

# Women in Leadership: Creating Business Value

In partnership with:

**Microsoft**



# Agenda

- **3:00-3:15** Welcome, Agenda & Introductions – Amy Fowler, Lewis & Fowler
- **3:15-4:00** Keynote Speaker – Linda Brisnehan
- **4:00-4:15** Networking Exercise – Tad Haas, Microsoft
- **4:15-4:45** Facilitated Panel Discussions
- **4:45-5:00** Audience Questions to Panel
- **5:00-5:15** Wrap Up, Evaluation & Thank You's
- **5:15-6:00** Networking, Happy Hour, Prize Give Away

# Topics

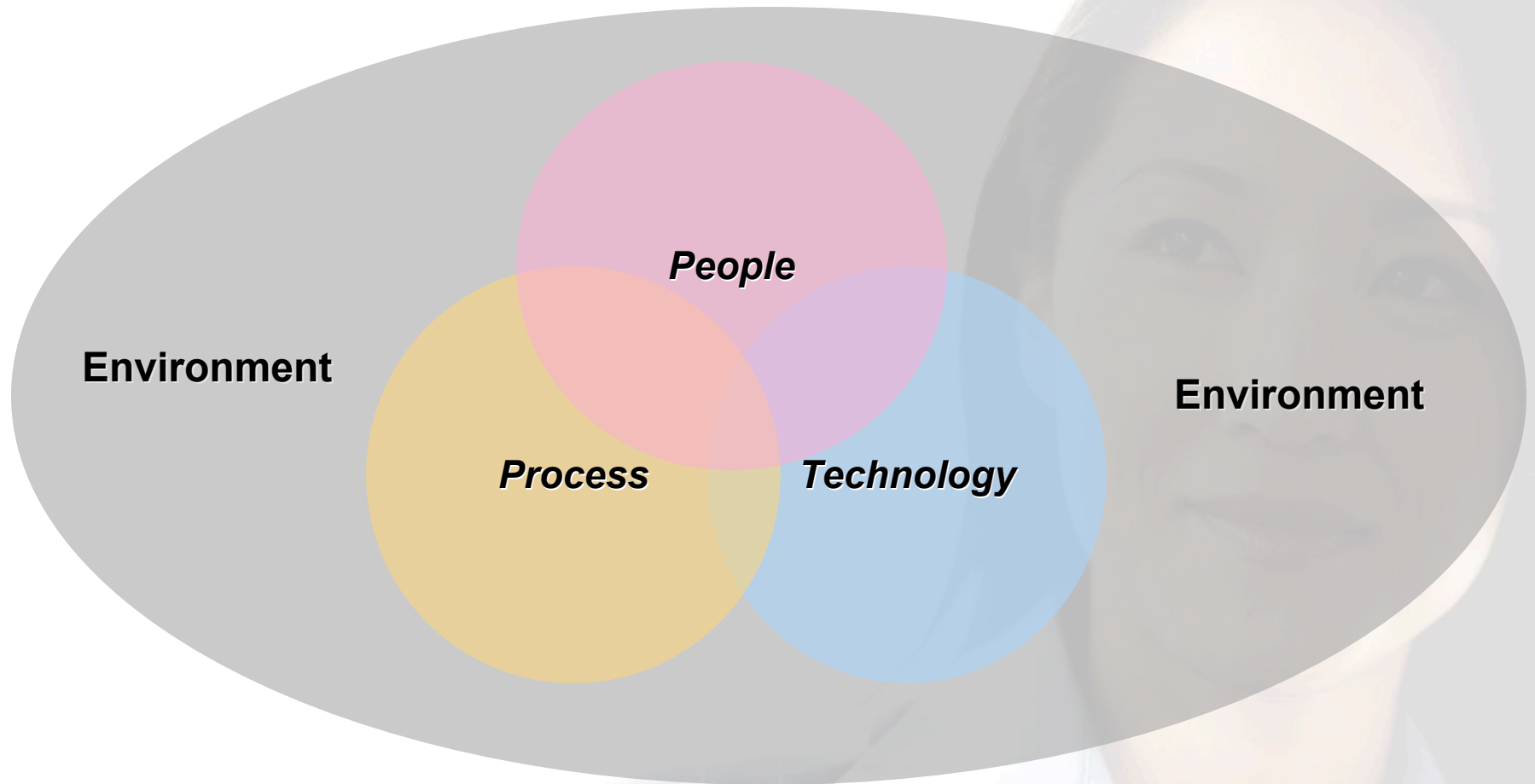
- Space Systems Overview
- Career Background
- Keys to Project Management
- Mentoring
- Lessons Learned/Success Factors

