



## DEVELOPING YOUNG WOMEN LEADERS

*NDI helps women build confidence in their ability to lead, often a critical step for women in deciding to run for and be elected to public office. NDI programs often target young women to build their leadership skills and political engagement early in life. Trainings often address how to create work-life balance, manage time effectively, handle professional challenges, and articulate strengths.*

*This training would draw primarily from Leadership 101 and Leadership 201 (Full Modules). Depending on the context it might also draw on other skill modules as appropriate. Consider the experience levels among the group as to which aspects of these modules you include. More advanced groups may want to focus on particular skills modules, such as Communications or Management, or specific presentations (Advocacy, Negotiation) incorporated with elements of the leadership modules. The sample below provides a combination of these areas. It may also be important to conduct mixed-gender sessions to sensitize young men and women to gender issues. In this case, presentations from the Gender, Women and Politics module (Why Women?, Gender Primer, Gender Mainstreaming and Gender Analysis) might be incorporated.*

### SAMPLE 4-DAY AGENDA

#### **DAY ONE: Sharing experiences – challenges for young women leaders and how to overcome them.**

- 9:00**            **Registration**  
*Participants are given cards to write hopes and fears, what they hope to learn and what they think they can teach others and turn these in.*
- 9:30**            **Welcome and Introductions**  
*Opening remarks, explanation of the program and introductions*
- 9:45**            **Icebreaker and Ground Rules**  
*Sharing of key themes from hopes and fears (or other ice breaker activity) and setting workshop ground rules.*
- 10:00**          **Introduction to Leadership**  
*Overview of leadership types and qualities of a leader*

- 10:15**      **Gender and Leadership**  
*Do women bring unique strengths as leaders? What barriers and stereotypes do women face to leadership?*
- 10:45**      **Break**
- 11:00**      **Identifying the Leader Within and Self-Assessment Exercises**  
*Discussion of the skills and qualities that we each possess that can contribute to our leadership as well as areas where we might need to strengthen our skills. The modules include a variety of leadership assessments that can be used here to guide self-assessment of strengths and growth areas in leadership.*
- 12:00**      **Developing your Leadership**  
*This session takes participants from identifying their current leadership strengths and growth opportunities to talking through steps to becoming the leader they envision for themselves.*
- 12:45**      **Lunch**
- 1:45**      **Addressing Challenges**  
*Group discussion on key challenges for young women leaders. Identification of top 4-5 challenges.*
- 2:30**      *Small group discussions on individual and collective strategies to overcome these challenges.*
- 3:15**      **Break**
- 3:30**      **Developing Self-Confidence**  
*Use the self-confidence quiz and building self-esteem handout to identify current levels of self-confidence and ways to build confidence.*
- 4:30**      **Wrap up of the day**

**DAY TWO: Personal effectiveness – goal setting, time management, confidence**

- 9:00**      **Overview of Day**
- 9:15**      **Work/Life Balance**  
*Assessing balance in our lives through self-assessment and group discussion.*
- 10:15**      **Personal Code of Conduct and Mission Statements**  
*How and why to develop a code of conduct and mission statement.*
- 10:45**      **Break**

- 11:00**      **Personal Code of Conduct and Mission Statements - Exercise**  
*Individual work on codes of conduct and mission statements, reporting back to the group.*
- 12:00**      **Handling Personal Attacks**  
*Tips for handling criticism and attacks as a leader and how to support yourself emotionally.*
- 1:00**        **Lunch**
- 2:00**        **Being Assertive**  
*Difference between assertiveness and aggressiveness, assertiveness survey.*
- 2:45**        **Assertiveness Role Plays**
- 3:30**        **Break**
- 3:45**        **Goal Setting**
- *Recognizing your passions – tools for identifying and pursuing your passions, SWOT analysis, etc.*
  - *Developing a vision and goals to achieve them – what’s the difference between vision/goals/objectives?*
  - *Exercises to help set goals*
- 4:30**        **Developing a plan to achieve your goals.**  
*Structured discussion based on a goal from the participants. What are the obstacles to achieving that goal? From these what are the areas that need to be focused on in the next year? Difficult to focus on too many things, so probably only one or two for each focus area.*
- 5:00**        **Wrap up of Day**

### **DAY THREE: Engaging Externally**

- 9:00**        **Overview of Day**
- 9:15**        **Barriers to Achieving Goals**  
*What challenges do you face in reaching your goals? How can these be overcome?*
- 9:45**        **Delivering Your Personal Message**  
*How to write a bio, developing your public narrative.*
- 10:45**      **Break**

- 11:00**      **Delivering Your Personal Message, continued**
- 11:30**      **Personal Image and Appearance**  
*Things to keep in mind to convey a confident, competent you.*
- 12:15**      **Gaining External Support for Your Leadership**  
*Strategies for gaining support from friends and family and colleagues: whose support do you need, and how can you convince them to give their support?*
- 1:00**        **Lunch**
- 2:00**      **Gaining Support, continued**  
*Steps for gaining support and the importance of mentorship.*
- 3:15**      **Break**
- 3:30**      **Introduction to Negotiation.**  
*Principles of negotiation, sharing experiences of negotiation (with family, at work, etc.).*
- 4:30**      **Wrap up of Day**

**DAY FOUR: Engaging Externally, continued**

- 9:00**      **Overview of Day**
- 9:30**      **Negotiation, continued**  
*What makes a negotiation successful and the stages of negotiation.*
- 10:00**     **Negotiation Exercise/Role Play**  
*Two sets of two groups. One representing civil society organisation with some funding to run youth project, needing support of student union. The other representing a student union interested in supporting the project, but with different objectives. Groups prepare their strategy and decide how to approach the negotiation. Debrief on what worked and what did not-- which strategies worked and which were unsuccessful?*
- 10:45**     **Break**
- 11:00**     **Introduction to Advocacy**  
*What is advocacy, and how do you conduct an advocacy campaign, including: defining the issue, planning, mobilizing and messaging. Who is your target, and how can you reach them?*
- 12:30**     **Lunch**

- 1:30**            **Advocacy Group Work**  
*Group work preparing lobbying strategies for specific aim (to be written on large flip charts for display after exercise). One group preparing to be decision makers to be lobbied.*
- 2:15**            **Presentations**  
*Presentations of advocacy role play, feedback and discussion.*
- 3:00**            **Closing Session, Evaluations**