something that doesn't exist. You obviously can't get it, so it's not an option. I suggest that instead, we aim for progression. Progression over perfection!

By taking the risk of being imperfect, we can start progressing towards working strategically, wisely. We can start working towards putting our focus, time and energy on what really matters for us. The idea is to think about moving from a place where you work hard (for perfection) to a place where you optimize your energy, to produce meaningful results, and to play on your strengths and on your qualities and put forward the **Unique Strategic Contribution (USC)** of your role so that you can make a real difference in your environment.

4 QUESTIONS TO DEEP DIVE INTO THIS KEY IN YOUR CONVERSATIONS

- > In which areas can you let go of perfection to work wisely? And how can you do that?
- > How does it feel to let go of perfection for progression?
- > What are three strategic priorities you must deliver this year and why is it important for you to deliver these priorities?
- > What is your USC? Considering your role, what are the activities/tasks/meetings that can be done only by you to achieve these priorities? What can you eliminate or delegate to put your energy and time on it, where it really matters?



KEY # 3: MAKING YOUR VOICE HEARD

FROM IF I DO A GREAT JOB, THEY WILL SEE IT TO I MAKE MY VOICE HEARD

CONTEXT

No one is an island. We live in a society. We live within a group of people. And people need to know what you're doing and what you're worth in terms of strategic impact. The risks of not having your voice heard are that you diminish your chances of being promoted, growing yourself and your career and you diminish your chances of highly performing and getting the best evaluation possible in your current role.

The shift in mindset we suggest to operate is from "If I do great work, others will notice it" to "I share my ideas and successes with pride." Many women think that doing their job is enough for others to see it, recognize it, and value it. They forget that others don't necessarily see it because they are busy with their own accomplishments. Not to be afraid to speak up, share your thoughts, ideas, your accomplishments, your ambitions, who you are and what you want, and doing it intentionally are a must, not a nice to have! You need to find comfort in talking about and highlighting those successes, goals, ideas, needs doubts, burning questions, feedback, USC...

4 QUESTIONS TO DEEP DIVE INTO THIS KEY IN YOUR CONVERSATIONS

- > What are you already comfortable speaking up about? And what is your area of development in terms of having your voice heard (sharing successes, goals, ideas, needs doubts, burning questions, feedback, USC...)?
- > How do you keep track of your successes? Which contributions and strengths should you voice more?
- > What changes need to be made in your mindset to allow you to see 'these discussions' as a partnership rather than you having to brag?
- > What are new opportunities for you to make your voice heard and what is a next step you can take towards having your voice heard?



KEY # 4: BUILDING YOUR VILLAGE

FROM I CAN ACHIEVE THIS ON MY OWN TO BUILDING A NETWORK OF SUPPORTERS, MENTORS, AND SPONSORS

CONTEXT

Women tend to make 4 mistakes when it comes to building their village : think they can do it on their own – believe it's enough to do their job well – are uncomfortable negotiating their advancement – not aware of the possible supporters. They are so concentrated on “doing their job” that they forget to connect with others informally. And connection is what ignites people to support you.

Good sponsors can improve a woman's career by giving access to key networks, promoting her achievements, positioning her for strategic assignments, helping her close a deal... The invitation is to break free from the misconception that you are begging but rather, you are just being authentic, being real, being who you are. How to do that?

1. Know where you want to go
2. Identify people with whom you have affinities and others who might be able to support you achieve your goals.
3. Be courageous. Don't be shy. Be proactive.
4. Ask for what you want. Open and honest communication is key.

4 QUESTIONS TO DEEP DIVE INTO THIS KEY IN YOUR CONVERSATIONS

- > So far, with whom did you build win-win relations and how did you build them?
- > What would your village say or could they say about your contribution? What do they know about what you're doing and how could they support you having your voice heard?
- > Who can you identify as new sponsors and supporters?
- > How can you share your goals with them and what would be an appropriate approach for you (ex: coffee, email, conversation...)?



KEY # 5: INVEST IN YOURSELF

FROM I HAVE ENOUGH WITH MY WORK TO I INVEST IN MY OWN GROWTH

CONTEXT

Who are you becoming on the journey? The more you invest in yourself, the more you contribute, the more you have impact in your environment and therefore, gain recognition and increase your value in the marketplace and become a greater contributor. Isn't true success who we become in the pursuit of our objective?

You might be thinking "how can I add anything else on my plate?" We are not suggesting you add anything on your plate. We are suggesting being strategic. Let's think about how you can grow so that you can bring even more value without having to do more work. You know the 80/20 rule: Where do you need to spend your time at work so that you have time for yourself?

We are inviting you to take full ownership and leadership of your development. For your success.

4 QUESTIONS TO DEEP DIVE INTO THIS KEY IN YOUR CONVERSATIONS

- › How much time (days, percentage, weekly, monthly, yearly) are you currently spending investing in yourself and your own development? And what are your main resources?
- › How much time should you be spending investing in yourself and your own development? How will you create that time?
- › How can you be more intentional and proactive to fully own your development plan? Which skills do you want to develop, which new ways could you add to develop yourself?
- › What do you commit to doing to continue developing yourself to achieve your desired the next step?



WHAT'S NEXT?

Implement these discussions throughout your organization. Use this discussion guide with colleagues, friends, family... Share it! We can all create together a more diverse and inclusive world!

And if you want more information about our ***Dare to Empower*** book, conference, complete workshops guide, training program or coaching, please contact us. It is such a privilege for us to support women in expressing their full potential!

Send us your feedback and questions to info@o2coaching.ca