# Career Background

- Subcontractor
  - Software Developer
- Classified Programs
  - Software, Integration and Test Manager
  - Ground Systems Director
- Computer Technology Center
  - Software Engineering Process Lead
- Information Technology
  - VP and CIO



# Keys to Project Management



**The key is to balance all project management components**

# Checklist for Failure

- Definition of Project Should Be Vague, Misleading or Totally Wrong
- Don't Waste Time Planning – Get to Work Immediately
- Don't Bother to Define Completion or Success Criteria – They're Obvious
- Under No Circumstances Should You Use Project Management Tools
- Don't Bother to Ask Staff What Types of Task They Like or Are Good At, Before Matching Tasks to People

# Checklist for Failure

- No Customer Knows What He or She Wants
  - You Can Give Them Anything You Think is Good
- If You Estimate, Keep Estimates Vague
  - Be Sure to Never Review or Modify Estimates After Project Begins
- Try to Keep Project Reviews and Status Reports Superficial
  - Always Make the Project Status Look Good

# Process - Financial

- Clear Work Breakdown Structure
- Detailed Budget Reviews
- Annual Budget Planning
  - Bottoms Up and Top Down

# Process - Schedule

- Detailed Schedule
- Resource Loaded
- Regular Schedule Reviews
  - Approve Changes

# Technology

- Right Tools
- Allow for Learning Curve
- Be Prepared for Technical Issues
- Proactively Manage Risks

# People

- Right Team
- Shared Vision
- Customer Focus
- Open Communications

# What is a Mentor?

- Serves as a role model, trusted counselor or teacher
- Provides opportunities for professional development and growth
- Shares information, encouragement and advice

# Coaching vs. Mentoring

## Coaching

- Focuses on tasks
- Usually short term
- Explicit feedback
- Develops skills
- Driven by the coach
- Shows where you went wrong

## Mentoring

- Focuses on processes
- Usually long term
- Intuitive feedback
- Develops capabilities
- Driven by the mentee
- Helps you figure it out for yourself

American Society of Training & Development – ASTD

# Mentor vs. Champion

- Champion
  - Respects your capabilities
  - Builds your self-confidence
  - Willing to put in a good word for you

# Mentee Experience

- Formal Mentoring Program
  - Through Executive Mentoring Program
  - Established monthly meeting schedule
    - First sessions were “get acquainted”
    - Follow-on sessions were discussions about problem situations and career
- Informal Mentoring
  - Use network of former and current co-workers and managers for advice

# Mentor Experience

- Formal Mentoring Program
  - Assigned 4 mentees
    - Three have regular monthly sessions
    - One has irregular meeting schedule
- Informal Mentoring
  - Multiple mentees
    - One from New College Rotation Program
    - One from Networking Brown Bag session
    - Several former co-workers
    - Outside program through CU-Denver

# Mentoring Options

- Mentor/Mentee Book Club
  - Senior Management Women and Mentees
  - Mentor/Mentee teams host and lead discussion
- Round Table Mentoring
  - Group mentoring
  - One executive/senior manager to multiple employees
- Organize a “Mentor Walk”

# Favorite Quotes

- Work for a company where their expectations of you are high
- Treat every job as if you will be there for the rest of your life
- Don't work for recognition, but do work worthy of recognition

# Favorite Quotes

- Some things need doing better than they've ever been done before. Some just need doing. Others don't need doing at all. Know which is which.
- Don't spend sixty minutes on a one-minute problem

# Lessons Learned

- Don't leave your organization with a critical milestone pending
  - Have a clear transition plan
- Always identify someone who will be able to step in and take your place
- Go with your instincts on career decisions
  - List the pros and cons and discuss with a trusted mentor/advisor
  - Final decision must be yours!

# Success Factors

- Work Hard – Always Give 110%
  - Your reputation will create opportunities
- Use the Golden Rule
  - Treat everyone as you would want to be treated
- Continue to Learn
  - Take every training opportunity
  - Read books – management, current events
- Build your network of contacts
  - Meet people – inside and outside of work

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