



2019 UC WOMEN'S INITIATIVE FOR PROFESSIONAL DEVELOPMENT (UC WI)

Congratulations on your selection to the program! You are part of a talented and diverse cohort of outstanding women at the University of California ready to collaborate, learn and grow together both professionally and personally.

UC is committed to creating a pipeline and network of women professionals who can contribute to one another's and UC's future success. President Janet Napolitano, at the request of the UC Systemwide Advisory Committee on the Status of Women (SACSW), is supporting and providing funding for the UC Women's Initiative for Professional Development (UC WI), to improve the professional development and advancement of women at UC.

UC WI is a four-session program designed in collaboration with SACSW, UC Systemwide Talent Management, and Coro Northern California, a non-profit leadership development organization that has been delivering programs for professional development and civic engagement for nearly 75 years. UC WI is designed for mid-career women faculty, academic personnel and staff who demonstrate the potential to advance their careers at UC.

Coro's approach to leadership training is "experiential." Individuals engage in interactive learning in order to develop greater self and group awareness, improve interpersonal communication, and analyze systems and situations more effectively.

Coro Faculty and UC WI Facilitators, who are graduates of the WI program, facilitate the program together. Facilitators help participants concentrate on learning from themselves and each other. Facilitators believe leadership development and growth occur when participants are encouraged to apply new skills, discuss successes and challenges, and apply their learning to real-life challenges.

The late photographer Diane Arbus once said her favorite thing to do was to go where she had never been. As with most explorations, UC WI will require flexibility, openness, and a willingness to take risks.

This packet contains information on program policies and ways to prepare for the program. UC hopes this program will further develop your professional capabilities and inspire you to take positive risks during the program within a supportive learning community, and after the program as opportunities arise in your career.

PREPARATION

Please complete the following before the first session:

- **Review the program goals and set personal goals congruent with the goals of the program.** You will get more out of this experience when you have a sense of what you wish to accomplish. Articulating your personal goals will provide a foundation for measuring and synthesizing your experience. Coro's Pre-Program Questionnaire will aid you in the goal-setting process.

The program has been designed to:

1. Cultivate a professional network of women that spans the UC system
 2. Give women access to top UC leaders to learn from them about their diverse leadership approaches and journeys
 3. Strengthen participants' skills and confidence through hands-on practice with a range of tools and skills in the areas of:
 - Professional development and impact
 - Strategic relationship building
 - Developing and delivering a compelling narrative regarding one's professional accomplishments and vision
 - Negotiating at work
 - Peer coaching
- **Complete the 20-minute [pre-program questionnaire](#)**
 - **Complete the Managing Implicit Bias Certificate.** In support of the University's values related to diversity, equity and inclusion, please complete the "[Managing Implicit Bias](#)" e-learning series prior to the January session. The e-learning modules are housed in your location's learning management system.
 - **Bring a significant object with you to the opening session.** The object should communicate something personal about you. You will share the object and its significance to you at our first seminar. This will be a chance for each of us to learn a little more about you and an opportunity for you to present yourself in a concise manner. You will have sixty seconds to present the object to the group so please prepare in advance.
 - **Read the articles and view the video below before the start of your first session.** These focus on the concepts of growth mindset, imposter syndrome and intersectionality, which we will explore during the program. Readings in this program are meant to be brief and thought-provoking.
 - **Growth Mindset**
[Fixed vs. Growth: The Two Basic Mindsets That Shape Our Lives](#) (20 minute read)
[The Power of Believing that You Can Improve](#) (10 minute video)
 - **Imposter Syndrome**
[I Don't Deserve to be Here: Presence and the Impostor Syndrome](#) (7 minute read)
[Everyone Suffers from Impostor Syndrome — Here's How to Handle It](#) (5 minute read)
 - **Intersectionality**
[The Intersectionality Wars](#) (10 minute read)

[The Urgency of Intersectionality](#) (18 minute video)

- **Carefully review the program policies and calendar.** In particular, please be sure you have eliminated other commitments on seminar days as in-person attendance is required.
- **Be ready to do your part to help the group become a true learning community.** This program will encourage you to try new things, share professional challenges, and leverage each other's experiences and strengths. You may want to begin thinking about specific professional challenges you face that you might want to discuss with others in your cohort.

