

Course Introduction And Lesson 1

By Katie K. Snapp
www.SkirtStudies.com

INTRODUCTION

Welcome!

"We don't see things the way they are. We see things the way we are."

Quoted by lots of people, including Dr. David Krueger

Imagine looking at your improvement process as something that was more about *you*, and what was *natural* for you. What if it were a course that replaced the "what is expected of me" approach with finding out those skills that are innately you? Seems like that would result in a challenge of the status quo of an ordinary workplace by letting you be yourself.

The other power that comes from this online course is its incremental method. We often take on the journey of improved leadership by disappearing into a class for a few days, or reading a book on leadership on weekends. But incremental and experiential is the best way. You will immediately see progress toward leadership skill-building, and this one with a woman's flair in mind.

What got us here?

It took me almost four decades to realize the power in being different. And it wasn't that I was formerly a conformist. I certainly wasn't a contortionist (except for that one time in college) It was just that there seemed to be ways to stick out. And then there seemed to be ways to STICK OUT.

How about you? Ever felt like you were repressing a natural reaction for the sake of being appropriate? Ever felt like you wanted to take a minute to make a decision and ask what other people felt, but thought it would be considered too "soft" of an approach? Ever felt like you wanted to express your true emotion about how something may have affected you, but instead you withheld your emotions. If so, then you have likely adapted to a workplace that is not gender-balanced. At what cost?

Consider how many groundrules and expected behaviors are performance-limiting or male-oriented, right down to the professional attire of a suit! Personally, I think we have been repressing ourselves. Let's get unleashed!

So, this online course is for you and we are thrilled to have you here with us! We have specifically written it with a "woman's touch," knowing that our feminine traits are often the ones most needed in the workplace. I won't apologize for my demented humor that you see scattered in the lessons I suppose it is a part of me unleashing myself, and I figured it keeps you on your toes.

Course Outline

- Weeks 1-4 *Inspiring*
- Week 1 Getting' Your Skirt On: Assessing Your 16 Feminine Leadership Strengths
- Week 2 I am Woman: Settin' Some Goals around your Strengths
- Week 3 Time: That's All I'll Say – Time Management
- Week 4 Get Out! Being Well-Rounded with Community Activities
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- Weeks 5-8 *Stretching*
- Week 5 Design Others: Serving as a Mentor
- Week 6 You're All Talk: Improved Communication Skills
- Week 7 How 'Bout You? Expecting? Setting Guidelines for Healthy Relationships
- Week 8 Creative? Who Moi? Creativity Week!
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- Weeks 9-12 *Reinforcing*
- Week 9 Positively Marvie, Dahlink! Giving Positive Feedback
- Week 10 Not S'Much: Giving Corrective Feedback
- Week 11 Critical People: Assess 4 Relationships
- Week 12 Your Leadership Compass and Graduation Celebration!

Some things to know

- 🚩 Most lessons take around 30 minutes to complete. Some may need more time for integration into a routine. All will challenge you to weave the skill or awareness into your daily life, both worklife and personal.
- 🚩 Commit to at least a half-hour each week to read through and begin these lessons. It is designed for that. Plan a time for yourself, perhaps a Monday morning pre-planned coffee break. Time set aside just dedicated to you.
- 🚩 Some weeks are more laborious than others. Many lessons are quick and easy. You may see a few repeats for reinforcement.
- 🚩 If you get behind, do not beat yourself up. We women are SO good at that... and it is one of the habits we are trying to break. Simply catch up when you can, or slide your assignments a week.
- 🚩 These techniques are based on solid, well-used leadership models that work for women, but every person is different. But please adapt it to best suit *your* needs.
- 🚩 I will be using the term “RINGY-dINGY” as a way to indicate a bell that is going off in your head. Not the bells and voices that you normally hear prattling on, but one to signify that you just read a good point or thought of something you may want to take action on. Items that come up throughout the course that you want to remember or task for yourself. Consider it your “aha”s, or the “short list” of things that are working best for you. You can track your your RINGY-dINGY’s at the end of each section.
- 🚩 Another tool we plan to use is the CHICK CHECK. I want you to confirm how you are tasking yourself with the assignments. Are you answering based on how you would be expected to answer, or true natural instinct? Are you answering with your female posture? What traits are feminine that are strengths for you that come into play with the topic at hand?
- 🚩 Like what you see? Then keep updated with the mother ship. Visit us at Lead, Learn, Lighten up, <http://www.LLLU.com> for a great complement to your Skirt Studies course.
- 🚩 Send us feedback! We value it tremendously. This is round one for the *Skirt Studies* guide, and any ideas for future changes are greatly appreciated. Our email is at the bottom of every page.

