WHILE YOU ARE WAITING FOR THE WEBINAR TO START

Please think about:

• What meetings do you participate in?

• What could you do to demonstrate greater leadership in those meetings?
TAKE CHARGE OF YOUR CAREER TRAJECTORY

Led by Jo Miller

6 week group coaching program

Starts July 18, $197.

Register today!

www.womensleadershipcoaching.com
Leading Meetings

Luann Pendy, Vice President, Global Quality, Medtronic
Jo Miller, CEO, Women’s Leadership Coaching, Inc.
JO MILLER
CEO, Women’s Leadership Coaching, Inc.

• Specializes in helping women break into leadership in industries that have been traditionally considered 'a man's world', such as technology, finance and energy.
• Since 1998, has developed and implemented leadership development programs that have benefited women worldwide.
• Delivers over 60 speaking presentations annually to audiences of up to 1200.
• Has traveled widely in Europe, North America, Asia Pacific and the Middle East to deliver programs for women’s conferences and corporate women’s initiatives.
LUANN PENDY, PH.D.

Vice President, Global Quality, Medtronic

• Oversees all global quality operations.
• Joined in 2008 as the VP of Corporate Quality.
• Previously served as Corporate Vice President of Global Quality and Regulatory Affairs at Hospira, Inc. Spent 17 years at Abbott Laboratories, where she held several leadership roles in technical product development and quality.
• Received her Bachelor of Science degree from the University of Michigan and Doctorate of Philosophy in Immunology from Rush University in Chicago, Illinois.
• Co-founded the Hospira Women’s Network. Executive sponsor for the Medtronic Women’s Council, which shares best practices among the company’s various women’s networks worldwide. Co-created the Medtronic VP Women’s Council.
#WLCwebinar

@Medtronic

@jo_miller

@womensleadership
Why is it important to be skilled at leading and participating in meetings?
“Meetings are how we get work done. There are very few jobs where you get it done yourself.

If you’re not effective in meetings, you’re not solving business problems.”

- LUANN PENDY
“Meetings are your greatest opportunity to be visible and show your organization what you bring to the table.”

- LUANN PENDY
How did you become so passionate about this topic?
Preparing for a promotion.

Got coaching and 360 degree feedback.

Feedback: “You are very quiet in meetings.”
You have to make sure your VOICE is heard.
IN THIS WEBINAR

I. Leading meetings
II. Having your voice be heard in meetings
Leading Meetings
What are the common and uncommon tips for leading meetings effectively?
COMMON TIPS

- Be organized
- Have an objective and an agenda
- Have the right people in the meeting
- Make sure everyone is involved
- Reserve time to de-brief at the end
- Follow-up with meeting notes, actions, deadlines

“Don’t underestimate the stuff that everyone knows.”
## UNCOMMON TIPS

- Read the body language of people in the room
- Manage outspoken individuals
- Recognize the meeting derailers
- In the Blackberry age, keep people engaged 100%
- Stand up
- Don’t schedule the whole hour
- **Your engagement and enthusiasm will set the tone**
Having your voice be heard in meetings
HAVE YOUR VOICE HEARD
Be prepared

Know your role, the purpose of the meeting, and what’s expected of you.

Make sure you fulfill that role.
Speak up

Have the courage to speak up and be willing to make a comment or ask a question.

Don’t ask for permission to speak.
Be brief and concise

Be prepared

Speak up

Be brief and concise
Be aware of meeting etiquette in your company
Be present

Sit at the table. Lean forward. Elbows on the table.
HAVE YOUR VOICE HEARD

- Be present
- Be prepared
- Be aware of meeting etiquette
- Speak up
- Be brief and concise
Meetings are important opportunities for networking.

What are some ways to network effectively in meetings?
• Make it work to your advantage.
• Bring your elevator speech
• Do not make the person you’re networking with feel intimidated or like you are asking for a job.
What should I do if I’m an introvert?
• Extroverts think outward, introverts think inward.
• Challenge yourself to participate.
• Be prepared, know your role, and know when to speak up.
• If you need to take time to processing in your head while the meeting moves on, can you take it backward?
IN THIS WEBINAR

I. Leading meetings
II. Having your voice be heard in meetings
RECOMMENDED

Lean In
Sheryl Sandberg

How to Say it for Women
Phyllis Mindell
Closing thought
BREAKOUT CAREER MOVES

Tuesday, August 27, 2013

If you’re ready for your next big career move, don’t wait for it to find you. In this webinar, learn how to create opportunities to do what you’re great at and passionate about. Hear from women executives who have successfully defined their careers by creating their own high-profile projects, stretch assignments, and customized roles.

Guest speakers: Nehal Mehta, Director of QA, NetApp, and Sara Sperling, Head of Diversity, Facebook.
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Click *Member Log-in*
DISCUSSION QUESTIONS

• What meetings do you lead or participate in?

• What will you do to be more effective when leading meetings?

• What will you do to be more effective at speaking up in meetings when you’re not the leader?