Please note that the cohort for this program will include:

- Women in mid-career, who demonstrate the potential to advance in their careers at UC
 - A balance of faculty, academic personnel and staff
 - A balance of campus, health center, Lawrence Berkeley National Lab, and Agriculture and Natural Resources participants
 - A variety of levels, departments and functions
- **Think of questions you would like to ask a variety of leaders at UC.** Generally, each session will include an interview with a faculty member or administrator with his or her own unique leadership style, professional journey and outlook on how to find success at work and at home.

PROGRAM POLICIES

The following program policies are important to creating a vibrant learning community:

Attendance

Participants should clear their calendars on scheduled seminar days, listed later in this document. 100% attendance is the expectation for all participants. Each session is based on the knowledge, skills, network, and experience garnered in previous sessions. Therefore, any absence has a negative impact on the overall participant learning process.

Please note the seminar day requires attendance during lunchtime; "breaking bread" is an important opportunity for the participants to learn more about each other.

Punctuality

Seminars begin promptly at the stated time. They involve small and large group activities, discussions, and assignments. Late arrivals disrupt the group's learning process. Please be punctual to all seminars, and when returning from breaks during seminar.

Confidentiality

Vital to the program is the need for absolute confidentiality regarding information shared during seminars. We have a strict policy that all relevant information gathered in seminars is used only in training and is held in confidence by all participants, facilitators, and staff. This confidentiality policy has both allowed for and encouraged the candid exchange of information integral to our training. As

this policy is critical to the trust of UC leaders who participate in the program, any breach of confidentiality may be cause for dismissal from WI.

Intersession Assignments and Reflection Questions

Some time (approximately 2 hours per session) outside of regularly scheduled seminars will be necessary for intersession learning assignments. For example, each participant will work on:

- A. Crafting and delivering a professional narrative
- B. Building a personal board of advisors
- C. Identifying and preparing for a small “n” negotiation at work, i.e. an everyday issue for which there is no formal policy or decision-making structure
- D. Identifying a leadership challenge and offering it to their peers for conversation

Participants are also required to complete short reading assignments, answer reflection questions electronically after each seminar, and submit a final program evaluation.

Electronic Devices

Use of cell phones, other electronic devices, and laptops is permitted only during designated breaks or when the group of participants decides that electronic devices will aid the group in completing an assignment.

Attire

Business casual clothing is strongly suggested at seminars. You may spend time in workshops meeting with UC leaders so please dress accordingly. Temperatures in rooms vary so please bring layers.

Termination

Participants in UC WI are engaged in the program on an “at will” basis. Because the program depends on the full involvement and commitment of the participants, if for some reason you are not able to continue to be fully engaged in the program, please discuss the possibility of terminating your involvement with the UC Program Manager and UC WI Facilitators.

Calendar & Seminar Locations

All of the dates and locations are available on the [program schedule](#).

Travel

All travel arrangements and travel related costs should be handled by the participant and submitted for reimbursement from the participant’s department/campus using the established location T&E process. Meals during program sessions will be paid out of the program fees.

WHAT IS CORO?

Coro Northern California, a nonprofit organization based in San Francisco, prepares individuals for collaborative leadership so they can effectively tackle pressing, public problems. For 75 years, Coro has developed and delivered experiential learning programs so individuals, communities, and institutions better understand themselves, how to work with others, and how to improve their impact.

Coro offers intensive leadership development to:

- **Early career professionals and recent college graduates.** Coro operates the Fellows Program in Public Affairs, a nine-month, full-time graduate-level program in the San Francisco Bay Area. There are additional Coro Fellow programs in Los Angeles, New York, Pittsburgh, and St. Louis.
- **High school students seeking to improve their schools and communities.** Since 1998, we have operated the Coro Youth Exploring Leadership Program in the East Bay and San Francisco. (This program is accepting applications now.)
- **Executives at an array of academic institutions, nonprofit organizations, government agencies and philanthropies.** Our long-time academic partners include UCOP, UC Davis Health, and UCSF.

To learn more, please visit www.coronorcal.org.

CONTACT LIST

Contacts for the UC Women's Initiative for Professional Development include:

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Emergency Contact

In the case of emergency, illness, or an unavoidable late arrival, please notify Terry Barton at 610-203-0618 or teresa.barton@ucop.edu.

Contact information for participants in the program will be provided after the first session.