Learn, Lead,

Live it up!

Charm Bracelet



Earn Your Charm

We assume you are charming, and my goodness you definitely will be after 3 months of fabulous skill-building with the outside world. So, why not have something to show for it? Once you've started your charm bracelet, you can add custom-made charms to it as a way to reward yourself and acknowledge the progress you have made. (how fun does THAT sound?). After all, what woman doesn't like a little bauble around her wrist?

We will keep you advised of the options for building that charm bracelet. Stay tuned.

Gittin' Your Skirt On

Yeah, it's an adaptation of "Get your freak on." And I have no idea what that means. Whatever. I have adapted it to mean "get ready."

It is important for you to have a little time to consider *why* you have chosen this leadership journey. So for Lesson 1, please spend a little time on the questions below. Don't be in a hurry. Like a fine Bordeaux, women improve with age. And okay, you can substitute the wine of your own choice in there

What do you hope to achieve by progressing through Skirt Studies?

What time each week would you like to dedicate to downloading your lesson and reading through it? We recommend allotting *at least* 30 minutes in your calendar each week - protected, uninterrupted time. This is invested time to work on you, and one that will come back to you in multiples.

Day of the week you plan to read and work through your *Skirts* lessons:

Time of the day:

Self-commitment – I certify that I will put these appointments on my calendar

(this is called zipping up your skirt)

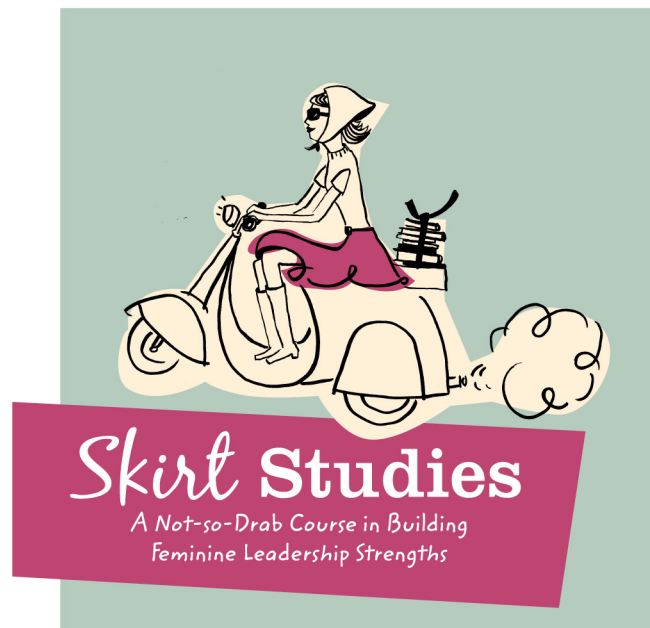
Your signature

What roadblocks might get in your way?

If so, name him. Er .. I mean name it.

How can you plan against these roadblocks?

At the end of three months, what would you like to do to reward yourself on your achievement? (Hint: the charm bracelet program is a good start)



Lesson #1

Gittin' Your Skirt On

By Katie K. Snapp
www.SkirtStudies.com

Welcome!

Women's Leadership Traits

This Week's Objectives

We will overview my list of women's leadership traits, get comfortable with them, and assess where you may fall in strengths and weaknesses.

Katie's List

The following page is a list of character traits that tend to run high in women. All of these fit nicely into a well-balanced and healthy workplace. I know that does not mean *your* workplace necessarily has them. And if that is the case, then let that be a hint to you ... something that may be a great area of growth for you.

Here's what I mean. If, let's say, sensing and empathizing, is not prevalent where you work, and it is a natural strength for you, then maybe you are suppressing it because the environment does not support it. If that is the case, then you may want to consider how that may be affecting you emotionally, and perhaps in your performance as well.

This week's lesson is critical for self-evaluation. The self-assessment looks at traits that have emerged in recent studies as natural traits for women, as well as beneficial in the workplace. We will use this as a baseline into several conversations in future lessons. We have at least some of these characteristics. I challenge you to crank up your self-awareness of them just a notch.

Use the list to identify your rating on each feminine leadership characteristic.

