TAKING CHARGE
WOMEN’S EXECUTIVE LEADERSHIP PROGRAM
A Unique Executive Development Experience for Women

PROGRAM OVERVIEW
What are the critical elements that make the difference between management and leadership – the factors that move you from managing a team to the executive suite? This dynamic program was developed to provide the knowledge and skills professional women need to avoid career missteps. Learning takes place in a comfortable, collaborative environment.

The program begins with a two-day session, followed by five one-day sessions that take place on alternating weeks over the course of three months. This structure allows participants to fully engage with the learning, incorporate new skills into their current roles, and build a long-lasting peer network.

IN THIS PROGRAM PARTICIPANTS WILL:
- Gain insight into their strengths as well as areas to develop in order to move forward
- Learn practical, applicable skills that can be applied immediately in the workplace
- Strengthen capabilities in communications both internally and externally
- Build a business network for the long term
- Participate in an executive coaching session to develop executive presence and sharpen strategic and decision-making skills
- Meet senior-level women who will share candid insights for the journey ahead

WHO SHOULD ATTEND
Committed professional mid- to senior-level women who are:
- In a significant management role
- Designated to assume increased responsibilities
- In a period of transition or moving between functional groups
- Desire enhanced presence and confidence for the next career stage

Organizational titles of participants may vary dependent on the size and type of their business. The cohort of 12-15 women may include program managers, senior directors, CFOs and financial managers, general counsels, operating managers, vice presidents and similar. Admission is selective.

PROGRAM REQUIREMENTS
Participants should have a minimum of eight years of progressively responsible experience within a corporate or professional organization. All participants are required to obtain agreement from their selected peers, direct reports, and manager to complete an assessment tool three weeks in advance of the program start. All results are kept confidential (as outlined in a letter that is provided for this exercise).

“The best way to predict the future is to create it.” - Peter Drucker

7 DAY PROGRAM
Alternating Fridays
$4,950
For program dates see: www.bentley.edu/execed
**PROGRAM CONTENT**

With the exception of Session 1, all sessions are one day in length and held on alternating Fridays, 8:30 am to 4:30 pm.

**SESSION 1**

360° LEADERSHIP ASSESSMENT (two days)

**SESSION 2**

UNDERSTANDING THE EXECUTIVE LEAP
- Perceptions of leadership
- Gender and leadership
- Strategic leadership
- Styles and processes
- Analytical and intuitive thinking
- Executive presence

**SESSION 3 ACTING AS LEADER**
- Simulation exercise
- Managing and promoting change
- Engaging followers and stakeholders
- Measuring and communicating results

**SESSION 4 THE POWER OF COMMUNICATION**
- Negotiating well (types and styles)
- Advocacy
- Interests vs. positions
- Power negotiation
- Ethical standards
- Difficult conversations

**SESSION 5 EXECUTIVE COACHING: LEADING TEAMS**
- Small group sessions with professional executive coaches
- Team dynamics exercise with individual and group feedback
- Focus on leadership and change management
- Individual and team feedback

**SESSION 6 LOOKING BEYOND NOW: LEADERSHIP AND MOVING FORWARD TO THE CORPORATE BOARDROOM**
- Leadership for your future
- Building your professional network
- “Need to know” essentials for future board involvement
- Personal action plan
- Celebration of accomplishment

Register early to receive a 10% discount. Program fee includes tuition, instructional materials, continental breakfast and lunch. All fees subject to change and payable in advance.

Register online at [www.bentley.edu/execed](http://www.bentley.edu/execed)

**WHAT PARTICIPANTS ARE SAYING:**

“The program provided such a unique experience, where we not only learned from experts but also from one another. Perhaps the best part is now having an amazing network of professional women who I can turn to for ideas or advice any time.”

Lori Yaerbaum  
Director of Web Services and Usability  
Commonwealth Financial Services

“The program helped me see my potential by providing me the skills and perspective to grow. As a result, I was promoted at my company within six months of completing the program.”

Roxanne Hanna  
Creative Director, Merida

“Bentley did a great job of developing a program covering a range of relevant, ‘real world’ topics. The instructors were top notch — they pushed us to step outside of our comfort zone.”

Patricia Deware  
Chief Financial Officer, Selventa, Inc.