LEADERSHIP TRAITS in WOMEN		
Characteristic	Description	How You Rate
		Not so much Kind of Yes! That's moi!
Inspiring	You motivate others and get them inspired	1 – 2 – 3 – 4 – 5
Mediating	You have the ability to smoothly insert yourself into situations where conflict management or problem solving is needed	1 – 2 – 3 – 4 – 5
Listening	You are good at listening for facts and data	1 – 2 – 3 – 4 – 5
Sensing Intent	You are good at sensing intent from others	1 – 2 – 3 – 4 – 5
Sensing Undercurrents	You are good at reading non-verbal signs	1 – 2 – 3 – 4 – 5
Empathizing	You appropriately pick up on and reflect feelings that others have, letting them know you understand	1 – 2 – 3 – 4 – 5
Interpreting	You are good at translating what you hear into needs for others	1 – 2 – 3 – 4 – 5
Emotional Intelligence	You have a high self awareness and acknowledgement of feelings	1 – 2 – 3 – 4 – 5
Involving Others	You pull in others' inputs before setting plans & strategies	1 – 2 – 3 – 4 – 5
Building Relationships	You clearly see relationship building as important as fact-gathering	1 – 2 – 3 – 4 – 5
Collaborative Mindset	You exhibit few competitive tendencies and often seeks a more collaborative approach	1 – 2 – 3 – 4 – 5
Task-Switching	You have a natural tendency to deal comfortably between multiple tasks	1 – 2 – 3 – 4 – 5
Big Picture Thinking	You have a broad contextual view of issues, important when developing strategies	1 – 2 – 3 – 4 – 5
Planning	You have the ability to balance the strategic (the what) with the tactical (the how)	1 – 2 – 3 – 4 – 5
Keeping Perspective	You have a way of recognizing what is important in life, and can put work in perspective	1 – 2 – 3 – 4 – 5
Social Equality	You look at the workplace in terms of a network of contacts rather than rank and status	1 – 2 – 3 – 4 – 5

Adapted from these Sources: *See Jane Lead: 99 Ways for Women to Take Charge at Work*, by Dr. Lois P. Frankel; *The First Sex: The Natural Talents of Women and How They are Changing the World*, by Dr. Helen Fisher; *How Remarkable Women Lead*, by Joanna Barsh and Susie Cranston

Interpretation

Quick gut instinct

List 3 that you think you have pretty well down! These would be strengths that you are highly confident in. (I know you are fabulous and you do more than 3 of these in a skilled and enviable way. Just pull out the three that you feel are most natural for you.)

- 1.
- 2.
- 3.

List 3 that are a thorn in your side. These would be skills that gave you a little pang inside when you had to rate it on a scale of proficiency.

- 1.
- 2.
- 3.

Some numbers to go by

Add up all 16 numbers. Write the total here _____

If your overall rating was:	Then:
Over 64	You have a solid portfolio of feminine strengths
48-63	You have some great stability and certain strengths. Leverage the ones that are high and consider a plan for those that you know would benefit from improvement
30-47	You may have a few strengths but overall you may wonder if there are areas you are compromising. It's a good time to really draw upon your natural strengths.
Below 30	I would question whether you are indeed this low or rather you see yourself as ineffective in these areas. You may want to study a few of the traits for what would be most beneficial in your area of work to improve and develop a plan.

Note: We would love you forever if you would help us build our database. If you are up to it, email Katie your 16 ratings. Also please pass along your description of how you would interpret your overall score. (like in the box above) Send them to katie@better-leadership.com or FAX to 866-808-7631 THANKS!

A Follow-On Task

Other than the fact that you just spent a little time assessing, I would challenge you to incubate on where these traits work into your world. It's probably a good idea to incubate on where you rated yourself.

1 – Get some feedback from others around you as to where they see your strengths and your weaknesses

2 – Let each of the 16 characteristics sink in just a little more. And with the input you may receive from others, go back through and re-evaluate.

3 – Are there any areas that you know for sure you would like to put some effort into? If so, start to collect those ideas below.

Note – We are in the process of creating what we call an opportunity map. This online assessment will map your strengths with those that you feel are most appropriate for your situation. We will let you know when this gets uploaded and running.

CHICK CHECK

A few questions to validate your feminine approach to this week's assignment.

How did you initially feel about the list of feminine characteristics?

Any sense of your list of feminine traits "not fitting into my workplace?" Why? Is it because you work in a male-dominated environment?

Are there any strengths you might adapt to your own list? Maybe some that you think of as unique to you that may expand your personal list? If so, jot them down here and we can use them in the future to create a more personalized list for you.

My Ongoing RINGY-DINGY List

Items that come up throughout the course that you want to remember or task for yourself. Your “short list” of things that are working best for you or “AHA”s.

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Lesson 1, Rev 3